



St. David's Episcopal Church & School
February 24, 2021
Vestry Meeting Minutes (via Zoom)
Approved March 17, 2021

Due to restrictions placed on in-person group meetings due to the COVID-19 pandemic, this Vestry meeting was held via Zoom.

Attending: Vestry members Rev. Mary Kay Brown (Rector), David Sheatsley (Sr. Warden), Anne Shively (Jr. Warden), Jenifer Bluhm, Tabatha Bragg, Jenkins Cooper, Rohit Dean, Keith Korin, Jen Peiler and Kondeh Greaves; Register Katherine Beckett-Goodwin, Treasurer John Mellish, Chaplin to the Vestry Carol Bonifant. Also attending: Liz Whitlock, Maureen Carey, Ann-Marie Lanius, Margie Mamrol, Karen Knox, Seminarian Trish Taylor, Allan Steed, Marilyn Tracy and Lawrence Panetta.

Opening Prayer: The prayers were created and said by Carol Bonifant, Chaplain to the Vestry.

¹⁵ *Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Colossians 3:15*

Holy Father on Sunday during 30 Good Minutes we were learning about Covenants. We all agreed You will never break Your Covenants with us but, all too often we do. The Covenants You make are about Your relationship with us. They are always rooted in Your Love and care, intended to keep us connected while proving You are unconditionally faithful. Your faithfulness Lord proves You are worthy to be trusted unconditionally. Help us Holy Spirit to be faithful, trusting and thankful followers of Jesus Christ our Savior, Amen.

Call to Order – Rev. Mary Kay Brown called the Vestry Meeting to order at 7:04 pm.

Parishioner Comment Period – Parishioners

- None.

Administrative Items

Decision: Approve February 24, 2021 Agenda – Vestry

Addition of Administrative item to approve the January 24, 2021 Annual Meeting Minutes.

Motion: Move to approve the February 24, 2021 Agenda with above change.
Motion seconded and approved.

Decision: Approve January 20, 2021 Vestry Meeting Minutes - Vestry

Motion: Move to approve January 20, 2021 Vestry Meeting Minutes.
Motion seconded and approved.

Decision: Approve January 24, 2021 Parish Annual Meeting Minutes - Vestry

Motion: Move to approve January 24, 2021 Parish Annual Meeting Minutes.
Motion seconded and approved.

Decision: Approve February 7, 2021 Special Vestry Meeting Minutes - Vestry

Motion: Move to approve February 7, 2021 Special Vestry Meeting Minutes.

Motion seconded and approved.

Discussion: January 2021 GM and Trustee Reports – Allan Steed, Sr. Trustee & Liz Whitlock, GM

- The report was referenced to review. Highlights:
 - Mercer Hall – 14 light bulbs replaced.
 - Boslaugh Hall – evaluating adding a fourth sump pump to address rainwater flooding at entrance to crawl space.
 - Air ducts in Church, School and Office were cleaned (Loudoun CARES Act Grant).
 - Analysis continues for PACE program.
 - Pending request to install new sidewalk to allow for easier access to the Columbarium; need funding approved by the Vestry. Conceptual design included two options for consideration.
 - List of open items listed in report.
- Request made to add page numbers to the monthly Trustee Report.
- Thank you to Chris for rendering the drawing of the proposed sidewalk to the columbarium.
- Question: Is the back door to the Annex still being left open? Yes, need to continue to educate users and double check the door.
- Question: Are the steps to/walkway around the Annex salted when icy? Yes, but there are also buckets of salt around the campus for re-treating due to re-freeze. If you see something hasn't been done for salting or snow removal, please let Liz know ASAP.
- Question: What is the bill for February snow removal? December 2020 was about \$855, the recent bill was \$5K-6K. Salting and snow plowing is not necessarily done at the same time, and is generally expensive. This company has the most competitive pricing in this area. Snow removal and salting still must be done to maintain the property even though not gathering for safety. Unfortunately costs are driven by the weather, so not an area of cost management opportunity.
- (Remaining Action Item from January 2021 Vestry Meeting: A Cemetery overview (how it works, funded, etc.) will be provided to the Vestry at the Vestry retreat, and more information provided regarding the requests and costs for the requested projects will be provided for review and discussion at the February Vestry Meeting.)
- Thank you to the Trustees and GM for all the work they are doing maintaining our campus.

Discussion: January 2021 Treasurer's Report – John Mellish, Treasurer

- Overall did well with 137% of budget for pledges for the first month.
- Overview of the numbers located within the January 2021 Treasurer's Report:
 - Pledge offerings for January 2021 were \$68,290, 137% of budget.
 - Total Revenue in January was \$72,754, 127% of budget.
 - YTD Income is \$72,754, 127% of budget.
 - Non-pledged offerings for January were \$3,734, 62% of budget.
 - No loose cash for January.
 - Expenses for January were \$97,201, 98% of budget.
 - We did very well with expenses for January 2021.
 - Note: Line 6605-01 Repair & Maintenance large number is due to payment for items that were included using the Loudoun CARES Act Grant, funds were received in December 2020 to offset these January expenses.
 - Net Income in January was (-\$24,447), 58% of budget.
 - We were blessed to have our financials in good order in 2021.
 - Cash is \$225,558.

Decision: Approve January 2021 Treasurer's Report - Vestry

Motion: Move to approve the January 2021 Treasurer's Report.
Motion seconded and approved.

Discussion: Finance Committee Report – David Sheatsley, Finance Committee

- The Finance Committee met virtually on 2.8.2021. Attending: Paul Buitrago—Chair, Rev. Mary Kay Brown, David Sheatsley, Liz Whitlock, Lisa Gager, Cecelia Cooper, John Melish and Buz Price. The following was discussed:
- Paycheck Protection Program (PPP) Loans – The Small Business Administration (SBA) is slow in approving the conversion of the first PPP loans to grants, so the first PPP loan is still listed as a debt on the SDECS balance sheet. The second PPP loan has been approved in the amount of \$170,200. This may be used to cover payroll and mortgage interest similar to the first PPP loan, but also may be used for PPE and perhaps repairs and maintenance.
- Loudoun County CARES Act Grant – the final paperwork was submitted and approved and no further action is required for the \$19,828 grant.
- Audit Status – the 2017 and 2018 Audits are completed. A revised Response Letter will be presented to the Vestry for approval. The 2020 Audit Engagement Letter will also be presented to the Vestry for approval to get the 2020 Audit started.
- Current finances – Income for St. David's was higher than expected. Unrestricted income resulted in a surplus of \$15,491. The majority of this surplus was due to pledged offerings, which surpassed expectations by \$18,290. It is important to note that full-year pre-paid pledges are distributed across the 12 months and not realized in January only. Expenses were \$2,172 under budget. The difference would have been more pronounced, since January included Loudoun County CARES Act-related PPE expenditures of \$8,496 in the category of General Repairs and Maintenance (6605-01). Income realized by the grant was included in the 2020 budget. It is also important to recall that, based on a vote by the Vestry at its January 20th meeting, the decision was made to pre-pay our 2021 Diocesan Pledge of \$12,000 in January rather than distribute the amount of \$1,000 on a monthly basis. Largely as a result of these two actions, January expenditures surpassed unrestricted income by \$17,643.
- The GM noted that given the weather forecast for more snow than expected it is likely that snow removal costs will exceed the amount budgeted in February and perhaps March. Snow removal continues even though the church and church offices are closed in order to allow access to emergency equipment should the need arise.
- The next virtual Finance Committee Meeting is March 8, 2021 at 6pm.
- Question: Will the new PPP Loan be recorded as another debt on the Balance Sheet? Yes, until it is converted into a grant, as is expected.

Discussion: Clergy Housing Allowance for 2021 – Katherine Beckett-Goodwin, Register

The annual Clergy Housing Allowance for the Rector was discussed by the Vestry. The Register will issue the Housing Resolution Certification Letter to Rev. Mary Kay Brown for tax purposes following Vestry approval.

Decision: Approve Rector Housing Allowance for 2021 - Vestry

Motion: Whereas the Reverend Mary Kay Brown is employed as the Rector of St. David's Episcopal Church and School, Ashburn, Virginia, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$103,101 to be paid to the Reverend Mary Kay Brown during 2021, that \$56,920 be

designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Motion seconded and approved.

Discussion: 2020 Audit Engagement Letter – Rev. Mary Kay Brown, Rector

The Vestry is providing certification to the Audit Committee that to the best of its knowledge and belief, as of today, it has made available all the financial records and related data as of December 31, 2020 to the Audit Committee. As such, the Vestry is requesting the Audit Committee to conduct the 2020 Audit in compliance with the *Manual of Business Methods in Church Affairs* as authorized by the General Convention of the Episcopal Church. The Audit Committee is requested to complete the audit by June 15, 2021, or as soon as feasible, to allow time for the proper reviews to be conducted, the Response Letter to be created within 30 days and subsequent presentation and approval at the July 2021 Vestry Meeting. Annual Church Audits are due to the Vestry by August 2nd each year and to the Dioceses no later than August 31st each year. The goal is to bring St. David's into compliance going forward on an annual basis. See the full letter for further details. The Wardens will sign the letter on behalf of the Vestry. Note the 2019 Audit Engagement Letter was issued October 26, 2020.

Decision: Approve 2020 Audit Engagement Letter - Vestry

Motion: Approve the 2020 Audit Engagement Letter.

Motion seconded and approved.

Discussion: Revised 2017 & 2018 Audit Responses – John Mellish, Treasurer/Katherine Beckett-Goodwin, Register

- The revised Audit Responses Letter was presented to the Vestry.
- The two noteworthy changes in addition to the clarifications discussed at the January 2021 Vestry Meeting include:
 - The Audit Committee did not audit the Clergy Discretionary Fund for 2017 and 2018, however the Pastoral Fund investment statements and receipts are reviewed by a trusted person who is the Accounting Administrator, and the Audit Committee did verify the investment bank statement balances against the Balance Sheet. The Audit Committee will include audit of the Clergy Discretionary Fund for 2017 and 2018 when the committee conducts the next set of audits for 2019 and 2020. The Treasurer of the Diocese has agreed to accept these two Audits with the commitment to complete the 2017 and 2018 Clergy Discretionary Fund Audits prior to the next audit submission.
 - Under Trust & Endowment Funds on both the 2017 and 2018 Audits, page 6, regarding if you have an active planned giving program, correct the answer to No. St. David's does not have an active planned giving program at this time, but the Stewardship Committee is taking up the issue in 2021.
- The Register will write, sign and submit the certification letter of Vestry approval to the Diocese for the 2017 and 2018 Audits, including submittal of the 2017 and 2018 Audits and their Responses Letters.

Decision: Approve Revised 2017 & 2018 Audit Responses and Letter - Vestry

Motion: Approve the Revised 2017 & 2018 Audit Responses and Letter.

Motion seconded and approved.

January 2021 Rector's Report – Rev. Mary Kay Brown, Rector

- The Bishop's call this week regarding Churches re-gathering:
 - The Diocese has revised the community metrics requirements of COVID-19 case numbers for gathering in person for worship both indoors and outdoors.
 - For worshipping indoors in person implementing the Diocese approved mitigation plan, the metric requirement has been raised to no more than 10 cases per 100,000 population from 5 cases per 100,000 population. As of 2.23.2021, Loudoun had 16 cases per 100,000 population.
 - For worshipping outdoors in person, the Diocese metric requirement has been raised to no more than 25 cases per 100,000 population. When the weather improves, we will worship outside.
 - Still no singing permitted.
 - Would love by Easter to be able to gather in person in some capacity.
 - The Diocese has come to these revised requirements in consultation with the CDC, and the Bishop also met and consulted with Dr. Anthony Fauci.
- Conducted Ash Wednesday services virtually. The Lent@ Home Kits were well received, great job Maureen, thank you! Did not have good attendance for these services.
- Welcome to Dr. Lori Lind as the new Music Director.
- Have two new Small Groups for Lent.
- Started the 30 Good Minutes class series on Sunday for Lent.
- Working on revamping and expanding Pastoral Care, meeting with the team.
- The next Becoming Beloved Community class begins March 4, 2021. There will be a presentation at the Men's Fellowship meeting on Saturday, February 27, 2021, 9am.
- Conducted a wedding and a graveside funeral (non-parishioner).
- Communications position update (Rev. Mary Kay and Liz Whitlock, General Manager):
 - Part time position, 10 hours/week, geared to social media outreach and community connection. A two-page overview was provided on St. David's current communications activities and where this new multimedia focused position fits into the overall structure right now.
 - The Communications Task Force met twice since the last Vestry Meeting.
 - We have a candidate that is familiar with St. David's through the Preschool.
 - Liz will still oversee and be responsible for Communications as 50% of her General Manager/Communications position. This new position will report to the General Manager.
 - As the funding was approved with the 2021 budget in January, will move forward with this position starting in mid-March.
 - Overview: The multimedia position will develop and create original content to engage future and current preschool and parish families. This position provides support for the Church and the School providing clear, cohesive messaging to the community at large.
 - Create content to include graphics, text, images, and video. This content can be utilized on the Web site and the newsletter.
 - Remain up to date with media platforms including Facebook, Instagram and Twitter.
 - Execute daily scheduled online posts and weekly 'spontaneous' content.
 - Monitor and check-in on social media traffic metrics.
 - Evaluate and analyze the social media metrics.
 - Facilitate and maintain online conversations.
 - Actively work with school and church leadership to achieve long term goals.
 - Goals:
 - Preschool: increase enrollment and visibility within Ashburn and Leesburg community. Increase fundraising.
 - Parish: increase parishioner connection and community involvement. Increase Stewardship awareness/education. Spread the word of the Lord.

- Comment: the last time parishioners were surveyed was in 2016. David is working on a new parish survey.

Prayer: The prayer was created and read by Carol Bonifant, Chaplain to the Vestry.

Holy Spirit help us to be more grateful for our blessings than what we see as lacking. You Father are Sovereign over everything in our lives. You shower us with goodness, yet you allow hard times so we can stay connected with You, learning to trust and depend on You. We awaken to the fact that it is You who is the answer to all our concerns. We also learn that in our weakness Your Glory shines brightest. We cannot boast about anything we think we have accomplished, no matter how hard we worked, because if You did not bless it, there would be no reward. Help us Holy Spirit to grasp that we have a Mighty God who has no limits and equips us to handle any hardship that comes our way. “Your Grace is sufficient for Your Power to be made perfect in weakness.” In the powerful Name of Jesus we pray, Amen.

New Business

Discussion: Preschool Budget 2021-22 School Year – Ann-Marie Lanius/Margie Mamrol, Preschool

- The Preschool is currently planning to open in the fall 2021. Four documents were provided to the Vestry in support of the 2021-22 School Year Preschool Budget: Overview Notes; St. David's School Budget 2021-2022 Scenario A2 - 5% Vacancy/Reduced Building Use Fee/Pre-K Extended Day/Lunch Bunch/No PM Classes; Preschool Calendar Year 2021 Estimated Cash Flows; Preschool 2021-22 Welcome Fact Sheet.
- Overview Notes for Reopening 2021-22 Budget:
 - Budget has been discussed and approved at the 2/10/21 School Board Meeting.
 - All morning class schedule – See Preschool Fact Sheet.
 - Tuition has been increased by approximately \$10.00 across the classes.
 - No increase in the Enrichment Class tuitions.
 - Building Use Fee – covered by the Church through December 31, 2021.
 - Budget shows \$9,700 for the portion from January –June 2022.
 - Insurance – Full amount of \$6,410.00 is in the budget.
 - Camp Revenue is zero...no camps planned for summer 2021 at this time.
 - Work Day Hours for Director/Administrator
 - M-TH 8:00AM-2:30PM
 - F – 1 person 8:00AM-2:30PM & 1 person 8:00AM-12:00PM
 - Director & Administrator will alternate Friday hours.
 - Current Registration Update:
 - Registration Fees Collected.
 - All Classes Full pending collection of 1st Tuition Installment 3/15/21.
 - Enrichment Classes have spots available for enrollment.
- Have been spending down the Preschool Bank account this past year with the Preschool closed.
- Good stewardship and expense management has led to a healthy bank account and other than the Building Use Fee (which would have to be paid anyway), **the Preschool does not need outright cash from the church account.** Per the Preschool Calendar Year 2021 Estimated Cash Flows, the beginning 2021 cash in January was \$18,338 and the estimated ending cash in December 2021 is estimated to be \$27,948.
- The Preschool created a video of Ann-Marie for a virtual Open House tour posted on their Web page and held a Q&A session via Zoom event with four families.
- Most asked question from families: Will the Preschool open if LCPS does not open in fall 2021? Yes. We plan to open with all the guidelines and mitigation strategies required at the time, including CDC, the

Diocese of Virginia and the Virginia Department of Licensing. Every classroom has outside doors so families can all enter from different points without overlap.

- The Preschool requested vaccines for staff from the Virginia Department of Health and was approved. All staff have had round one of vaccine and the rest are scheduled for round two of the vaccine next week. So all staff will be vaccinated by fall 2021.
- Question: What about scholarship requests? The Preschool has had two requests for scholarship assistance and does have some money for scholarships. Scholarships are available to four year olds. Families pay the Registration Fee in full then come up with a payment based on the family's personal situation. Most families pay some amount toward tuition.

Decision: Approve 2021-22 School Year Preschool Budget – Vestry

Motion: Move to approve the 2021-22 School Year Preschool Budget Scenario A2 - 5% Vacancy/Reduced Building Use Fee/Pre-K Extended Day/Lunch Bunch/No PM Classes as presented.
Motion seconded and approved.

Discussion: 2020 Diocesan Parochial Report – Rev. Mary Kay Brown, Rector

- The Parish Administrator reviewed the draft 2020 Diocesan Parochial Report.
- The Parochial Report was expanded by the Diocese this year to incorporate information from the pandemic.
- Last year's final Parochial Report for 2019 was provided as a reference point for 2020. The purpose is to look for and identify changing trends in the areas reported. The report is used by the Diocese and the national church, and can also be used by the Vestry to keep track of trends over time.
- Note Adult Members in Good Standing reported between the 2019 report and the 2020 report increased from 350 to 362.
- Look at page 3, section 2, number 25 needs to be selected for Language: English.
- Look at page 7, number 2, re-check title of position listed as Assistant Rector vs. Assistant to the Rector. It may be a drop-down selection from titles rather than a fill in box.
- Thank you especially to Karen, Lisa and Liz for pulling together the information for the annual Parochial Report. There is a formula used consistently now year to year to have the numbers reported out each year in a consistent way.
- Once approved, the Register, Treasurer and Rector will sign and certify the report for submission electronically by the Parish Administrator to the Diocese by March 1, 2021. It is due to the General Convention Office by May 1, 2021.

Decision: Approve 2020 Diocesan Parochial Report – Vestry

Motion: Move to approve the 2020 Diocesan Parochial Report with two changes as noted above.
Motion seconded and approved.

Discussion: Diocesan Delegate Nominations and Background – Rector

- The Diocesan Delegate role and potential interested candidates was discussed. The Election Record and Background sheet was provided in the Vestry package.
- Both H.L. Vogl and Tanya Kerr have expressed interest in nomination for serving.
- H.L. Vogl was appointed as the Non-Voting (partial term) Diocesan Delegate in 2020, and then served as a Voting Diocesan Delegate in 2020 (for Philip Martin).

- Philip Martin (elected in 2020 for the 2020-2022 term) stepped down, leaving this Voting Diocesan Delegate partial term (2021-2022) open for appointment.
- Darren Proper has confirmed he will serve his remaining term as a Voting Diocesan Delegate for 2021 (appointed in 2019).
- The Senior Warden will consult with the nominees regarding preferences for the three-year (full) and two-year (partial) delegate terms in time for the March 17, 2021 Vestry Meeting appointments.

Decision: Approve Diocesan Delegate Nominations – Vestry

Motion: Move to nominate H.L. Vogl and Tanya Kerr to serve as a St. David's Episcopal Church & School Diocesan Delegate. The two terms are: 1) for the 2021-2023 Term which includes the first year serving as the Alternate Non-Voting Diocesan Delegate and the two subsequent years as a Voting Diocesan Delegate; or 2) for the 2021-2022 (partial) Term which includes both years serving as a Voting Diocesan Delegate. The election of the Non-Voting Diocesan Delegate and the Voting Diocesan Delegate will occur at the March 17, 2021 Vestry Meeting.

Motion seconded and approved.

Discussion: Vestry Committee Liaison Assignments – David Sheatsley, Sr. Warden

- The Sr. Warden will send out the committee descriptions again for review to Vestry members. Then Vestry members should consider which committee(s) they would like to lead or participate in.
- Roles with interest already:
 - Welcome/Connect: Tabatha Bragg continuing.
 - Finance: Rohit Dean
 - Stewardship: Jenifer Bluhm, Jenkins Cooper, David Sheatsley, Anne Shively
- Vestry Committee Liaison assignments to be finalized at the March Vestry Meeting.

Spiritual Discussion – Rev. Mary Kay Brown, Rector

- Due to time constraints, Rev. Mary Kay will send out via email homework for next month's Vestry Meeting to write a Covenant to make as leaders to each other and St. David's.

Old Business

Discussion: Committee Updates

- Welcome – Tabatha Bragg/Kondeh Greaves
 - A membership form has been submitted and the family will be contacted.
- Stewardship – Jenifer Bluhm/Jenkins Cooper/Anne Shively/David Sheatsley
 - See Stewardship report submitted (included below). We are looking at both Stewardship and Planned Giving at the same time.
 - Overview: It was agreed that before we officially launch the 2021 Stewardship Campaign, it would be important to assess the status of the congregation with the objective of: 1) reaching out proactively a bit more before the main stewardship drive- through the lay ministry or other communications; and 2) be in church and re-connect face to face and see how best then to design the campaign that's embraced by the parishioners and meet the financial objectives of the Church. It is proposed that after the Stewardship Campaign is officially launched in October, we continue and enhance "year- round stewardship" as an educational mission to the congregation about the

funding of our church functions. Finally, we should consider integrating, as part of the campaign, the opportunity for parishioners who may be unable to give financially or would like to augment their pledge non-financially, they could do so through a program designed to utilize their time and talent on the various activities and ministries of the parish. Some specific recommendations on the campaign and plan giving are provided below:

1. A Vestry Stewardship Committee comprised of Jenifer Bluhm, Jenkins Cooper, David Sheatsley and Anne Shively, met twice to discuss potential structures, operational responsibilities, and timing for the launch of the 2021 Stewardship Campaign and Planned Giving.
2. It was proposed that a partnership between the Vestry and parishioners be initiated to help facilitate this effort.
3. It was proposed that the structure of assigning co-leads, selected from among the parishioners to lead the campaign, be continued.
4. It was proposed that one of the co-leads be selected from among young family members (i.e., Jeff G., etc.) to help mobilize and motivate the younger generation to give and participate/promote the campaign. This junior member of the team would then be expected to be the main/senior co-lead of the next year campaign.
5. The other co-lead would be a senior parishioner with knowledge and experience in how to organize and run a Stewardship Campaign (i.e., Ricky B., Nancy W., Sharon E., etc.).
6. This core stewardship team will be supported by select Vestry members and the clergy/leadership team.
7. It was proposed that the official launch of the campaign continued to remain as the month of October.
8. It was proposed that leading up to the official launch of the campaign, a “warm up” program be initiated.
9. This program will first announce the campaign and the co-leads; and explain the purpose of the campaign.
10. Within the period before the official launch of the campaign in October, the “Stewardship Minute” will be initiated.
11. This one-minute announcements/information sharing, spaced over a reasonable period, will be done by a cross-section of parishioners and Vestry members during the Sunday morning worship services.
12. Regarding Planned Giving, while we did not get into the details of PG, we did make five recommendations:
 - Conduct an information campaign for parishioners on the nature of Planned Giving;
 - Parishioners who need expert advice should consult with their financial advisors;
 - Identify a congregation member who has expertise in that area - preferably on a volunteer basis but still having folks work with their own advisors to set it up;
 - Solicit assistance from the diocesan rep being a resource initially and then having people consult their own financial advisors; and
 - Meet with group that investigated Planned Giving a couple of years ago to determine what was accomplished to avoid repeat work.

- HVAC System – Rohit Dean/Liz Whitlock
 - The Property report already included details on status.

The next monthly Vestry Meeting is Wednesday, March 17, 2021 at 7pm via Zoom.

Closing Prayer: The closing prayer was created and read by Carol Bonifant, Chaplain to the Vestry.

Jesus, our Savior, our provider and protector help us become the leaders You have designed us to be. Keep our hearts open so we can hear You when You speak. Convict us of our wrong-doing so we can quickly seek Your forgiveness and use us in this broken world. Amen.

Adjournment – Rev. Mary Kay Brown adjourned the Vestry Meeting at 9:04 pm.

Respectfully Submitted:



Katherine Beckett-Goodwin, Register

March 13, 2021

Approved Motions:

- Approved the February 24, 2021 Agenda with change to add Administrative item to approve the January 24, 2021 Annual Meeting Minutes.
- Approved the January 20, 2021 Vestry Meeting Minutes.
- Approved the January 24, 2021 Parish Annual Meeting Minutes.
- Approved the February 7, 2021 Special Vestry Meeting Minutes.
- Approved the January 2021 Treasurer's Report.
- Approved Clergy Housing Resolution: Whereas the Reverend Mary Kay Brown is employed as the Rector of St. David's Episcopal Church and School, Ashburn, Virginia, which does not provide a residence for her, the Vestry resolves that of the total compensation of \$103,101 to be paid to the Reverend Mary Kay Brown during 2021, that \$56,920 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.
- Approved the 2020 Audit Engagement Letter.
- Approved the Revised 2017 & 2018 Audit Responses and Letter.
- Approved the 2021-22 School Year Preschool Budget Scenario A2 - 5% Vacancy/Reduced Building Use Fee/Pre-K Extended Day/Lunch Bunch/No PM Classes as presented.
- Approved the 2020 Diocesan Parochial Report with two changes as noted.
- Approved nomination of H.L. Vogl and Tanya Kerr to serve as a St. David's Episcopal Church & School Diocesan Delegate. The two terms are: 1) for the 2021-2023 Term which includes the first year serving as the Alternate Non-Voting Diocesan Delegate and the two subsequent years as a Voting Diocesan Delegate; or 2) for the 2021-2022 (partial) Term which includes both years serving as a Voting Diocesan Delegate. The election of the Non-Voting Diocesan Delegate and the Voting Diocesan Delegate will occur at the March 17, 2021 Vestry Meeting.