

**Christ Episcopal Church, Rockville, MD**  
**Vestry Minutes**  
**July 25, 2023, 7-8:30pm in the Parish House**

Present: Fr. Tim Carr (Rector), Bryant Trost (Senior Warden), Matthew Salter (Junior Warden), Bill Hickman (Treasurer), Jeremy Snider, Emily Correll, Cindy Griffiths, Victor Ban

**Opening**

An opening prayer was provided, and the agenda for the July meeting was approved by unanimous vote.

**Approval of June Minutes**

The June minutes were discussed.

Bill Hickman noted three amendments:

- "We are at ~~73%~~ 93% of expected pledge receipts for the year."
- Addition: "A motion to correct the Treasurer's report was seconded and passed."
- Instead of the sentence being "The fiscal year 2022 will start soon," it should be "The audit of fiscal year 2022 will start soon"

A motion to approve the June minutes, as amended, was seconded and passed.

**Treasurer's Report: Review of June Financials**

- Bill Hickman reported that the church is generally in good shape, though maintenance costs need to be managed.
- One clarification about the Profit and Loss Statement: stock donations pertain to the fulfillment of pledges, so the 99% that is shown as the YTD figure for pledge income would become 113% if the stock donations were to be reflected in it. The formatting of future Profit and Loss Statements will be changed to make that adjustment
- We discussed whether the Dec. 2022 emergency repair had been drawn from the endowment, even though authorized by the vestry. Need to confirm that this transfer happened.
- A motion to approve the June financial reports was seconded and passed.

**School Report**

- The vestry was encouraged that 2023-24 school year enrollment stands at 108.6 FTEs (full time equivalent) and has surpassed the 2023-24 school year budget (based on 108 FTEs), with more students still in the pipeline.
- Father Tim noted that due to certain permitting challenges, the new learning center in the Thompson House likely won't be available at the start of the school year in September.

## Property Report

- At the last meeting, the vestry authorized a committee to consider a long-term solution to the church's heating and cooling needs. Matthew Salter, Emily Pearce, Cole Milla, and others from the school community joined, including a member of the school community with expertise in managing projects.
- Matthew Salter reported that the committee recommended following this process: 1) engaging a contractor to assess the building's current issues; 2) identify features needed in a new system; 3) issue an RFP for the work needed. The timeline for completing all three process steps could be as long as a year.
- The vestry discussed several cooling-related issues identified:
  - o **Cold water circulator pump** is currently non-functional (\$18 K to replace, approx. \$6 K to repair)
    - Unsure whether the church would be able to reuse this pump after a full replacement of our cooling system
  - o **Chiller tower** is still working at present, but badly in need of repair (approx. \$46 K to replace, \$26 K to repair)
    - This area behind the church will be reconfigured due to the condominium construction
  - o **Underground electrical cable** needs repair; a fault was discovered when replacing the motor that drives water through chiller. (\$4 K) At present, we have a temporary solution requiring running a cable above-ground.
- Father Tim inquired about the feasibility of a short-term cooling option. (e.g. using a truck with necessary capabilities, positioning a large fan at the door)
- Matthew expressed concern that requiring any new equipment be included in the church's new system would lead to a sub-optimal recommendation. But without undertaking any repairs, the school won't have functional air conditioning in September.
- A motion to authorize pump repair up to \$6 K was seconded and passed.
- Matthew will follow up with the contractor regarding a firm price and repair timeline.

## Stewardship

- Victor Ban previewed an effort to re-vision stewardship, moving away from a "campaign"-centered model to "year-round stewardship," and seeking to embed all ministries within the work of stewardship. Victor is preparing a presentation on this topic to be delivered in the fall to the congregation, which presentation will be shared in advance with the vestry.
- Victor presented to the vestry a resolution regarding year-round stewardship, authorizing restructuring of the stewardship committee and activities to support this re-visioning.
- Bill Hickman shared that he attended a meeting regarding a new web-based system for managing pledges and finances, which seems to be more affordable than current

software. The transition would cost \$199 for the software package, and then \$113 per month.

### **Insurance**

Victor Ban provided an update on various insurance-related matters; he will be undertaking a review of the church's policy, following up on analysis undertaken in late 2022, and the good work of former vestry member Peter McCabe.

### **Endowment Committee Membership**

Father Tim issued a call for vestry members to join the Endowment Committee; 2 people are needed, and the committee meets only twice a year.

### **Looking Ahead – Important Dates**

Father Tim confirmed that the parish meeting will be held on Sept. 10, 2023, at which time a vote will be taken on the minor amendment to the bylaws discussed at our April meeting (changing the annual meeting date from April to the fourth Sunday in January). A ministry fair will be held at another time.

Father Tim confirmed that the date of Christ Church 300<sup>th</sup> Anniversary Celebration will be Sept. 26, 2026.

The vestry agreed that there would be no August meeting, per customary practice. The next vestry meeting will be held on Sept. 26, 2023.

A closing prayer was offered, following which there was a motion to adjourn, which was seconded and passed.