



# St. David's Episcopal Church & School Minutes from 6-20-18 Vestry Meeting

Attending: Rev. Will Packard, Mary Haberl, Ken Courter Michael Martino, David Sheatsley, Mike Gibson, Theresa Luby, Conrad Jones, Buz Price, and Mary Vish.

Also attending: Maureen Carey-Back, Marilyn Tracy, Allan Steed, Liz Mesecher, Ann-Marie Lanius, Julie Hellstrom, Jae Mitchell.

Absent: Buz Price, Ginny Fecteau, Carol Bonifant

Opening Prayer

Meeting was called to order at 7:05pm

Rev. Mary Kay Brown asked that since we are committed learning to pray with and for each other that those present join hands with the person next to them and name any special prayer requests and take turns praying for each other. This will be a two-minute session.

Parishioner Comments:

- Ken Courter attended a service at the Church of the Holy Comforter in Vienna and came across information to share. One item is on endowments.
- Donna Lewis will take the minutes as Ginny Fecteau is on a cruise.

Decision: Approve the June 20<sup>th</sup> Vestry Meeting Agenda; Vestry

**Motion:** Move to approve the June 20<sup>th</sup> Vestry Meeting Agenda as presented.

Motion seconded and approved.



## St. David's Episcopal Church & School Minutes from 6-20-18 Vestry Meeting

Decision: Approve the May 16<sup>th</sup> Vestry Meeting Minutes as presented, Rector.

**Motion:** Move to approve the May 16<sup>th</sup> Vestry Meeting Minutes

**Discussion:** Maureen Carey-Back requested that on page 3 under feedback from those in the room. Maureen did not say that meeting comments can make the meeting long. Requested that the statement be struck from the minutes. Another requested by Ken Courter for wording removal will stand since the comment was made. Several minor typographical corrections were pointed out and the corrections will be made by Theresa Luby.

**Motion:** Move to approve the May 16<sup>th</sup> Vestry Meeting Minutes as amended with the changes listed above.

Motion seconded and approved.

Decision: Approve the March/April/May Treasurer's Reports, Mike Gibson

**Discussion:** March/April/May Treasurer's Reports

- March/April reports were delayed due to the confirmation of the cash investment portion calculations. The numbers reflected in March and April are the new calculations and the full report for May.
- Revenues: Are on target for revenues.
- Expenses; Off a little for expenses for the month of May but are up for year to date.
- Net Income; Net income is up 17% for the year.



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- Discussion held on restricted accounts and capital accounts calculations and drivers for these numbers. Mike stated there were several payments that there were from the Capital Fund that were actually incurred in late 2017 but payment has just been made. Mike stated that the Finance Committee is looking at how we record these amounts and the need to make an adjustment to a clearer format which will make it easier to understand fund movements. There is also a \$3,000 monthly repayment to ourselves that has to be taken into consideration. Question raised as to where the money is coming from to offset budget deficit for the year and how it is shown. Mary Vish stated that it is important for the Vestry to understand when our income is meeting our expenses and when it is not meeting our expenses. We need to know if we are borrowing from our savings amount to pay our expenses. Mike stated that the Net Income line gives that information. When money is moved from A to B, it is not shown as income but there should be a way to show funds coming in from other sources. The complete financials reflect this but are extremely dense and not easily understood. Consideration should be made to find a more understandable way to show money movement. The Finance Committee will take up these concerns.

**Motion:** Move to approve the March/April/May Treasurer's Reports as presented.

Motion seconded and approved.

Discussion: April 2018 GM and Trustees Report; GM and Trustees

- Allan Steed discussed the three Repair Reserve requests for the duct cleaning, (\$5,500), parking lot repair (\$14,000), and School interior painting (\$10,000).
- Approved to amend Discussion of the Decision to include the painting funds.
- Marilyn Tracy gave a report on the 28 trees (mostly Ash) that need to come down. Only one bid has been received and it is for \$31,050. Removal must be during the month of July while there are no daily activities on campus. Mike said that if more bids are received before the next vestry meeting, an email vote can be done but the vote would have to be unanimous.
- Mike Gibson requested that the light in the Boslaugh conference Room be checked because it works sporadically. Allan stated that the wall switches in Fr. Will's office and conference room were replaced and Trustees are aware that some things are still not working correctly.
- Mary Vish requested information on how these requested expenses fit into the repairs reserve fund budget. This was tabled until the options are made under new business.



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Rector's Report; Rev. Mary Kay Brown

- Rev. Mary Kay stated her appreciation and understanding with her having to be called away last month with a family emergency. Also asked for your prayers and let everyone know that Abby is doing OK but asked for continued prayers.
- Took this time to reiterate and expound on how essential it is as we work together to have respect for each other. Doing so by silencing cell phones, eliminating all side conversations, paying attention, and listening to others. However, this does not mean people should not have input. Every voice around the table is valued and time will be allowed for people to express themselves. To do this, the Chair will recognize the speakers.
- Rev. Mary Kay stated how much she had learned through the Parish Hall CCS assessment and follow up conversations during deliberations. There is work to do together in several areas to be ready to go forward with a project like the Parish Hall.
  - How we communicate with one another and being better about communication.
  - How we let go of the past, honoring our Legacy, and learning from it but not being bound by it.
  - There is a scarcity narrative that has to become part of all of our conversations and we really need to pay attention to this. We need to embrace the abundance we have.
  - A common vision, where are we going, needs to be established, talking about our fears and establishing how we are going to get there collectively.
  - The work to date has not been in vain, but the rest of the year we need to talk about who we are, where we want to go, and how are we going to get there, and lay this out in a way that can be presented to the congregation as an invitation for them to join us.
- Staff Retreat at Shrinemont in July
- Conrad Jones requested information on what will happen to the link on the web site about the Parish Hall. It will be kept there with a statement about further Vestry updates will be coming.
- Jae Mitchell stated that he had not received feedback from the Parish Hall interview sessions. Jae will check at the office tomorrow.
- Race & Reconciliation Group is still meeting regularly. Currently developing a presentation to the larger parish through a series of classes. A sample curriculum will be tested this summer with members of the group.
- Working with Fr. Will and Maureen to develop a Children's Ministry for elementary age children. Being developed using the four pillars as a model to involve these families. Two items planned already are Messy Church on August 10<sup>th</sup> and the Back-Pack Blessing Sunday picnic/ice cream social.



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- An effort to raise congressional awareness and issue an invitation to join the Ministries, each pillar will be highlighted one Sunday starting at the end of August. Maureen stated that there are lives through these pillars.
- A request was received from a parishioner who is going to charter a bus to attend the June 30<sup>th</sup> immigration and keeping families united event in D. D. This will not be an official St. David's congregational event. No dissemination of information from the church will be made. The request is to use St. David's parking lot for parking space and to load and unload the bus. Rev. Mary Kay has given her approval to do this. There was a discussion on the legal and liability ramifications of this as well as the perceived political agenda approval. Jeff Rubin stated that waivers of liability should be received from all organizations who are given permission to use the parking lot or buildings. Julie Helstrom shared how this issue is addressed by the church school.
- A report of baptisms, funerals, and other clergy involved events will be included in the Rector's reports.
- Michael Martino reported that he is preliminarily exploring looking outside the church for Parish Hall funding specifically through corporations that are within five miles of the church.
- Rev. Mary Kay stated that Swanie Shed, from Berkley Springs, came to the office last week. She was instrumental in the very start of St. David's. Father Stephen had given her the original 1850's deed to the property. She wants to present it to the parish. It was suggested that the presentation be done at the Margaret Mercer marker dedication. Allen Steed volunteered to work with Rev. Mary Kay on this.



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## New Business

- Mike Gibson reported that the Vestry Planning Meeting will be held on July 21<sup>st</sup> from 9am to noon. The discussion topic will be “visioning” what are we about, where are we going, how are we going to get there together.
- Allan Steed reported on the trailer. Outlined the preliminary floor plan. Liz Mesecher is working on finalizing the order and delivery date (8 weeks from date of order). An electrician will be need to hook up the power grid. County approval was received the first week of June. Placement will be after the parking lot repairs are made. Mike Gibson asked for clarification on the requirements from the Fire Marshall on the number of doors. There will be one door accessed by a ramp not steps to ADA requirements. The custom-built trailer will be purchased rather than leased. Furniture will come at a later date. Preliminary assignment of space is being considered (Back Pack Buddies, Youth). Bathroom use will be inside the current church. The location will be in the back corner of the parking lot. 19 parking spaces will be lost. The buildings will have specific numbers for use by emergency responders but the numbers will not affect the mailing address of the church proper.
- Feedback on the 9am/11am services was given by Conrad Jones and Mary Vish. Information is still being gathered by observation and informal talks. Attendance has been charted with the high peak in 2014. Currently we are running ahead of years 2015 through 2017.

Decision: Approve BOSA request for alcoholic beverages at the B4 event as presented.

**Discussion:** BOSA request to allow alcohol on campus for B4 event. Brief discussion about conflict with permission to allow alcohol consumption and hosting AA events. Added to the motion that the permission is for this event on July 30 or rescheduled date due to weather.

**Motion:** Move to approve BOSA request for alcoholic beverages at the B4 event as presented.

Motion seconded and approved.

Issue of a majority of Vestry members abstaining from voting because of conflict of interest was raised. This will be investigated and reported on later.



## St. David's Episcopal Church & School Minutes from 6-20-18 Vestry Meeting

Decision: Approve the allocation of \$5,500 from the Repair Reserve Fund to do duct cleaning.

**Discussion:** Discussion that normal duct cleaning (main church building only) would come out of maintenance funds and the \$5,500 is a hard quote unless any unforeseen events happen during the cleaning. Surrounding housing will be cleaned unless problems arise.

**Motion:** Move to approve the allocation of \$5,500 from the Repair Reserve Fund to do duct cleaning.

Motion seconded and approved.

Decision: Approve the allocation of \$14,000 from the Repair Reserve Fund to do the parking lot repairs.

**Discussion:** Parking lot repairs include potholes filling and sealing all the cracks. It does not include all over resurfacing of the entire parking lot. These repairs should have been done 5-6 years ago. The whole parking lot proposed to be resurfaced and striped will be requested with funding when the Parish Hall is built.

**Motion:** Move to approve the allocation of \$14,000 from the Repair Reserve Fund to do the parking lot repairs.

Motion seconded and approved.

Decision: Approve the allocation of NTE \$32,000 from the Repair Reserve fund to remove all of the dead or damaged trees from the Church property.

**Discussion:** All 28 trees need to be removed now due to liability issues.

**Motion:** Move to Move to approve the allocation of NTE \$32,000 from the Repair Reserve fund to remove all of the dead or damaged trees from the Church property.

Motion seconded and approved.



## St. David's Episcopal Church & School Minutes from 6-20-18 Vestry Meeting

Decision: Approve the allocation of NTE \$10,000 from the Repair Reserve Fund to paint the Pre-School and related rooms.

**Discussion:** Painting of the Sanctuary was brought up by Jeff Rubin. Church repairs need to be made first before painting. These repairs may result in further expenses due to the age of the building. Allan Steed pointed out that the roof of the Church needs repair prior to interior painting. The roof repair funds (\$9,000) has been previously approved but has not been expended. Thoughts have been that the repair and painting of the Sanctuary would be funded along with the building of the Parish Hall through a Capital Campaign. Rev. Mary Kay stated that the current focus should be focused on the need for painting the school.

**Motion:** Move to approve the allocation of NTE \$10,000 from the Repair Reserve Fund to paint the Pre-School and related rooms.

Motion seconded and approved.

Total expenses being requested and the previously approved but not expended roof repair (\$9,000) only leaves \$5,000 in repair funds. This issue and concerns for remaining repairs during 2018 need to be addressed by the Finance Committee.

Mary Haberl requested a separate meeting for a full financial tutorial to explain the full picture of Church finances, funding, and expenditures.

A complete list of projected needs and assigned priorities need to be made by the GM and Trustees. This list should be shared with the Vestry so all have a complete picture of total projected expenses for the upkeep of the entire campus from general recurring to current critical maintenance needs. Mary Haberl requested a separate meeting for a full financial tutorial to explain the full picture of Church finances, funding, and expenditures.



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Spiritual Discussion: (8:55)

Rev. Mary Kay prayed the Vestry into the Spiritual Discussion from Philippians 4:19 after such good and hard work. Michael Martino led us in the prayer. Rev. May Kay then read from this week's Gospel, Mark 4:26 about the Kingdom of God. Using this reading throughout the next year, what does this reading tell us about the Kingdom of God, here and now, in this place, looks like and how we are instrumental in bringing it about.

David Sheatsley stated that this reading reminds him of the story of the mustard seed, a weed, which grows uncontrollability, without barriers. We are the mustard seeds. Our reach is far beyond St. David's. rev. Mary Kay asked how this makes us think of ourselves. Tonight, we spent down our repair reserve. We are challenged by our scarcity. Our God will supply our very need. Mary Haberl stated that tonight we never give up even with the hard discussions. We are being made bigger, stronger, and bolder by His will. We are challenged to think about what and how we are bringing about and what God is doing, sometimes in spite of us, to give us what we need.

Old Business:

- Search for New Treasurer; possible candidate.
- Stewardship Update; Report in packet.
- Marketing-Welcome-connection; Reports in packet.
  - Mary Vish stated that Vestry support is needed by the Welcome and Coffee Connect. Stated that Vestry does not receive invitations to this.
  - Theresa Luby asked if there are plans for a Newcomers gathering that does not happen after the 11:00 service. Mary stated that not as many newcomers are recorded at the 9am service as are at the 11am service and there are discussions happening as to why this is. These Ministries are made up of volunteers mainly from the 11am service. This is part of a larger discussion that needs to be held. Maybe the 9am service parishioners need "connection" more than "orientation". Focus needs to be placed as heavily on newcomers as on connecting all parishioners in a substantial way to feel part of the larger community.
  - Expansion of this Ministry also includes the Saturday @6 service. There is a need to adjust our expectations of what are the needs of families with young children and be willing to provide something that they do not have to provide for themselves. Tap other Ministries to bring about something special to make after service time special.



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- Discussion on when and why people leave the building concluded with the suggestion to not ring the bell for the homily because it seems to be a recognize dismissal of the 9am parishioners. During the 30 Good Minute sessions, there is a reason for the children and parents to stay longer after the 9am service.
- Discussions being held to establish a Christian formation if resources are available and it is felt be of value.
- Families linger when there is a connection and tie to being at the Church.
- Another issue is to recognize the disconnect that happens when the children leave for college and the family or friends connection to church is broken and the parents stop attending.

### Open Discussion:

- Life-Conrad Jones asked why “Life” is only every other week during the summer. Basic reasoning is not as much is happening to publish. Mary Vish said this sends a message and gives the perception that we don't have enough happening at this church. It also impacts getting notices in earlier for publication. Theresa Luby said that there used to be a “filler” information-generalized content, Ministry plug that was used. Discussions will be held with Liz to see what can be done.
- Fund Raising-Appeal-Ken Courter asked if there is a policy not to ask for funds for things like repairs.
- Repair Fund History and discussion: The creation of the Repair Fund was to eliminate having to go to the congregation every time non-operating budget amount were required.
  - Theresa Luby stated that an initial request effort was made to seed the Repair Reserve Fund.
  - Mary Vish again raised the issue of further deliberations on what we are going to do going further sine we have just expended all the funds in this reserve.
  - Mary Haberl questioned having a list of yearly projections, priorities, and cost being available. There is a spreadsheet in the Vestry binder will all this information but is not part of the budgeting process packet.
  - Jeff Rubin informed all Vestry to remember the stress of these discussions and decisions and apply them to the thought process in the Fall budget process because the Repair Reserve has been adjusted due to a need to make budget cuts.



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- Theresa Luby stated that two years ago, when the Repair Reserve balance was \$120,000 it was decided not to continue to fund the Reserve above that amount. One deciding factor was to continue to fund the Repair Reserve fund or use the funding for a staff position. Every time there are hard choices, we have what we need when we need it.
  - Jeff Rubin stated that since the happenings in the last two years the thought process of continually funding the Repair Reserve Fund needs to be addressed. This is especially important since the building is 20 years old and reaching certainty of repair needs, especially since the HVA is due to be replaced in 2020. The working thought process has been to work from the supply side not the needs side and this should be changed.
  - St. David's has to consider how to increase the income, not just from the congregation, but through fund raising to ensure that we have enough, because we never have enough.
  - Theresa Luby agree but stated that we are so much further ahead as a parish than we have been.
  - Rev. Mary Kay stated that we need to look at multiple ways to grow—planned giving, fund raising, crowd sourcing, etc.
- Vestry documentation on Rules of Engagement (April meeting). Theresa Luby requested everyone read the document that was distributed on what we should and shouldn't do so that we are all following the same rules (email etiquette as an example).

Closing Prayer

Meeting Adjourned—Rev. Mary Kay (9:35pm)



## St. David's Episcopal Church & School Minutes from 6-20-18 Vestry Meeting

### Motions:

- Move to approve June 20<sup>th</sup> Agenda as presented, approved.
- Move to approve the May 16<sup>th</sup> Vestry Meeting Minutes, approved.  
Discussion: Maureen Carey-Back requested that on page 3 under feedback from those in the room. Maureen did not say that meeting comments can make the meeting long. Requested that the statement be struck from the minutes. Another requested by Ken Courter for wording removal will stand since the comment was made. Several minor typographical corrections were pointed out and the corrections will be made by Theresa Luby, approved.
- Move to approve the May 16<sup>th</sup> Vestry Meeting Minutes as amended with the changes listed above, approved.
- Move to approve the March, April and May Treasurer's Reports as presented, approved.
- Move to approve BOSA request for alcoholic beverages at the B4 event as presented, approved.
- Move to approve the allocation of \$5,500 from the Repair Reserve Fund to do duct cleaning, approved.
- Move to approve the allocation of \$14,000 from the Repair Reserve Fund to do the parking lot repairs, approved.
- Move to approve the allocation of NTE \$10,000 from the Repair Reserve Fund to paint the Pre-School and related rooms, approved.
- Move to Move to approve the allocation of NTE \$32,000 from the Repair Reserve fund to remove all of the dead or damaged trees from the Church property, approved.

Respectfully submitted;

Donna Lewis for Virginia Fecteau, Register