

Christ Episcopal Church
Minutes of Vestry Meeting

May 23, 2017

Opening Devotion & Prayer

In attendance were The Rev. John McDuffie, Rector; the Rev. Cindy Simpson, Assistant Rector,; and Vestry members: Christie Carrico, Senior Warden; Wayne Cross, Junior Warden; Mary Barnstead, Geoff Fuller, Peggy Gilliam, Adebayo Lanionu, Meghan Matulka, Delia McCormick, Steve McNeil, and George Wolohojian.

Father McDuffie convened the meeting at 7:40 PM, then offered opening prayers.

New Member Orientation—Review of the Roles and Responsibilities of the Vestry

Fr John administered the oath of office to Delia McCormick. Introductions were made around the table. Fr John reviewed the responsibilities of the Vestry members and reviewed the Christ Church Vestry Handbook. He then reviewed the openings for liaisons to parish committees and requested volunteers. Bayo Lanionu volunteered for Welcoming and Delia McCormick said she would consider Environmental Stewardship once she had a chance to talk more with Cindy. Geoff Fuller had already been assigned to Property.

Review and Approval of the Minutes of April 25th meeting

There was a motion to approve the April 2017 minutes as amended. The motion was seconded and passed.

CES Update

Approval of New Nominees to the Board of Governors

Christie reported that the CES Board of Governors met last Thursday night; they will end their year (school year) with a surplus of over \$47,000. Enrollment for the next school year is stable, currently at 121.8 full tuition equivalents. The school is on target to make and maybe exceed their budget. Of note, the school can now issue I-20s, which will allow the school to enroll foreign students at CES. The plan is to proceed very conservatively on any foreign student enrollment. The board has agreed to an extension of the current contract for Caroline Chapin (two additional years beyond the current contract which runs through 2018).

There are two proposed new members for the CES School Board – Tracy Wolff and Kurubel Asgedom. Following a brief review of each candidate, and following recommendation from Father McDuffie, a motion was made to affirm Tracy Wolff and Kurubel Asgedom as members of the board for Christ Episcopal School. There was a second and the motion was passed.

Financial Report – Steve McNeil

Steve McNeil presented the April financial report, reporting first that pledge receipts are still under 7% below budget for the year, which is a continuation of a downward trend. Part of the monthly budget trends is a result of the change of accounting practice (this accounts for about \$26,000 of the \$70,000 behind budget). Loose plate is down but Flower receipts is up; memorial gifts are down this year.

On Expenses, spending is up by about \$29,000. Youth ministry is over budget at the current time, but the youth director has stated this will balance out later as receipts for the workcamps come in. The Music Ministry line item is over budget by about 12% over last year for the paid singers (after the budget was significantly cut). The total music line item is over-budget, principally in the line-item for the paid singers.

Steve reviewed the Balance sheet; of note, the Endowment fund has continued to make money and is now over the maximum to be received for the fiscal year. The swap for the Jefferson Building is currently \$585,000.

The 2016 audit will be commencing soon.

Steve reviewed the history of a scholarship provided to a parish family for their children to attend Christ Episcopal School. The scholarship had been ended because of a lack of income from Endowment although the Vestry agreed to pay half the usual amount out of the operating budget.; that amount, however, (\$4,000) had not been factored in to the operating budget. The motion was made to allocate \$4000 from the Endowment fund for the CES scholarship. The motion was seconded, and passed.

There was discussion on the reduction in pledge receipts and how to proceed. Fr John will get a report on receipts to review and see where any gaps may be.

Update on Budget Discussions Concerning the Music Ministry of the Church

Fr John reviewed the history of the budget issues with respect to the Music Ministry line item. Fr John had said that an increase of pledges could result in a revisit of the budget and spending. It was learned that an initiative had begun within the choir members to raise money for a designated gift to fund two staff singers in the fall, and then ask the Vestry to continue the funding in the 2018 budget. This initiative had reportedly caused conflict and division within the choir. Christie and Fr John met with Tad last week, to direct him to stop the fund-raising drive, as the mind of the Vestry is not to accept a designated gift to substitute for resource allocation from the budget. An increase of \$1000 for one pledge has been received, with a request to fund again the choral scholar program. Another pledge has been received, of an increase of \$10/month, another parishioner increased her pledge by \$300 and also made a designated gift of \$300 with a request to help fund staff singers.

Discussion followed on the budget issue and the contributions/pledges. There was some discussion on the possibility of moving to one music service; Fr John said he has combined

Sunday morning services before, the church where he previously served, and added that it can be a very emotional and challenging activity.

There was discussion on how to proceed with the received money. The cost of the paid singers for the fall will be \$5700, so the current contributions will not cover the full cost. Christie replied that changes have to be implemented and decided upon by the choir director. Discussion continued on the funding for the paid singers and the choral scholars. During discussion, Father John said that pledges now are at \$779,000.

A motion was made to accept the \$1000 pledge increase, and apply it to the choral scholar program. There was a second; following discussion, the motion failed. It was decided, however, that the choral scholars should be funded out of the operating budget for the fall. Following further discussion, it was agreed that the checks received should be returned, as designated pledges (for a specific budget line item) should not, in general, be accepted, given that with the current pledge revenue shortfall, we could no longer guarantee that they could go to the Music Program Rev. Cindy stated it is important to get the first quarter statement out, including in the statement a letter asking people to catch up if they are behind in pledge payment. She added it is important not to ask for additional pledge money as we go in to capital campaign.

Update on the Capital Campaign Feasibility Study

Next Steps

Reviewing Timetables

Fr John said Steve Siegel is training for the current phase of the capital campaign; George Wolohojian and Paul Mamalian are co-chairs of the campaign. We are currently in the “quiet phase”, where the task is to approach people on a one to one basis to get a feel of how much true interest is there by assessing how much they are willing to pledge. Following this phase, the decision will be made on whether to proceed with the campaign. Delia said she is concerned about the goal of having a new school building without debt. If less than the goal amount is received, the reality may be to carry a small mortgage on the school building.

Committee Reports

Property – Wayne reported on property:

- On the Jefferson Building, Wayne reported the first payment has been made for the window work. The work is scheduled for the end of June or early July, at which time \$18,743 will be due (when the work begins). A final payment of the same amount, \$18,743 will be due when the work is completed. \$30,000 has been approved for the work (to come from Endowment), and now additional monies need to be approved for the window work as well as an additional \$5,000 for needed trim work. **The motion**

was made to fund the remaining work on the Jefferson Building windows & trim, with \$35,000 to be funded from Endowment. The motion was seconded and passed.

- Other maintenance/property related work included:
 - Slate repair at cost of \$750.
 - Rafferty Co was installing the lightning abatement system and pulled some electrical wire out. Pepco made the needed repairs.
 - Door repair on the lower part of the school, cost of \$110.
 - Some inside painting will be performed in early July, for \$655.
 - Roots are pushing up sidewalk pavers outside the parish house. The cost will be \$1500 to prune the root (an estimate has been received from Davey)
 - The school has requested a microphone replacement; cost is \$110
- Wayne said he wanted all in the Vestry to be aware of the work Mark Wright has done. He took the lead on the (required, by the county) energy assessment. We have to complete a form each year, and Mark has ensured the task is completed.

Environmental Stewardship – Cindy reported from Janice Musselman, that many requests for the energy audit grants were submitted; unfortunately, we did not receive a grant.

St Francis Flock – No report.

Pastoral Care – No report

Outreach – no report.

Communications – Christie reported that a capital campaign page has been created on the web site.

Fellowship – No report

Adult Christian Formation – No report

Welcoming – Cindy reported the newcomer reception will be held on June 4th in the Murdock Room

Stewardship – No report

Old Business:

- 2nd vote:
- There was a motion to use the recently received \$50,000 bequest, plus up to \$6K as needed from the Endowment Fund, for use on the second phase of capital campaign. The motion passed unanimously. (There is an understanding that the funds will be reimbursed by the campaign and the school, as possible)

New Business:

- None

Date of Next Meeting: **June 27, 2017**

Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 10:27 p.m.

Respectfully submitted,

Dotty Reitwiesner