

St. David's Episcopal Church and School
November 26, 2018
Vestry Minutes

Attending: Rev. Mary Kay Brown, Conrad Jones, Ken Courter, David Sheatsley, Mike Martino, Mary Vish, Theresa Luby, Mike Gibson, Buz Price. Also attending; Father Will Packard, Ted Smith, Allan Steed, Liz Mesecher, Lawrence Panetta, Jae Mitchel, Marilyn Tracy, Maureen Carey-Back, Carol Bonifant and Ginny Fecteau.

Rev. Mary Kay Brown introduced Ted Smith who is the Treasurer to the Diocese of Virginia. Ted Smith manages the budget at the Diocese and he came to tell the Vestry how the Budget Committee manages the budget. There are at least three people; always have a vestry member on the committee and a finance secretary. The Finance Committee is in concert with the Treasurer, keeps track of the funds. The Finance Committee consists of three members and no more than three. The Diocese also has a Personnel Committee. Vestry does not need to get involved in the information, performance and salaries. Can have outside members on the committee. There is a chair of Finance-at-Large person. The finance Committee consists of 5 or 7 people; 2 from Vestry, 2 at large and the Treasurer. The treasurer works with the finance Committee to develop the budget. The chairman of the finance committee is not responsible as is the Treasurer. The Budget Committee has to get input from the Stewardship Chair for income and get information from program chairs for needs, and put it all together. The Budget Committee also researches for costs such as insurance, and other costs. 85% of pledges make up the funding to the budget, start from money vs pledges still not received. Audit Committees cannot have the Rector and Treasurer on the committee.

Call to order; Rev. Mary Kay Brown called the meeting to order at 7:15 with the opening prayer led by Carol Bonifant.

Parishioner Comments;

Theresa Luby asked for a policy on how things are done; have a list of all people who have keys to the various buildings.

Mary Vish commented on the Life bulletin. Is it too small now? It should be smaller, there was discussion re: the layout of the bulletin.

Jae Mitchel discussed beautifying the church grounds, ie: The Fire Pit.

Decision: Approve November 26, 2018 Agenda; Rev. Mary Kay Brown.

Motion: Move to approve the November 26, 2018 Agenda as presented.

Motion seconded and approved.

Decision: Approve October 17th, 2018 Vestry Meeting Minutes; Rev. Mary Kay Brown.

Discussion: Request to remove the cost of the concert series fees.

Motion: Move to approve the October 17, 2018 Vestry Meeting Minutes and removing the concert series fees from the minutes.

Motion seconded and approved.

Discussion: October 2018 GM and Trustees Reports; Allan Steed and Liz Mesecher.

- Question; What is the shed storage policy and who has space and the key. We need to available a key box. Allan informed the vestry that there is no room in the new shed. Those who have space do not have a key to retrieve their items.
- Question: What is the trailer update and why have we not publicized it. The Trailer Mobile Office Permit request was submitted and was working with Loudoun permitting office on refining the details of the application as needed. The trailers will be here on Monday. It will be available around the first of January. When the trailers are installed there will be a dedication for all. Vestry acknowledged and thanked the Trustees for all they do for St. David's.

Property Management: Liz Mesecher

- Completed new evacuation plans for the Preschool.
- Committee for Safety/security of the buildings and grounds was formed. A conference call was held after the last Vestry meeting with Mike Gibson, Allan Steed, Karl Colder and Mike Martino and a summary was extracted from the formal report and provide to RMK, The School, Trustees and GM. The report will be held in the GM's office.

Discussion: October 2018 Treasurer's Report; Theresa Luby

- It was a great month. Unrestricted Offerings came in ahead of budget (167% of budget). Total revenue for October was 166% of budget. Pledges were \$44,665 above budget.
- YTD Revenue is \$25,098 above budget.
- Expenses; Expenses for October were \$81,311 (111% of budget). YTD expenses are \$764,792 below budget.
- YTD: net loss for the year is \$33,505, \$35,890 ahead of budgeted loss of (\$69,395).
- Operating Funds: The church's operating account which covers payroll, utilities, etc is at \$104,659 an increase of \$7,201 over October.

- The church's operating account which covers payroll, utilities, etc is at \$104,659, an increase of \$7,201 over October. At this point, we are well above our floor of \$50,000 heading into November and December when our income increases. All good news.
- Treasurer's report: good month, recommend renaming many funds and other items need to be changed.

Decision: Approve October 2018 Treasurer's Report; Theresa Luby

Motion: Move to approve the October 2018 Treasurer's Report; Vestry
Motion seconded and approved.

Decision: Approve the 2015 Financial Audit Report; Vestry

- Audit Committee; thanks for the work. The audit findings will be shared with Lisa, our accountant. Question have all voided checks be accounted for?

Motion: Move to approve the 2015 Financial Audit Report; Vestry
Motion seconded and approved.

Decision: Approve the 2016 Financial Audit Report; Vestry

Motion: Move to approve the 2016 Financial Audit Report; Vestry
Move to approve the 2016 Financial Audit Report; Vestry
Motion seconded and approved.

Thanks to Theresa for all her work and also thanks to Jen Manning.

Discussion: Stewardship Committee Reports; Theresa Luby

- November 18th marked the last Stewardship Sunday—meaning the last date for weekly updates, inserts, etc.
- Thanks to Rev. Will and to Rev. Mary Kay and the committee for all their help and I keeping the focus happening. There will be a thank you event on 12/8/2018.
- Mary Vish commented that having a party for people who pledge makes them a select group. Mary Vish objected to the party as it doesn't give her the opportunity to pledge or not pledge.
- Thanks to Karen who helped get the pledges out.

Marketing; Buz Price

- Buz is working on the strategic planning for 2019.

Welcome Committee; Mary Vish

- They tabled the suggesting box.

- They are tracking data of people and focus on 9AM; not targeting people the same way as at the 11am service.

Communications: Buz Price

- Communications is wrapping up and looking at 2019.

Fund Raising: Ken Courter

- It takes each one of us to take on a challenge.

Rector's Report: Rev. Mary Kay Brown

- Thanks for everyone's support while she recovers.
- There were 2 funerals, 1 internment.
- Performed the First Communion Class.
- Attended the Diocesan Convention in Richmond.
- Bishop Goff is our new Bishop.
- Served at Landsdowne Woods.
- Thanks to Rev. Will for being our Chaplin during her recovery.

Discussion: 2019 Budget; Vestry

- The 2019 Budget needs to have the final discussion; Tuesday, December 4, 2019 at 7pm.
- 2019 Vestry Elections; Communications, end date for Bio submissions.
- Focus on all races; inclusiveness.
- There is need for 5 more vestry members; Mary Habrel, 3 years, Mike Gibson, Eric Byer's 1 year, Kingsley Obaji, 1 year, Theresa Luby; 3 openings for 3 years, 3 openings for 2 years, 1 opening for 1 year.
- Time line for submissions is 12/12/2018.

Special Requests; Maureen Carey-Back

- There is a Scholarship Conference in May for Messy Church training. It is for May1—May5. Maureen is looking into fundraising to fund the trip.

Decision: **Motion** to have alcohol on campus on 12/2/2018 for the BOSA God and Cod event. Motion seconded and approved.

Decision: Motion to serve wine only for the All Hearts Open celebration.

Mary Vish asked if the wine will be served or self-served.

Motion seconded and approved. Note for the record that Mike Martino vote no.

Closing Prayer; Rev. Mary Kay and Carol Bonifant

Next Vestry Meeting; 12/19/2018

Adjournment; Rev. Mary Kay closed the meeting at 9:20pm

- **Motions:**

- Move to approve the November 26, 2018 Agenda as presented, approved.
- Move to approve the October 17, 2018 Vestry Meeting Minutes and removing the concert series fees from the minutes approved.
- Move to approve the October 2018 Treasurer's Report, approved.
- Move to approve the 2015 Financial Audit Report, approved.
- Move to approve the 2016 Financial Audit Report, approved.
- Move to have alcohol on campus on 12/2/2018 for the BOSA God and Cod event, approved.
- Motion to serve wine only for the All Hearts Open celebration, approved. Note for the record that Mike Martino vote no.

Respectfully submitted:

Virginia M. Fecteau
Register