



St. David's Episcopal Church & School Minutes from April 2018 Vestry Meeting

Attending: Rev. Mary Kay, Rev. Will Packard, Mike Gibson, Conrad Jones, Buz Price, Mary Vish, Mike Martino, David Sheatsley, Mary Haberl, Theresa Luby, Ken Courter. Also attending: Allan Steed, Liz Mesecher, Carol Bonifant, Ann-Marie Lanius, Jae Mitchell, Connie Olivera, Maureen Carey-Back, Jerry Mamrol, Margie Mamrol, Lawrence Panetta, Adell Panetta, Nancy Whiting.

Call to Order: Rev. Mary Kay called the meeting to order at 7:05pm

Parishioner Comment Period; Connie Olivera spoke of sound issues for the band and singers at the 9 am service. She requested that we hire a paid sound person for approximately \$250 per weekend (for potentially all three services). She explained that the band – specifically John Ware – has been handling sound for years. Her husband has been doing this since John left, but there are a lot of challenges. Someone who knows what they are doing is required for the best results. This person would also be able to help guide us as we talk about replacing/upgrading sound equipment. If there is money in the music budget, Connie would like to move forward and start the search. Connie believes that there is money with the departure of John Ware and Ceci Sigmund. The question was raised as to whether there is really money in the budget. As of the last budget, the music compensation has not been finalized – taking into account the new Saturday service.

Decision: Approve April 18, 2018 Agenda; Rev. Mary Kay Brown

Motion: Move to approve the April 18, 2018 Agenda as presented.

Motion seconded and approved.

Decision: Approve February 2018 Vestry Minutes as presented; Rev. Mary Kay Brown

Motion: Move to approve the February, 2018 Vestry Minutes as presented.

Motion seconded and approved

Decision: Approve January 2018 Annual Meeting Minutes as presented; Rev. May Kay Brown

Motion: Move to approve the January Annual Meeting Minutes as presented.

Motion seconded and approved.

Discussion: Feb/March 2018 GM and Trustees Reports; GM and Trustees

- The question was asked if the upgrade to the sound system (referred to by Connie Olivera) is part of the Repair Reserve improvement schedule. Answer: it is. Lawrence Panetta said they have acquired 5 estimates. Connie Olivera and Jack Walton are looking for a sound person to help with the issue, proposed to combine sound boards and other fixes, e.g. the speakers are too close to the microphones and cause feedback. Lawrence agrees that a professional sound person is necessary. The sound person would be responsible for all three services. Buz Price asked would we need someone who can run the sound system and someone to fix the current problems. Answer: yes. By next Vestry meeting we should have a plan. Liz Mesecher, Jack Walton and Lawrence Panetta need to look at the budget to see what we can do by the next meeting.



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Discussion: Feb/March 2018 Treasurer's Reports

- Jeff Vish prepared the February Report. Jeff was unable to be present. The following comes directly from the February 2018 Treasurer's report.
 - Revenues; Unrestricted revenues came in at \$58,949, \$4,780/7% below our planned budget. Year to date; a strong January was tempered by a weaker February, but our revenues remain \$9,026 ahead of our annual plan.
 - Expenses; Operating expenses were over budget by \$754. Year to date; Under 1% variance, essentially on plan
 - Net Income; February ran a deficit of \$15,767 vs a planned deficit of \$10,216, \$5,552 greater than our plan
 - Cash & Investments; Total operating Cash & Investments were up \$13,664.
- Lisa Gager, Staff Accountant, prepared the March Report. Lisa was unable to be present. The following comes directly from the March 2018 Treasurer's report.
 - Revenues; Unrestricted revenues came on at \$73,371/\$5297/8% above our planned budget. Year to date; March Revenue was higher than February and YTD ahead of our Annual Budget by \$14,323.
 - Expenses; Operating expenses were under budget by \$4,231. Year to date; over 4% variance, essential on plan.
 - Net Income; We ran a deficit of \$4,201 vs a planned deficit of \$14,332, \$10,130 less than our plan. Year to Date through March we are \$18,741 ahead of plan based on strong March revenue and expenses that are under budget.
 - Conrad Jones inquired as to why there was an appreciable increase in our restricted account balance. This is a combination of investment increases and also our internal loan repayment. It was too large to have been due to interests. There is some confusion as to how our Cash totals are calculated and for that reason we are tabling the approval of the March Treasurer's Report.

Decision: Motion to approve the February and March 2018 Treasurer Reports as presented.

Motion: Move to approve the February 2018 Treasurer Report as presented.

Motion seconded and approved.

Motion: Motion to table the approval of the March 2018 Treasurer's report until the May meeting.

Motion seconded and approved



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Rector's Report; Rev. Mary Kay Brown

- The feedback regarding the Saturday 6pm service has been positive.
- Father Johnson's service went very well.
- The directory is being distributed. It has been announced that the directory is in for people who have had their photos included. We will be taking names as other families request pictures. There might be a slight charge for families that did not participate.
- Dina Widlake's last service as a Transitional Deacon will be on May 13, 2018. Her ordination is June 9th.
- Pentecost is May 20th and it will be a combined service. Everyone should wear red.
- Father Will has started a confirmation classes. No date yet for confirmation service.
- Rev. Mary Kay will be out of town from April 22 through May 6, 2018.

Discussion: Approve Repair/Paint Sanctuary Roof

- Allan Steed told the vestry that the cost of painting the Sanctuary Roof would be \$9,000.

Decision: Motion to Approve Repair/Paint Sanctuary Roof; Vestry

Motion: Move to approve the allocation of \$9,000 from the Repair Reserve Fund to paint and repair the Sanctuary roof.

Motion seconded and approved.

Discussion: 2017 Parochial Report; Rev. Mary Kay Brown

- Each Parish must submit a parish report to the Diocese of Virginia. The report contains attendance numbers and other statistical information. St. David's numbers are down slightly from previous year as a result of database cleanup to more accurately reflect our numbers.

Decision: Approve the 2017 Parochial Report; Vestry

Motion: Move to approve the 2017 Parochial Report.

Motion seconded and approved.

Discussion: Diocesan delegate 2018-2020 Term; Vestry

- Ginny Fecteau and Bruce Johnson put their names forth to be the Diocesan Delegate for 2018-2020 term.

Decision: Approve Diocesan Delegate 2018-2010 term; Vestry

Motion: Move to approve Bruce Johnson as Diocesan Delegate for 2018-2020 Term.

Motion seconded and approved.



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Discussion: Rules of Engagement: Rev. Mary Kay Brown and Theresa Luby

- Theresa Luby produced the Leadership Guidelines established at the Vestry Retreat. These guidelines are for all leadership – staff, vestry and trustees. Please read.

Discussion: The Search for new Treasurer; Rev. Mary Kay Brown

- The team is still looking for a new Treasurer.
- A Vestry member is discerning running for the office of Treasurer.

Recognition: 2017 Stewardship Co-Chairs; Rev. Mary Kay Brown and Mike Gibson

- An award was presented to Nancy Scott-Whiting and to Sharon Easley for their outstanding leadership as Stewardship Campaign Co-Chairs in 2017.

Recognition: 2017 Senior Warden; Rev. Mary Kay Brown and Mike Gibson

- An award was given to Theresa Luby for her outstanding leadership as Senior Warden in 2017

Discussion: Final CCS Readiness Report and recommendations to conduct a Parish Hall Capital Campaign; Rev. Mary Kay Brown

Decision: Approve the final CCS Readiness Report and recommendations to conduct a Parish Hall Capital Campaign.

Motion: Move to approve the final CCS Readiness Report and recommendations to conduct a Parish Hall Capital Campaign

Motion seconded and approved (8 members approved, 1 member opposed).

Discussion: Approve funding for professional services contract with CCS to manage all aspects of a Capital Campaign as outlined in the Readiness Assessment Report and recommendations

- Conrad Jones asked if a Chair had been chosen. Answer: Not yet.
- Conrad Jones asked if a committee been formed to run the campaign, and will a committee be developed before we go forward? Answer: We do not have a committee at this time, but that will be part of the initial process that CCS will assist us with.
- Various people raised concerns over having adequate volunteers to run the Capital Campaign.
- Question was asked, regarding whether we can make the vote contingent on getting volunteers. Answer: Not in the motion that is currently being discussed.



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Motion: Move to approve an amount not to exceed \$112,000 for a professional services contract with CCS to manage all aspects of a Capital Campaign as outlined in their final Readiness assessment Report and recommendations to the Vestry date March 2018.

Motion seconded and approved (five members approved, four members opposed). Vestry Members Conrad Jones and Ken Courter asked that the minutes reflect that they are opposed to this motion and voted no.

Discussion: Further discussion took place *after* the vote to approve the motion to fund and enter into a professional services contract with CCS to manage all aspects of a Capital Campaign as outlined in the Readiness Report and recommendations

- Parishioner Jerry Mamrol asked about the CCS Readiness Report that was to have been sent to all who participated in the interviews. He believed that the report did not go out as promised in the CCS letter and in person. Other parishioners and Vestry Members at the meeting expressed similar concerns.
- Various Vestry members and parishioners stated their reasons for either supporting or opposing the original motion that had already passed.
- After extended discussion and debate, it was proposed that we rescind the original motion that was just approved.

Decision: Rescind the motion to fund and enter into a professional services contract with CCS to manage all aspects of a Capital Campaign as outlined in the Readiness Assessment Report and recommendations:

Motion: Move to Rescind the previously approved motion to fund and enter into a professional services contract with CCS to manage all aspects of a Capital Campaign as outlined in the Readiness Assessment Report and recommendations

Motion seconded and passed (6 members approved, 2 opposed, and 1 abstention). Note: Vote met the 2/3 requirement to rescind a previously approved motion

Discussion: Revised Vestry Committee Liaisons; Mike Gibson/Vestry

- Conrad Jones stepped down as Stewardship Liaison. Theresa Luby agreed to move into the position in place of Conrad.

Meeting adjourned.



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Motions

- Move to approve the April 18, 2018 Agenda as presented, approved.
- Move to approve the February 2018 Vestry Minutes as presented, approved.
- Move to approve the January 2018 Annual Meeting Minutes as presented, approved.
- Move to approve the February 2018 Treasurer Report as presented, approved.
- Move to table the approval of the March 2018 Treasurer's Report as presented, approved.
- Move to approve the allocation of \$9,000 from the Repair Reserve Fund to paint and repair the Sanctuary roof, approved.
- Move to approve the 2017 Parochial Report, approved.
- Move to approve Bruce Johnson as Diocesan Delegate for 2018-2020 Term, approved.
- Move to approve the final CCS Readiness Report and recommendations to conduct a Capital Campaign, approved.
- Move to approve an amount not to exceed \$112,000 for a professional services contract with CCS to manage all aspects of a Capital Campaign as outlined in their final Readiness Assessment Report and recommendations to the Vestry date March 2018, approved.
- Move to rescind the previously approved motion to fund and enter into a professional services contract with CCS to manage all aspects of a Capital Campaign as outlined in the Readiness Assessment Report, approved.

Respectfully submitted;

Virginia M. Fecteau, Register