



St. David's Episcopal Church & School Minutes from 9-19-18 Vestry Meeting

Attending: Rev. Mary Kay Brown, Mike Gibson, Conrad Jones, , Buz Price, Mike Martino, David Sheatsley, Mary Haberl, Mary Vish, Theresa Luby. Also attending, Allan Steed, Liz Mesecher, Marilyn Tracy, Rev. Will Packard, Jae Mitchel, Carol Bonifant, Ann-Marie Lanius, Ginny Fecteau. Absent: Ken Courter, Barbara Tulipane.

Call to order: Rev. Mary Kay called the meeting to order at 7pm.

Parishioner Comments: Conrad Jones said a parishioner; a mother of preschoolers/elementary age children and consistent attendee told him this church has nothing for their children. She specifically referred to Sunday school. At this time, we do not offer a consistent Sunday school for the young children during or after service. While we have added programming, we still lack for teachers and the ability to provide consistent content every Sunday. It was mentioned that Sunday school would provide a way for the kids to connect and form relationships. Allan Steed suggested using a few pews for children to be with their peers.

Decision: Approve the September 19th, 2018 Agenda as presented; Rev. Mary Kay Brown.

Motion: Move to approve the September 19th, 2018 Agenda as presented

Motion seconded and approved

Decision: Approve the August 15, 2018 Vestry Meeting Minutes as presented; Rev. Mary Kay Brown.

Discussion

- Change the total operating funds are \$29,087 to the total operating funds decreased by \$29,087.
- Remove the line, "Conrad Jones made a statement regarding the Balance Sheet."

Motion: Move to approve the August 15, 2018 Vestry Meeting Minutes with the following changes:

- Change the total operating funds are \$29,087 to total operating funds decreased by \$29,087.
- Remove the line, "Conrad Jones made a statement regarding the Balance Sheet."

Motion seconded and approved



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Discussion: August 2018 GM and Trustee Report; Allan Steed and Liz Mesecher

- A question was asked about painting proposals. Why are we getting them now? Answer: Allan said it is for planning for 2019. The question was asked if this includes the Adult Education Room. Answer: Yes, it does.
- A question was asked about the marked parking spaces – closed to parking. Answer: This is necessary per the county to get the trailer approved. They are already on the approved plan.
- We will need electrical hooked to the trailer. We are getting estimates.
- Mike Gibson said we should have a dedication.
- Thanks to Buz Price and Ken Courter for their effort to lead the group cleaning the pews.
- The deck should be ready next week.
- The compressor went out after the last Vestry meeting. An emergency purchase was approved by the Wardens, and made with funds from Repair Reserve.

Decision: Approve August 2018 Treasurer's Report; Mike Gibson

Discussion

- August Income was \$66,378, YTD Actuals are \$552,678, YTD Budget is \$545,460 with a variance of \$7,217. Annual Budget is \$891,732.
- Expenses; \$77,241, YTD \$607,309, YTD Budget \$620,013, with a variance of (\$12,704), Annual Budget; 929,753.
- YTD income is slightly higher than budget (\$7,217) and YTD expenses are less than budget, (\$12,704).
- Although the August balance sheet indicates that St. David's has \$167,387 in checking/savings, much of it is designated for specific initiatives. We are close to hitting our floor of \$50,000.
- The capital fund \$351,119 will be reduced by approx. \$100k for trailer, utilities, etc., upon payment which will occur in September.
- Marilyn Tracy said to be aware the electrical bill will be over \$3,100 after we add the trailer usage.
- Mary had a question about the money. She asked if we should delay the approval of the report until we had this question answered. The vote proceeded.

Motion: Move to approve August 2018 Treasurer's Report; Vestry

Motion was seconded and approved (one nay vote)



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Rector's Report; Rev. Mary Kay Brown

- Rev. Mary Kay reported the ministry fairs are scheduled for this Sunday, 10/7/2018.
- Supported the teachers during the opening of the school.
- Performed two baptisms.
- Bromley Mission—drive for books for the students.
- Opioid Task Force-Karl Colder is part of the task force with Mary Kay and Ken Courter.
- Ken is meeting with Julie Simonton to start the process for planned giving. Without a will your funds go to the State.
- On October 20th there will be a forum regarding end of life issues, financial planning, wills, etc.
- 30 Good Minutes will resume on 10-4-2018.
- Will is reading the bible for the year with the book club.
- The sign dedication went well.
- The Loudoun Symphony will be using our space for a concert.
- Conrad Jones also asked about the use of parish facilities (i.e. Loudoun Symphony). How are they prioritized? Are there contracts? Do we make money? How is this information communicated? Scheduling for space is handled by Karen Knox. Mary mentioned that recently with the cleaning of the church pews, people were displaced. Space should be allotted to church activities first, not outside groups before church groups. Conrad asked for a list of groups using the facility. He stated that as a Vestry member, we should know as people ask us.
- It is up to the Trustees and the General Manager to decide which groups that will be using space.
- Liz does the contracts.
- The Summer Series was not just St. David's. There were other groups.

Recognition: Historical Marker/Margret Mercer Celebration

Conrad Jones thanked everyone who worked to make the event memorable. The idea started over two years ago. St. David's was very blessed by the event. Thanks to everyone who helped.



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Discussion: Finance Committee; Mike Gibson

- Jerry Mamrol has stepped as Chair of the Finance Committee and Theresa Luby will serve as the Acting Chair until the end of the year.
- Looking for more people to join the Committee. Need someone with a finance background. We need to talk to some of the people who are accountants.
- We are still doing the 2015/2016 audits. We need to do the 2017 audit, look for outside accountants.
- Members of the Finance committee have expressed some concern over the amount of oversight and assistance that Jerry provided to Lisa.
- Mary Kay asked Theresa to research the cost of an accountant for next year.

Discussion: Fundraising; Ken Courter.

- Ken was not present so there was no discussion.
- Ken had asked previously for everyone to send ideas for fundraising to him. If you have not already done so, please send him your ideas

Discussion: Communications Task Team; Buz Price

- Plan and execute what are in place now. Keep in mind the current process and scope was in place as a budget conscious solution with volunteers at first, then moved to a “paid team leader” model from a volunteer team leader model.
- What it takes or needs considered to plan and execute what is in place now AND the volunteer led internal communications that are hodge-podge on top of it.
- It is up to the Vestry to decide what they want—teams cost money.
- Margie Mamrol, Kathryn Goodwin, Jeff Rubin, Liz Mesecher, David Schmidt, Buz Price and Mike Gibson are on the team now.
- Communications is a central part of what we do here in the Church. Looking at outside resources. Liz is in charge of the project.
- Theresa asked why are we spending our time on this issue and not hiring a school teacher for Sunday school.
- The task force is not making any recommendations on this issue.



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Discussion: Stewardship Meeting; Theresa Luby

- Stewardship Meeting led by Ricky Barker.
- The committee recommended that the Stewardship Packet contain:
 - A Concise eye-catching letter
 - A one to two-page attachment that contains key information (to be determined) and the pledge card.
- Around September 14th - send kickoff letter (introduce the Theme, Schedule, etc.)
- September 29th and 30th - Leadership Pledge Saturday/Sunday, packet handout, homily on Stewardship by Rev. Mary Kay or Rev. Will, kickoff fellowship event following the 9:00 service
- Week of October 28th – send final “hard ask” pledge letter to remaining non-pledgers.
- November 3rd and 4th - Mary Kay's “hard ask” homily.
- November 18th - end of campaign.
- December 1st or 8th - Stewardship Celebration Event for pledgers.
- Send Email to 65 people.
- Good monetary goal and get more people to pledge.
- 75% will be a successful campaign.

Discussion: Congregational Development; Mary Vish

- Coffee Connect. Philip Martin has set up a new Coffee Connect for Thursday night, September 20, 2018.

Motion: Move to enter into Executive Session; Mike Gibson

Motion seconded and approved.

Vestry Meeting ended at 9:10pm, all non-vestry members left the room and Vestry entered into Executive Session.

Executive Session ended at 9:30pm.



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Decision: Return money from the checking account of \$40,000 to the Capital Fund which was previously designated to pay for the new sound system and furthermore, move \$40,000 from Outreach fund to the Repair Reserve Fund to pay for the sound system in the form of a loan. Terms to be specified by the first of November.

Motion: Move to return money from the checking account of \$40,000 to the Capital Fund which was previously designated to pay for the new sound system and furthermore, move \$40,000 from Outreach fund to the Repair Reserve Fund to pay for the sound system in the form of a loan. Terms to be specified by the first of November.

Motion seconded and approved

Meeting adjourned at 9:35pm.

Motions:

- Motion to approve the September 19th Agenda as presented; Rev. Mary Kay Brown.
Motion seconded and approved.
- Motion: Move to approve the August 15, 2018 Vestry Meeting Minutes with the following changes: Change the total operating funds are \$29,087 to the total operating funds decreased by \$29,087, and remove the line, "Conrad Jones made a statement regarding the Balance Sheet."
Motion seconded and approved.
- Motion: move to approve the August 2018 Treasurer's Report as presented.
Motion seconded and approved.
- Motion: Move to return money from the checking account of \$40,000 to the Capital Fund which was previously designated to pay for the new sound system and furthermore, we will move \$40,000 from Outreach fund to the Repair Reserve Fund to pay for the sound system in the form of a loan. Terms to be specified by the first of November.
Motion seconded and approved.

Respectfully submitted;

Virginia M. Fecteau
Register