

St. David's Episcopal Church and School  
May 15, 2019  
Vestry Meeting Minutes

Attending: Rev. Will Packard, Ken Courter, Conrad Jones, David Sheatsley, Mike Martino, Chris Broadbent, Buz Price, Colgate Salomon, and Tabatha Bragg. Kondeh Greaves was unable to attend. Also attending: John Mellish, Allan Steed, Liz Whitlock, Marilyn Tracy, Jae Mitchell, Maureen Carey-Back, Mike Gibson, Carol Bonifant, Julie Hellstrom, and Ginny Fecteau.

Opening prayer led by Carol Bonifant

Sr. Warden Buz Price called the meeting to order at 7:00pm.

**Parishioner Comment Period – Parishioners**

- Jae Mitchell noted that work has begun on footers for the new modular unit and asked if there was a time frame for having the stairs and ramps in place. Liz Whitlock responded that it might be days, but noted that the County still has to issue an occupancy permit before we can put the new space to use.
- Ken Courter thanked everyone who assisted at the Health and Wellness Expo.
- Ken also reminded everyone about the Margaret Mercer birthday celebration and picnic on June 29<sup>th</sup> before the Saturday@Six Service. Purpose is to maintain awareness of Margaret Mercer and to promote attendance at the Saturday@Six Service.
- Ken noted that he is trying to introduce the Bromley School to the Rotary Club as a means of generating more revenue in support of the school.
- Conrad Jones asked if St. David's has legal counsel specifically to address liability issues when alcoholic beverages are served at functions associated either directly or indirectly with St. David's. He mentioned the "Evening of Elegance" event held in support of the Bromley School. The answer is "yes," that St. David's does have legal counsel and Liz explained that the organization or company that holds the liquor license has the liability, and not necessarily the hosting organization. Julie Hellstrom noted that the school uses the services of Steve Price. Buz is to touch base with the attorney to obtain advice regarding the liability associated with St. David's for such events.

**Administrative Items**

**Decision:** Approve May 15, 2019 Agenda – Buz Price

**Motion:** Move to approve the May 15, 2019 Agenda as presented.  
Motion seconded and approved.

**Decision:** Approve April 17, 2019 Minutes

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

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

- Allan Steed provided a brief overview of the Trustees Report with particular attention paid to the stain glass window located behind the choir. After having repaired the west window, the east window has been examined on a regular basis. Allan noted that the window frame has some rot and that the window is sagging due to age and gravity. He mentioned that repair of the window was one of the items on the \$150,000 list of work needing to be performed around the church. Carol Bonifant asked if the window was covered by insurance and was told that it was with the occurrence of an “extreme event,” but not specifically covered by the church’s overall insurance policy.
- Conrad, speaking on behalf of Bill Brucato, noted the “swimming pool” that forms on the main sidewalk in front of the church when we receive heavy rains. The Trustees Report contains information about this situation and possible fixes for the problem.
- Fr. Will thanked Allan for taking the time to perform the annual cleaning of the baptismal font.

**Decision:** Approve April 2019 Treasurer’s Report

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

- John noted that it is helpful to now have three months of data for trending purposes and expressed the need for fundraising to eliminate the \$25,000 fundraising line item in the budget.
- Mike Gibson, chair of the Finance Committee, distributed a summary of points considered by the Finance Committee and needing to be brought to the attention of the Vestry. (See attached.) Primary points are:
  - The importance of having operating cash well above the \$50,000 minimum floor that has been established. Currently, have a balance of \$100,000, but that could change quickly if revenue trends down, if expenses trend up, or we experience an emergency.
  - The budget contains a line item showing revenue from leasing of parking spaces to the adjacent shopping center. We were expecting to have an agreement in place by the end of last year, but the agreement, according to Allan Steed, had to be reconsidered and approved by the shopping center’s property owners.
  - Carol asked who has responsibility for making changes to the budget, if needed. Mike and Buz said that it was the responsibility of the Finance Committee to review the finances, but that it is the Vestry’s responsibility to alter the budget if needed.
  - Mike also noted that the Finance Committee has agreed to meet monthly instead of quarterly to more closely monitor the trends. Buz thanked Mike for agreeing to serve as Finance Committee Chair and the announcement received a round of applause.
  - Overall, the Finance Committee is “cautious” about 2019.
  - Conrad noted that, comparing year-over-year, performance so far in 2019 is lagging behind previous years at this point.

**Motion:** Move to approve Treasurer's Report.  
Motion seconded and approved.

**Discussion:** Financial Update/Pledge Status/Budget Status – John Mellish and Mike Gibson

The discussion of the Treasurer's Report carried over into the pledge status/financial update/budget status.

- Conrad noted that there were two items contained in this year's approved budget that are of some concern:
  - \$25,000 expected revenue from fundraising; and
  - The plan to "pass the plate" one weekend per quarter to help cover St. David's pledge to the Diocese. He noted that this did not occur in the first quarter and asked who "owned" this plan. It was also pointed out that revenue generated from passing the plate would be subject to only those parishioners in attendance at the three services and not all parishioners.
  - Buz is to meet with David Sheatsley and Fr. Will to discuss how this may occur.
- Buz Price asked the Vestry to review the pledge analysis that Karen Knox prepared, which showed us to be in a better position than was thought last month.
- Buz noted that letters have been prepared (see attached) to be sent, under the signature of the Sr. Warden and Jr. Warden to all "pledging units" asking them to take note of where they stand in terms of their pledges and asking these parishioners to bring any pledges that are currently behind up-to-date as we enter the summer months. The letter also expresses thanks everyone for their support of St. David's, both financially and through time and talent. The letters will be mailed on Monday, May 20<sup>th</sup>.
- Lastly, Buz mentioned that Karen will be providing pledge reports to parishioners on a monthly basis and that these reports will indicate the total amount pledged and the amount paid thus far.

**Rector's Report** – Rev. Will Packard

1. Have not heard from Mary Kay except that she is safe when the missiles were in the news.
2. Office continues to function at normal levels.
3. I led our regular Services at Lansdowne Woods and Falcon's Landing.
4. We hosted our end-of-the year Children's Chapel for the Preschool classes.
5. We had one baptism during the 11am service on Mother's Day.
6. Thanks to BOSA for Carnations on Mother's Day.
7. Maureen attended the Messy Church Conference in London.
8. Maureen continues work on Christian Education for fall.
9. Sustainable Youth Ministry Committee meeting and youth leaders discussing and addressing Youth Group for summer and fall.
10. Attended the Diocese of Virginia's Clergy Conference and graduated from Fresh Start (2 year program for new and transitioning clergy).
11. Continue my work on the Committee on Priesthood for the Diocese of Virginia which interviews 4 to 6 candidates a month at various stages of the process.

12. Working with Jack on hiring a new organist. Supply organist scheduled for June 2nd and 9<sup>th</sup> with option to extend.
13. Hosted wonderful New Member orientation on May 5<sup>th</sup>.
14. Attended and had a great Silent Auction and Super Hero party for preschool on May 3<sup>rd</sup>.
15. Continued discussions for Weekly impact day.
16. New Secretary of Diocese – Mark Eastham.

#### Coming up

1. Planning two graveside services.
2. May 19<sup>th</sup> Youth summer kick-off.
3. May 19<sup>th</sup> – Recognizing Mark Fleisher with his last day on May 26<sup>th</sup>.
4. June 2<sup>nd</sup> – Recognition of graduates and when we celebrate the Ascension (May 30<sup>th</sup>)
5. June 2<sup>nd</sup> – I'll be helping our sister church out in the afternoon. Fr. Daniel cannot find a supply priest for his Spanish service so I will be celebrating and preaching for him at that time.
6. June 7<sup>th</sup> – Deloitte Impact Day.
7. June 9<sup>th</sup> – Pentecost combined service, planning underway.

#### New Business

##### **Discussion:** Replacement of Failed AC Compressor and Related Items – Buz Price

- Conrad noted that we do not currently have \$15,000 in the Reserve Fund to cover the cost of the new compressor and components.
- Mike Gibson said that is the case, but that \$1,000 is being added to the Reserve Fund each month.

**Motion:** Move to approve the allocation of \$15,000 from the Repair Reserve Fund to replace the AC Compressor (including parts, Freon and installation).  
Motion seconded and approved.

##### **Discussion:** Payment Options for Virginia Episcopalian Magazine – Buz Price

- Buz noted that St. David's had received an invoice from the Diocese in the amount of \$1,020 for support of the magazine. The budget contains \$400 for this purpose.
- Ken and others stated that they had never received a copy and wondered how the Diocese calculated the amount due. Liz Whitlock said that it was based on \$5.00 for every pledging unit.

**Motion:** Move to pay the Diocese the amount budgeted (\$400) and no more and no less.  
Motion seconded and approved.

##### **Discussion:** Request to Allow Alcohol Beverages at Brotherhood B4 Event – Conrad Jones

- Conrad described the extent to which alcoholic beverages are served and consumed during the B4 event. Such beverages are usually limited to beer and perhaps wine, with most attendees drinking soft drinks and water.

**Decision:** Approve the Request to Allow Alcohol Beverages at Brotherhood B4 Event – Conrad Jones

**Motion:** Motion to approve the Brotherhood of St. Andrews’ request to allow participants to bring a beverage of choice, to include alcoholic beverages on the St. David’s Episcopal Church & School campus for the Bible Beef Bird and Beverage (B4) event to be held on Sunday, June 23th, 2019 at 2:30pm.  
Motion seconded and approved.

**Discussion:** Margaret Mercer Birthday Celebration Event – Ken Courter

- Ken Courter provided a brief overview of the event celebrating the birthday of Margaret Mercer.
- The event will be held on June 29, 2019, beginning around 4:15pm and, weather permitting, will be held outdoors at the “Shrine of the Big Trees.”
- Ken noted that the celebration is being held at no cost to St. David’s.
- The event is being held not only to maintain awareness of Margaret Mercer, but to also promote the Saturday@Six service, as well as to support the proposed “spiritual space” concept.
- David Sheatsley asked if this was an opportunity to raise funds for the “spiritual space” or some other cause. Conrad suggested that the event was not the place to ask for donations. If we were to receive donations, however, to what use would the donations go?
- Fr. Will noted that we need to look into accessibility to the event for some parishioners.
- In case of inclement weather, the event will be held in the preschool.
- Buz Price took the opportunity to remind Vestry members and others that St. David’s is a “nut free zone,” and any event held at St. David’s must not include foods containing nuts.
- Marilyn Tracy also reminded Vestry members that it is the responsibility of the hosting group to ensure that all trash is taken to the dumpsters after each event.

**Discussion:** Affirmation of Support for 2019 REACH Mission Trip – Fr. Will

- Buz read an affirmation supporting the REACH mission trip.
- Fr. Will noted that the trip meets requirements of a grant St. David’s received from the Diocese.
- Julie Hellstrom was excited to see the number of youth going on the trip who were taught at the preschool.
- Mike Martino noted the link between the Uniontown, PA and George Marshall, who was born in Uniontown and maintained a home in Leesburg.

**Motion:** Move to approve affirmation of support for 2019 REACH Mission Trip  
Motion seconded and approved.

**Discussion:** Deloitte June 7th Impact Day – Rohit Dean

- Buz remarked that Rohit Dean was supposed to be present to provide a brief overview of the work to be performed by the team from Deloitte on June 7<sup>th</sup>, but was not able to attend due to travel.
- He expressed appreciation to Rohit for the extensive due diligence required to gain approval from Deloitte to hold the Impact Day.
- One team will be re-staining decking around the preschool, while a second team will be conducting a strategy session with a focus on communications.
- It was asked if attendance at the strategy session was by invitation or if any Vestry member could attend. Buz noted that he and David Sheatsley were attending and if other members of the Vestry has an interest in attending to please email Buz with the request.

**Spiritual Discussion:** Fr. Will

**Old Business**

**Discussion:** Capital Fund/Special Gift Usage and Restrictions Update – Buz Price

- Buz Price explained that a portion of the Capital Fund was donated by a parishioner to support construction of the chapel. Since then, and after conversations with the parishioner, the restrictions and designations have been lifted and changed to a “preference.”
- Therefore, the Vestry has access to the funds, but only if used for a suitable project, and not for such items as resurfacing the parking lot or other maintenance.
- Creation of the proposed “spiritual space” would most likely meet the parishioner’s criteria.
- Conrad noted that monies collected as part of an earlier capital campaign were to be spent on the chapel, providing momentum for raising funds for construction of the parish hall and to recognize the chapel ruins as a “sacred space.”
- Tabatha Bragg expressed concern that the Vestry seems to be focused almost entirely on money during its deliberations and less on what we are doing. Buz responded by acknowledging her concerns, but that the expenditure of funds was the role of the Vestry.

**Discussion:** Spiritual Space – Chris Broadbent and Colgate Salomon

- In light of the discussion on the Capital Fund/Special Gift discussion, Buz requested that Colgate Salomon and Chris Broadbent be prepared to present options for the spiritual space at the June 12<sup>th</sup> Vestry meeting.

**Discussion:** Planned Giving – Ken Courter

- Ken Courter provided a brief update on the Planned Giving campaign and distributed a new brochure containing information about the program.

- He explained that an estimated 80% of planned giving support for St. David's will come in the form of contributions from wills.

**Discussion:**

Marketing Committee – David Sheatsley

- David Sheatsley expressed hope that the announcement contained in Happenings will result in volunteers to serve on the Marketing Committee, in addition to three other committees contained in the ask.

Welcome/CONNECT – Tabatha Bragg

- Tabatha Bragg expressed appreciation for the presence of Vestry members at the most recent newcomers lunch and urged others to attend when possible.
- David Sheatsley announced that an analysis is underway to determine the “return-on-investment” for the Welcome and Connect ministries. A database has been created that includes the names of all newcomer lunch and/or Coffee CONNECT attendees and their status as new members of St. David's, whether or not they are “known to the treasurer,” and the extent to which they have become engaged in St. David's various ministries. Karen will provide the total amount pledged/contributed by these families and individuals, unless by doing so will identify a particular individual or family. Hope to have the analysis completed in June.

Communications – Kondeh Greaves

- Tabatha is to share ideas with Kondeh Greaves.

Fundraising – Mike Martino

- Mike Martino described plans for a “Too Hot to Drink Coffee in the Summer” fund raising program to raise funds spent from the Reserve Fund to replace one of the air conditioning compressors. (See attached).
- The original plan was to raise funds to paint the sanctuary; however, it was determined that ensuring proper heating and cooling was more important than painting the church.
- Mike mentioned the three options regarding the compressor.
- Chris Broadbent suggested that funds raised through this campaign, although being used to offset the expenditure for the compressor, be allocated towards the Fundraising budget line item.
- Mike also briefly described plans to hold a fundraising event at TopGolf and provided examples of successful fund raising events held by other organizations at TopGolf.

**Motion:** Move to approve the fundraising plans as presented.  
Motion seconded and approved.

Stewardship – Colgate Salomon

- Colgate Salomon said that he had spoken with Ricky Barker, chair of the Stewardship Committee for the 2020 campaign.
- Ricky was waiting until July to hear what “theme” the Diocese was proposing to use.
- Ricky is also in the process of assembling a team for the 2020 Stewardship Campaign.

**Open Discussion:**

- Conrad Jones noted that the Vestry packet was supposed to contain information on Average Sunday Attendance (ASA) for consideration by the Vestry. Buz Price stated that he would ensure that the ASA data would be provided in future Vestry packets.
- Conrad also asked about the status of the Alternative Funding program and asked if it was still in the works. Mike Martino said that it was, but it had been put aside while he focused on safety and security, fundraising and other Vestry activities in which he has been involved.

Fr. Will closed the meeting with a prayer.

**Adjournment** – Sr. Warden Buz Price thanked everyone for their time and adjourned the meeting at 9:50pm.

Respectfully submitted:

A handwritten signature in dark ink, appearing to read 'D. Sheatsley', with a long horizontal flourish extending to the right.

David Sheatsley  
Junior Warden

May 23, 2019

**Financial Update from the Finance Committee**  
**May 15, 2019**

- YTD total income is 5% below budget. YTD total expenses are 2% below budget. Any variance of 5% or less is generally considered to be reasonable and not a cause for alarm, especially early in the year (since there is more time to react and make changes as necessary).
- We made up significant ground in pledged offerings from March to April, but we remain behind pace. One positive month does not provide enough data to tell us if it is a trend.
- There was no income from fundraising in April, the first month that we had it budgeted. We are already \$5K behind pace, and there is an additional \$20K budgeted for the remainder of the year. This is a concern.
- We had anticipated doing a quarterly appeal specifically for the Diocesan pledge, but that did not happen in Q1. We are already \$1500 behind pace, and there is an additional \$2500 budgeted for the remainder of the year. This is a concern.
- YTD facility rental income is above budget, which is good, but we had anticipated significant income from parking lot rental which has not yet happened and may never happen. This could be an issue later in the year, as we have budgeted \$33K in facility rental for the year.
- No significant variances in most expense categories, and most are below budget which is good. In addition to doing a good job of monitoring expenses, part of this is because we had budgeted operating expenses for the trailer which have not yet started.
- One expense that bears watching is Fire, Security and Safety. We have already exceeded our annual budget, with 8 more months of monitoring expenses yet to be incurred.
- Operating cash is well above the \$50,000 minimum floor that we have established, but that could change quickly if revenue trends down (as it did for all of Q1) or if expenses trend up.

- At this point, we are still operating at a significant deficit (over \$40K). We should continue to monitor pledge revenue very closely to see where it goes in the next month or two and take steps to reinforce pledge fulfillment. We also need to address lack of revenue anticipated from fundraising and specifically money anticipated to be raised for the Diocesan pledge. We also need to be aware of the potential negative impact of not realizing income from parking lot rental. On the expense side, we need to be mindful of Safety and Security expenses.

## May 2019 Pledge Letter

Dear Faithful Parishioner,

St. David's Episcopal Church and School is blessed to have so many committed people like you who joyfully participate in making this community a warm and welcoming place where God's transformational work can be done. Because of you, we are growing. Thanks to you, newcomers tell us they feel welcome and have found their church home here at St. David's.

As the summer vacation months are upon us, please keep in mind that our parish depends upon the timely fulfillment of all the generous commitments that have been made, both monetarily and through volunteerism. As of the end of April, our pledge fulfillment is behind. This impacts parish operations and cash flow, as our budget is created based on the pledge commitments we have received. Please take a moment to confirm that you are up to date on your pledge. If you are caught up on your pledge, thank you so much! If you are a bit behind on your pledge, please prayerfully consider catching up on your contributions or let us know if you are unable to do that at this time.

If you haven't already set up an automatic method of payment to fulfill your pledge, please consider doing so. It is easy and if you miss a Sunday while out of town, there are no worries about missing the offering basket. One option is to use the current online automatic bill payment service through your bank, included free with most checking accounts. A second option would be to fill out the ACH Form found on the church Web site ([sdlife.org](http://sdlife.org)) or to contact the church office to set up an automatic payment.

Wonder where you stand on your pledge commitment? To get an up to date status, please call or email the church office at 703-729-0570 or [office@sdlife.org](mailto:office@sdlife.org). By popular request, new statements will be mailed in June and October which, in addition to each contribution made, will show your year-to-date pledge progress.

If we are to continue to Transform Lives through Christ at St. David's Episcopal Church and School, we need and appreciate your gifts of time, talent and treasure. We are blessed with God's abundance here and so thankful for your stewardship and committed support to our community.

God's Peace,

Buz Price  
Senior Warden  
[wardens@sdlife.org](mailto:wardens@sdlife.org)

David Sheatsley  
Junior Warden  
[wardens@sdlife.org](mailto:wardens@sdlife.org)

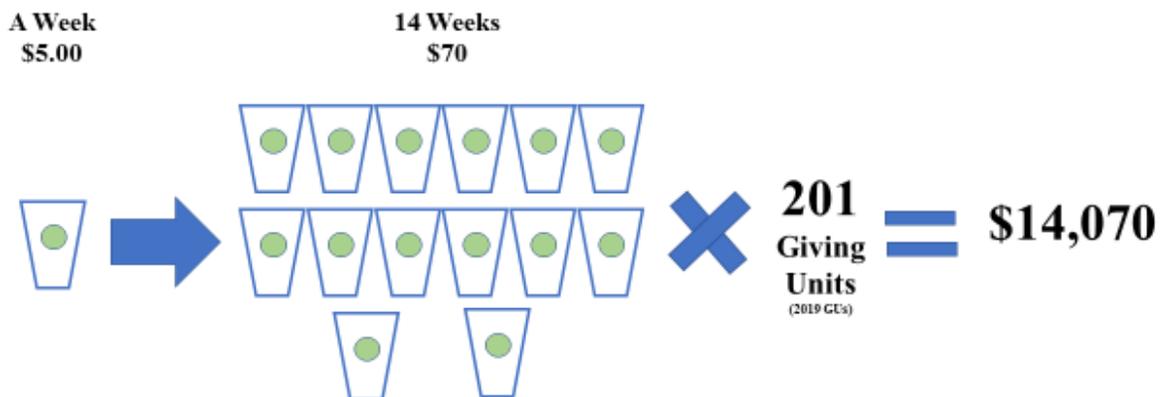
**Fundraising Proposal**  
**May 15, 2019**

The following is a proposal for the initial fundraising event at St. David's to support the \$25,000 income item in the 2019 Church Budget. This event will be called "Replacing the Air Conditioner Compressor through Coffee." The event is focused on obtaining funds from the congregation for the purpose of replacing the air conditioner compressor that recently failed.

The dilemma regarding the compressor could not have occurred at a better time. We now have a critical event that can "kick-off" fundraising for operational items at St. David's. This event will call upon the congregation to all submit \$5.00 per week in lieu purchasing a cup of coffee from a national brand coffee shop. The attached chart illustrates that by giving \$5.00 per week for 14 weeks times the 201 giving units we can yield \$14,070. This endeavor will prevent the vestry from tapping into the Repair Reserve fund.

**Replace the Compressor through Coffee**  
**Too Hot to Drink Coffee in the Summer**

**For the Price of a \$5.00 cup of Coffee a Week  
from May 26 thru August 25**



The 14 week period will start on May 26<sup>th</sup> and end on August 25<sup>th</sup>. This period will not conflict with the 2019 Stewardship campaign.

The event will be aided with the assembly of a "Coffee Cash Box" that will be made by a vestry member. Costs to the church will be \$0.00.

I will volunteer to lead this event, go before the congregation and explain the concept of the event, and keep the vestry and congregation up-to-date of its status.

## **OPTIONS**

1. Approve the motion of holding the “Replacing the Air Conditioner Compressor through Coffee.” No costs will be incurred by the church.
2. Draw upon the Repair Reserve thus depleting this account for any critical events in 2019 and future events.
3. Do nothing at this time and wait for a more catastrophic event to occur involving the HVAC system and pray for a cool summer.

Respectfully submitted,

Mike Martino