

Christ Episcopal Church  
Minutes of Vestry Meeting

**February 28, 2017**

Opening Devotion & Prayer

Clergy: The Rev. John McDuffie, Rector; Assistant Rector, the Rev. Cindy Simpson; Vestry members: Christie Carrico, Senior Warden; Janice Musselman, Junior Warden; Mary Barnstead, Wayne Cross, Peggy Gilliam, Meghan Matulka, Steve McNeil, Tristan Poje, Katherine Schexneider, George Wolohojian and Mark Wright. Present for part of the meeting were guests from Standard Energy Solutions (Brian Desmond & Jerod Lyles) and Ralph Veale from the Environment Committee.

Father McDuffie convened the meeting at 7:11PM, then offered opening prayers.

Presentation by Standard Energy Solutions on Christ Church Energy Audit

The Rector welcomed the SES guests. Brian Desmond said the energy audit process for the church had begun three years ago; in last six months SES has done a lighting assessment for the church and office buildings. While the building situations are the same (excluding the Jefferson Building), there are now new incentives from PEPCO for savings. Brian reviewed the current lighting conditions, the impact of current lighting (costs, lighting quality), and the recommendations (upgrade to LED technology with lighting controls, and take advantage of utility incentives) and benefits (cost savings, and a commitment to be stewards of the environment.

In reviewing the financial savings, Brian said the Maryland Energy grant could be applied for and could realize \$21,649. The electricity and maintenance savings could total \$15,596, resulting in a payback forecast of 1.4 years. Even if the grant is not approved, Brian added, the simple payback on savings would be realized in 2.8 years.

In discussion, it was clarified that the focus of this energy audit was on church building and parish house. The plan will include lighting sensors installed in the hallways, heat-activated, and synchronized to activate in a hallway when one light is turned on. Brian and Jerod also discussed the benefit of LED bulbs over florescent.

When the guests left, Janice added that we will be applying for both a grant and a loan; because of deadlines they needed to be started and can be withdrawn at any time. She said the Environmental Committee has been working on this audit for over two years, and the options available now are much improved, due to better technology. Father John said he is indebted to the committee for their work. **There was a motion to accept energy project and to move forward as proposed; there were several seconds, and the motion passed.**

Review and Approval of the Minutes of January 24, 2017

There was a motion to table the approval of the January 2017 minutes. The motion was seconded and passed.

### Financial Report – Steve McNeil

Steve McNeil presented the January financial report, first noting that January had a significant deficit. One main reason for this was that the accounting process was changed from cash basis to accrual basis, utilizing Quickbooks. Expenses are paid in arrears when using an accrual basis. The monthly results will be more balanced but in comparison to 2016, finances will be negatively impacted; this will be this year only. After this change to accounting, next year's financial comparisons will be accurate.

Steve reported that the loose plate offering is up for the month of January. Additionally, we have received the rent from the diocese (for Korean ministry). The Korean Congregation is committed to paying \$1700/month to the church for the Hillstrom House rental, Father John reported. He said he met with Father Choi and Robin Kwan, financial officer for the Korean Ministry, to discuss the financial situation. The congregation is committed to financially supporting Father Choi. Steve added that on the balance sheet the Korean Ministry will be removed.

Steve reported that the Endowment fund is doing well for first four months of the fiscal year.

### Review of Vestry Decisions on the 2017 Music Budget – Impact on the Music Program

Father John reported on discussions w/Tad on the decision on the music budget. Three meetings have been held with Tad; Tad has requested a revisit of the Vestry decision regarding the music budget. Several options have been proposed, including utilizing the Amanda Philips gift. Discussion followed on the request from Tad to revisit changes to budget. A discussion followed on the paid music positions and the lower attendance at the 11:00 service.

There was consensus that there will not be a change to the current overall music budget.

### Review of 2016 Annual Parochial Report

Fr John reviewed the 2016 parochial report. The average Sunday service attendance has increased from the previous year. Fr John noted that we perform more private Eucharists than most parishes. Also, of note, the total net operating income is up.

The parochial report was approved by acclamation.

### Committee Reports

Property – Janice and Wayne reported on current projects:

- Janice reported that the dishwasher in the church kitchen has been removed. There are some needed repairs in the kitchen following removal of the dishwasher; the estimate for the repairs is \$475.

- Wayne reported on the damages to the Rose Window (facing front) – there is a “bald” section that is already starting to crack. The estimate for repairs is \$10,961. The millwork is separating as well. Repairs are also needed on the transept window (the putty has dried out, and cementing is needed, in some areas). The cost for the repairs on both windows would be \$22,003. For a contract, one third is required up front; there is a 90-day wait period for the work to be performed by Willet Hauser.

There was a motion to spend \$22,000 from Endowment on the repairs to windows. Following several seconds to the motion, the motion passed.

- Wayne reported he has received an estimate for installation of a lightning rod for the bell tower (to be installed by Michael Rafferty Co). The estimate is for \$6100 for the installation. There was a motion to spend \$6100 for the installation of the lightning rod for the bell tower, to be paid for out of the Endowment fund. The motion was seconded and passed.

St Francis Flock – No report

Pastoral Care – No report

Outreach – No report

Communications – No report

Fellowship – No report

Adult Christian Formation – No report

Welcoming – No report

Environmental Stewardship – No report

Stewardship – No report

Nominating – No report

Old Business:

- none

New Business:

- none

Date of Next Meeting: **March 28, 2017**

Prayer and Adjournment

The closing prayer was offered by Christie Carrico, and the meeting was adjourned at 10:21 p.m.

Respectfully submitted,

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