



St. David's Episcopal Church & School

Vestry Minutes

October 17, 2018

Attending; Rev. Mary Kay Brown, Rev. Will Packard, Mike Gibson, Theresa Luby, Carol Bonifant, Mike Martino, Buz Price, Mary Vish, Ken Courter, Conrad Jones. Absent; David Sheatsley, Mary Haberl. Also attending; Allan Steed, Marilyn Tracy, Maureen Carey-Back, Ann-Marie Lanisus, Liz Mesecher, Karl Colder.

Call to Order; Rev. May Kay Brown called the meeting to order at 7:05 pm with the Opening Prayer led by Carol Bonifant.

Parishioner Comment Period:

Karl Colder asked that the agenda item on Campus Security be moved up. It was decided to discuss during the Parishioner Comment Period.

- History: Several months ago, Mike Gibson approached Karl about active shooter incidents and what we could do for the church. The Preschool also attended a Loudoun County Sherriff presentation. At this same time, Karl was also talking to the Sherriff's office on this topic. The School/Wardens asked Karl to come out and provide survey of vulnerabilities of the campus. Also, there were concerns about security system. For these reasons, the Sherriff's office came out and conducted the survey and we have the results. Karl also got estimates from three vendors. Karl recommends ADT as the best of the three. The ADT estimate is broken into three separate estimates; the main church, church office, and preschool.
- Karl has the report from the Sherriff's office. This is a confidential which displays the vulnerabilities of the Campus. A decision needs to be made as to who should see this. For now, this document is with Rev. Mary Kay in the office. Document contains items that we can take care of. It will be up to Vestry/Trustees to decide what to implement. Some of the smaller items have already been done.
- Recommendations: Karl recommends that we do something because now we know and the cost to do something is not that high. School alone is only about \$800; monitoring at \$68 per month.
- Discussion:
 - [Buz/Mike] We are now on notice and believe that this creates a liability issue if we fail to act. We can no longer create ignorance. By progressively doing something, we negate that.
 - [Allan Steed] Remembers that the costs per month were higher. The \$68 is for the school alone.
 - [Conrad] Will we need a new phone line? No. Recommendation is that we get another router for the school, so that if one router goes down, we have another.
 - [Karl] Recommends that no matter what we do, we consider that there should never be one person in the office alone.



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- [Mary] Does the report contain low-medium-high risk assessment? Yes. Do they have experience with our type of campus? Yes.
- [Carol] Does the report have any suggestions for protocols for if we were to have an incident? That is a separate issue. That is a training issue.
- [Mike Martino] Agrees that we do need policies that state no one can be alone. Might also consider a panic button.
- [Rector] We are not meant to make any decisions tonight. Next step is to put together a team – Trustees, a few Vestry members, GM.
- [Marilyn Tracy] We also know that with the new shopping center, we have a lot more traffic through our property and will get worse once Russel Branch opens. We also know that Toll Brothers will be putting a large physical fitness center on the property near us. About 65,000 sq. ft.
- [Rector] Do we have Vestry volunteers? Yes from Mike Martino. Can we hear from them before our next budget discussion?
- [Karl] We also need to follow up regarding an active shooter situation. Even simply a duress button in sound.

Decision: Approve September 19th Agenda as presented, Rev. Mary Kay.

Motion: Move to approve the September 19th Agenda as presented. Motion seconded and approved.

Decision: Approve the August 15, 2018 Vestry Meeting Minutes, Rev. Mary Kay

- Add to the August 15, 2018 Vestry Meeting Minutes; Add Mike Gibson, David Fish and David Schmidt to the Communications Committee.
- **Motion:** Move to approve the August 15, 2018 Vestry Meeting Minutes with the changes to add to the August 15, 2018 Vestry Meeting Minutes; Add Mike Gibson, David Fish and add David Schmidt to the Communications Committee, Under the July 2018 Treasurer's Report.
Motion seconded and approved.

Discussion: September 2018 GM and Trustees Reports; GM/Trustees

- [Mary Vish] Can you explain the easement? Cox Cable wanted to install the cable under the sidewalk. Jeff Rubin talked with them, so they will not tear up our pavement.
- [Mike Martino] What is the status of the sound system? The system is fully installed, one more weekend of training. Tony still has to meet with Allan, Lawrence and Liz one more time with specific details on deliverables, such as startup/shutdown, etc.
- [Mike Martino] You submitted a budget for 2019. What has yet to be done for 2018? We would like to have done a full parking lot resurface but could not afford to. There is



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a gap in the expectation in what we thought was going to happen and what did as far as

filling the cracks. There is about \$3k worth of fill that should have been done. The firm underestimated. This is something that we need to consider completing next year or abandon until the parish hall. The SOW listed linear feet and fell short. Hope to get plexiglass window replacement. The big wall with the stain glass needs attention.

- Conrad Jones said the trees and shrubs do not look good. Fall is a good time to fix, but budget cuts removed fall work. How would the Trustees feel about volunteers to do this? Trustees happy to get the help.
- [Rector] Thanks to Buz and Ken who got all the pews cleaned up.

Decision: Approve August 2018 Treasurer's Report; Sr. Warden

Motion: Move to approve August 2018 Treasurer's Report as presented.
Motion seconded and approved.

Discussion: September 2018 Treasurer's Report; Theresa Luby

- September pledges were down, under budget – partly because the 5th Sunday deposit was made in October.
- September was the month we allocated funds transfer, but we did not.
- Expenses are below budget.
- Net loss for the month as expected. Looks high for the year, but the next three months should even that out.
- [Allan Steed] Deposit in October but will out quarterly statements reflect the donation. Yes.
- [Conrad] Can we get pledge balance on statement. Karen working on.
- [Mary Vish] Personnel overrun, is this because of Father Johnson's passing? No, Fr. Johnson's stipend was used to cover in total even if specific line items are off. Keep in mind that sometimes we will be over/under because of the timing of music invoices. We are below budget for the month.

Discussion: September 2018 Stewardship Report; Theresa Luby

- Biggest thing to note. Three weeks in, we see that because we are doing Stewardship differently, the numbers appear to be down. Theresa's opinion is that they will come in more evenly over the weeks. Will keep going with Thursday Happenings email, weekly sermons, Inserts, etc. Lesson's learned, we need pledge cards in the church.
- As far as numbers, average is looking good. We are up from last year.
- Progress of the campaign goes out in the weekly email. We also have signs and the slide update.



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Discussion: September 2018 Marketing Report; Buz Price

- We are in the process of taking the vision and the mission and the work that has been done with the Strategic plan starting in 2016 through 2019 and converting that into what we need to do to get marketing in line with that. What is the opportunity? Where should we spend money? Area Demographics. Will be creating a report.
- Seeing a significant change in demographics. Less young families. Kids aging. Growth in the over 55. We also see the opportunity in these changing demographics.
- Allan asked if we send invitation to Christmas service. Maureen sends, but to parishioners. What about sending to community?
- Someone suggested that we invite people who come to the shred event.
- [Theresa Luby] Do we track, or have we ever looked at the success of our marketing programs? We get this in the welcome book, but do we ever look at the data?

Discussion: September 2018 Welcome Report; Mary Vish

- Can we put up an anonymous suggestion box? People could include their name if they look. Phillip and Donna intend to take the lead on responding to the suggestions.
- New dining connection forming for 2019.
- Next Coffee Connect is 11/15.
- Next Newcomers lunch is this Sunday the 21st.

Discussion: September 2018 Connect Report; Mary Vish

- Have been discussing the 9 am service. Not as many 9 am people being welcomed. Not sure if this is marketing, demographics and some other issue.
- Phillip thinks that RMK is on board with member and birthday recognition. Member recognition are trickier. Consensus on the committee that if people say that they want to me a member that we respond in some way, yes you belong. Birthday recognitions have begun.
- [Theresa Luby] How are we doing on the flow between the three committees – marketing, welcome, connect. Are we tracking? Donna does not seem to be keeping the spreadsheet. The question is how are we ever going to get anywhere if we are not tracking anything. We should also keep track of what they do. Did they go to a welcome lunch? Connect? Have they filled out a card? Are they still here? We should not do this in ACS. If we have learned anything, we cannot have data in the hands of volunteers, it needs to be stored with the organization.
- [Mary Vish] There needs intentional tracking of people in the process – flowing through the process. Where are they in the process? If they fell out, why/how?
- [Mary Vish] Does David Sheatsley have access to ACS?



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- We meet next in November.

Discussion: Alternative Funding; Mike Martino

- Mike gave a presentation on the work he has done to date on alternative funding.
- Researching opportunities in Loudoun. Met with Stephanie Hagan and Julie Symington.
- Emphasis – supporting Loudoun country through the work that we do here at St. David's. Present this to the community.
- Ask Congregation to support this endeavor. Do they work for a company that support non-profit organization? Who should we approach?
- Process will begin in 2019.

Discussion: Communications Task Team; Buz Price

- The committee is looking at Communications, looking at the elements; what is right, wrong, what should the program look like. Who has the expertise, etc.
- Next meeting is tomorrow night.

Discussion: Fundraising; Ken Courter

- The idea brought up at the budget meeting is that if Stewardship does not meet expectations, we look to fundraising. We need to change the mind set for fundraising. More committees/ministry carry their own weight. Ministries should not expect a handout from the Vestry budgeting process. We've seen this with the pews. Expand the festival, do things to attract your people. What is our identity in Ashburn? Don't want to do things that interfere with Stewardship.

Rector's Report; Rev. Mary Kay Brown

- Thanks to Maureen and Karen for arranging the Ministry Fair.
- 30 Good Minutes started last week.
- Liz has created a team to help with the web site.
- Having an End of Life Forum on November 10 at 9am to 1pm. In conjunction with Hospice. To include Advanced Directives, end of life care, funeral planning and spiritual issues
- Success for Bromley School; John Mellish took \$2,100 to buy books for Bromley School.
- The concert series coming up again next month the last concert went very well. Sr. Warden from St. James attended. Mentioned getting Vestries together.
- We will host the shredding event in the parking lot on 10/27/2018. There will be a trailer for electronics.
- Blessing of the Animals.



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- Will; there will be a youth delegate for the Region Conventions November 2—3; Chad Prosper
-

Unfinished Business Budget; Mike Gibson

- Great budget meeting last night, so need to discuss tonight. We did establish some priorities; some things we are looking into. Next Budget Meeting is 10/30/2018.

New Business; Mike Gibson

- If we know if anyone looking to be Treasurer position, please send. With Jerry Mamrol and Barbara Tulipane stepping down as Treasurer and Theresa and Mike leaving Vestry, we are using this as an opportunity to rethink the Finance Committee. Rev. Mary Kay said the Diocesan Treasurer said he will come up to talk to the Vestry the first half of November.
- Ken questioned why we didn't support the Treasurer. Allan said he would like to talk to Barbara to see if she would reconsider. There is a lack of clarity as to why Barbara stepped down.
- The Annual Convention will be on November 2 and 3. Mary Kay, Ginny Fecteau, Cory Brunet and Chad will be attending. There will be a lot of time spent honoring our outgoing bishop.
- Rev. Will Packard will be on the resolution committee.
- Karl added on to the Campus safety and security discussion; there is a deadline to come up with installation for \$1,200 from \$1,500. Preschool has another source of funding, but we have been waiting and may lose the discount. Karl was told that the Preschool had a budget that does not come from Vestry. Agree to take this offline.
- Bylaws—Mike Gibson. Due to some of the uncertainty we have seen the last few months, we need to reinstitute the Bylaws committee to look at Bylaws and SOPs.
- Liz Mesecher talked about the use of our buildings and presented a list of current known users and the anticipated revenue.
 - Mike Martino does not want contract payments to be public knowledge.
 - Do we have guidelines as to who can and cannot use the space? Should we add to bylaws our philosophy as to who we rent to, etc.
 - Mike Gibson wants guidelines. Everybody on Vestry has access to all information about the events at St. David's. Contracts and what is paid for.
 - Still negotiating with the Belmont using our parking lot
 - Rental amount on the budget is higher than this amount. That is the school use fee. Rental income in the budget does not include reflect this. Rental income goes into the general fund.



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- Theresa said there is more to this than just knowing. Of course, we have a right to know the contract fees, but not for the general congregation. This is why the data is not read onto the minutes. It would be helpful for us to know, so that we do other things around these events – welcome packets out at Symphony night, etc. How do we communicate this data better?

- Mary Vish says that we should consider how we think about why we use the building and articulate that in a document.

Discussion: Campus Signage; Buz Price

- Met with Julie and Ann-Marie. Most people do not realize there is a school here on the campus. Recommendations included in the packet for a site sign and a series of signs directing people to the school, office, church.
- This will be a budget issue. School can pay for some.
- Cost may be \$5,000 for all the signs.
- This will not happen this year.
- Conrad said the sign for the Pre-School should say Mercer Hall. No action required at this time.

November Vestry meeting is the day before Thanksgiving? Rescheduled for Monday, November 26th.

Meeting Adjourned at 9:40 pm

Motions:

- Move to approve the September 19th Agenda as presented, Motion seconded and approved.

- Move to approve the August 15, 2018 Vestry Meeting Minutes with the changes to add to the August 15, 2018 Vestry Meeting Minutes; Mike Gibson, David Fish and David Schmidt to the Communications Committee.
Motion seconded and approved.

- Move to approve August 2018 Treasurer's Report as presented.
Motion seconded and approved.

Respectfully submitted;



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Virginia M. Fecteau
Register