

St. David's Episcopal Church and School  
April 17, 2019  
Vestry Meeting Minutes

Attending: Rev. Mary Kay Brown, Rev. Will Packard, Ken Courter, Conrad Jones, Mike Martino, Chris Broadbent, Buz Price, Kondeh Greaves and Colgate Salomon. Vestry members David Sheatsley, Tabatha Bragg and Kondeh Greaves were absent. Also attending: John Mellish, Allan Steed, Liz Whitlock, Marilyn Tracy, Jae Mitchell, Mike Gibson, Lisa Gager, Maureen Carey-Back, Carol Bonifant.

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

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

**Parishioner Comment Period** – Parishioners

- Ken Courter asked how we ensure that funds raised for Backpack Buddies goes to that particular outreach program and not into the general fund. “Grace to Go” also had a fundraiser and encountered the same accounting issue. Liz Whitlock responded that the issue has been resolved.
- Conrad Jones questioned the need to attend the first “Becoming Beloved Community” discussion group in order to attend subsequent meetings. Rev. Mary Kay responded that the nature of the sharing among the group members required continuity and comfort.
- Ken Courter mentioned that the upcoming Health and Wellness Expo had been presented at the vestry retreat and that an email had been sent asking other ministry leaders to consider participating in the booth.

**Administrative Items**

**Decision:** Approve April 17, 2019 Agenda - Rev. Mary Kay Brown

**Motion:** Move to approve the April 17, 2019 Agenda as presented.  
Motion seconded and approved.

**Decision:** Approve March 20, 2019 Minutes

- Carol was thanked for handing out the two articles from the *Virginia Episcopalian* regarding neighborhood ministries and becoming a “neighborhood church.”

**Motion:** Move to approve Vestry meeting minutes.  
Motion seconded and approved.

**Discussion:** March 2019 GM and Trustees Reports - Allan Steed

- Mike Gibson noted that every month we receive an update about the new modular unit and it appears that we can put the unit in use soon, but it still goes unused. He asked if there was anything the vestry could do to help.
- Liz Whitlock reported that the initial plan for the steps and ramp was rejected by the County and we had to go back to the drawing board to resubmit. Chris Thompson is the contact at the County.
  - In addition, the County staff person who had been working on the project retired, so it was assigned to a different individual;
  - The new staff member rejected the plan because the plan did not include a stamp from the architect;
  - Liz noted that we want the work done properly to be able to receive a certificate of occupancy;
  - She noted that Chris Smith's involvement as a Trustee is beneficial;
  - At this point, we do not have a timeframe for obtaining the occupancy permit.
- Allan Steed thanked Chris and Allison Broadbent for their donation of time and labor for greatly improving the parking lot lighting.
- Allan reported that, "knocking on wood," the leak in the church roof over the sound board has been fixed.

**Decision:** Approve January, February and March 2019 Treasurer's Reports

**Discussion:** John Mellish provided an overview of the report and responded to general questions.

- Approval of the Treasurer's reports for January through March 2019 was postponed until the April meeting in order to resolve questions raised by the Vestry at its March meeting;
- John Mellish expressed that the issues had been resolved;
  - Lisa Gager updated the December report as well and the reports for January and February had been updated and revised;
  - Concerns about expenses have been addressed and fixed
- A question was raised about the issue of credit cards, noting that some credit card payments had not been properly accounted for.
  - Quick Books only accounts for credit cards on an accrual basis, while all other church finances operate on a cash basis;
  - It was realized in February that the credit card accounting was not functioning properly;
  - This resulted in the need to alter prior month's reports, since expenses incurred in one month were not actually paid until the next month;
  - Lisa had to manually change the dates in order to ensure proper accounting of credit card expenses.

**Motion:** Move to approve the January, February and March Treasurer's Reports as revised Motion seconded and approved.

## **Rector's Report – Rev. Mary Kay Brown**

- Bishop's Ilhoff's March 31<sup>st</sup> visit went well with 15 youth and 6 adults confirmed/received and one immersion baptism;
- 30 Good minutes has been completed;
- We will have a seminarian in the fall - Melina Dezhbod. Rev. Mary Kay will be organizing a lay committee for her;
- Held 2 funerals -- Decker and Davies families;
- Finished Opioid Lenten soup and conversations in conjunction with St. Gabriel's; the group will continue to meet monthly;
- Completed the "Becoming Beloved Community" conversations on race and reconciliation with the group continuing to meet monthly;
- Attended clericus;
- Eucharistic services held at Falcon's Landing and Lansdowne Woods;
- Work is continuing leading to a start of Sunday school this fall; Maureen is working with David Sheatsley regarding a survey;
- Weekly Bible study at Waltonwood, led by Terry Young, is continuing;
- The first meeting of the Pastoral Care Ministry has been organized;
- Fr. Will has launched a Youth Ministry Steering Committee;
- The Bromley School "Evening of Elegance" fundraiser netted \$18,000;
- The Faure Requiem concert was beautifully done and well received.

### **Coming Up:**

- Holy week services and Easter egg hunt;
- Daughters of the King High Tea on April 27<sup>th</sup>;
- Preschool auction on May 3<sup>rd</sup>;
- Recycling/shredding event on May 4<sup>th</sup>;
- Working with Fr. Will and the Wardens, plans are in place for Rev. Mary Kay's sabbatical.

## **New Business**

### **Discussion:** Committee Organization and Responsibilities (Sr. Warden)

- Buz Price reviewed the committee assignments and asked the Vestry Liaisons to make sure the committees are organized and meet on a regular basis.

### **Discussion:** Vestry Workshop Recap (Sr. Warden)

- Buz Price handed out recaps of the two exercises held during the weekend workshop: Fundraising and Evangelism.

## **Old Business**

**Discussion:** 2019 Focus: Spiritual Space, Fundraising, Evangelism and Planned Giving

- Buz Price reminded the Vestry of the four focus areas during 2019 and that the next Vestry workshop will focus on Spiritual Space and Planned Giving.

**Discussion:** Spiritual Space

**Discussion:** Chris Broadbent and Colgate Salomon gave an update on discussion and six meetings the Spiritual Space Committee has held (formal report is included in the Vestry package). In particular, the report contained the following comments and suggestions.

- In general, the church grounds have a cluttered feeling and could use some clean up;
- It would be good to somehow delineate the current and future burial sites, clean up some of the various encampments that have crept up on the property, and perhaps provide some pathways and benches for people to enjoy;
- Once we have clear direction on funding and feedback on our ideas, we will evaluate where we are and perhaps form a small committee with interested members of the congregation and move forward with whatever mandate we receive.

Discussion: Safety and Security

- Mike Martino provided an update on the Safety and Security status of St. David's. No new action is required at this time by the Vestry.

**Closing Prayer – Chaplain**

**Adjournment** – Rev. Mary Kay Brown (9:15pm)

Respectfully submitted:



David Sheatsley  
Junior Warden