

St. David's Episcopal Church and School  
January 16, 2019  
Vestry Meeting Minutes

Attending: Rev. Mary Kay Brown, Rev. Will Packard, Mike Gibson, Conrad Jones, Ken Courter, David Sheatsley, Mike Martino, Theresa Luby, and Buz Price. Also attending; Allan Steed, Liz Mesecher, Jae Mitchel, Marilyn Tracy, Mary Vish, Maureen Carey-Back, Kondeh Greaves, John Melish, Colgate Salomon, Tabatha Bragg, Carol Bonifant, Ann-Marie Lanus, Julie Helstrom and Ginny Fecteau.

Rev. Mary Kay Brown opened the meeting at 7:00pm.

- Opening prayer led by Carol Bonifant
- Call to order by Rev. Mary Kay Brown

Decision: Approve January 16<sup>th</sup> 2018 Agenda; Rev. Mary Kay Brown

**Motion:** Move to approve the January 16, 2019 Agenda as presented.  
Motion seconded and approved.

Decision: Approve December 19<sup>th</sup>, 2018 Vestry Meeting Minutes; Rev, Mary Kay Brown.

- On page 6, Rev. Mary Kay noted that she is going on sabbatical for three months and not spending three months in Jerusalem.
- Buz Price said that on page 5 under Marketing, Mike Gibson is working on the fundraising calendar and not Mark Moore.
- Marketing is looking into *streaming* live video.

**Motion:** Move to approve the December 19, 2018 Vestry Meeting Minutes with the changes.  
Motion seconded and approved.

Discussion: December 2018 GM and Trustees Reports; Allan Steed

- Allan Steed reported that the Repair Reserve fund is for \$5,000.00 in 2024.
- Regency's parking spaces, Allan will look into using the parking spaces when there are weekend activities at St. David's.
- The expense for the work on the altar will be in the 2019 budget. The check was made out by the donor as a restricted gift.
- New ADT Security systems, approved by the Vestry in December will be installed in Mid-January in the School, Office and Church.
- Signed new agreement for weekend parking licensing with Regency. Signs to be installed governing usage and towing violations, then will begin valet parking use.

Discussion: December 2018 Treasurer's Report; Theresa Luby

- Pledge offerings came in slightly below budget (99% of budget). Total unrestricted Revenue for December was \$5,994 over or 106% of budget.
- December Pledge was \$75,011 which finished over \$14,000 above forecast.
- December Total Revenue came in \$2,688 above budget.
- Year expected a drawdown of \$25,034.

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

**Motion:** Move to approve the December 2018 Treasurer's Report as presented.

Motion seconded and approved.

Discussion: Financial SOP; Theresa Luby

- There is a need for Policies and Procedures for Financial/Accounting.
- Theresa described the Financial/Accounting Policies and Procedures.
- There will be a vote for the Policies and Procedures next month.

Standing Committee Reports:

Marketing - Buz Price

- Buz Price said installing the campus signage and the Pre-School signs are on hold due to the frozen ground.
- Marketing Committee is on hold right now waiting for new Vestry liaison.
- How many people want to stay on the committee for assignments; i.e., articles for Facebook and Instagram.
- Researching streaming live video.

Welcome/Connection - Mary Vish

- The two groups are working together.
- Conrad asked if they track data, such as the number of visitors that have been welcomed, goals for 2019, etc.
- Conrad asked Mary about the balance on those who are welcomed at each service.
- The 11am service has many people signing the register.
- Credit goes to Donna and Philip for their leadership in these two areas.

Communications Task Force - Buz Price

- The Task Force spent the last three months examining the background of communications at St. David's.
- Because the Vestry eliminated a proposed part-time communication staff position from the 2019 budget, the Task Force recommends that a Communication Committee be formed, which should include the recruitment of volunteers.
- How does this tie into Marketing and Communication? Marketing is internal. Who is the owner and gets the Task Team?
- The group was not tasked to manage a communications program, but to assess the needs and vehicles used for communications.

- Theresa talked about volunteer upkeep needed for communications. Minimum of 6 volunteers are needed. Staff needs to look into recruiting and management of volunteers.
- The Communications Committee will be managed by the staff's area of responsibility.

#### December 2018 Treasurer's Report - Theresa Luby

Revenues; December pledge offerings came in slightly below budget (99% of budget). Total unrestricted Revenue for December was \$5,994 over budget.

- We enjoyed a strong year in Pledge Offerings in 2018, which finished over \$14,000 above forecast. The year expected a drawdown of \$25,054.
- Decision: Approve December 2018 Treasurer's Report; Vestry

Motion; Move to approve the December 2018 Treasurer's Report as presented. Motion was seconded and approved.

#### Discussion: Fundraising Committee - Ken Courter

- Ken and Mike are forming on a fundraising committee and were appointed Vestry Liaison.
- Conrad asked if Vestry Liaisons were responsible to start a committee.
- Ken spoke of two meetings with representatives of Brambleton Golf in July; Brambleton requires a \$1,000 to hold the date and the deposit is not refundable.
- Will also need another \$1,000 in seed money to promote the golf tournament to raise funds for domestic outreach.
- Funds raised could be given to domestic outreach and other areas of need.
- About 80 golfers are needed to promote as an outreach effort.

Decision: Motion to fund the deposit of \$1,000 for the golf tournament.

- Motion seconded and approved.

#### Discussion: Safety and Security Committee - Mike Martino

- ADT systems are wired in the office; Pre-school, and church. There are 4 cameras in the Pre-School and Church respectively and 2 cameras in the office.
- On February 19, the Loudoun County Sherriff will be here to canvas the county how to respond to an active shooter.
- Send your name to the team and tell them you have a key to the office.
- Jae said the trailer needs a camera; we have 6 cameras now, can we have 8 cameras and put two cameras in the trailer.
- John Mellish asked who gets notified if the alarm goes off. Liz is the first point of contact and Allan is the second.

#### Rector's Report; Rev. Mary Kay Brown

- Thanks for the Christmas services which were glorious; 1189 people attended. Thanks to the clergy.

- The past Sunday, attendance was very low because of rain. There is a system in place on the website to send out notices if the church will be closed because of weather.
- Notice in Happenings for families who have been furloughed. Provide gift cards for families who might be struggling.
- We are now in the Piedmont Region. Karl Colder is working with Piedmont and the Diocese on opioid abuse.
- The Vestry retreat will be at the Parks and Recreation offices on 2/8/2019.
- Pastoral care for Beth Gardner is scheduled for 2/23/2019.
- On 2/10/19 we had two baptisms.

### **Unfinished Business**

- Vestry Retreat; Trailer; ramps; furniture.
- Access to someone who can do Videos and Pictures for the trailer.
- Nominate John Mellish for Treasurer; the Register affirmed John Mellish as Treasurer of St. David's Church and School.
- Move to approve the 2019 R-1 budget. The R-1 budget only reflects the income after reviewing the bottom line is correct.
- Let the congregation know what the campaign did for St. David's parish.

Motion: Move to approve the R-1 budget.

- Motion was seconded and approved.

The annual meeting was adjourned at 9:15pm.

Respectfully submitted:

Virginia M. Fecteau  
Register