

THE MINUTES OF THE MEETING OF THE VESTRY

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church met on Wednesday, November 16, 2022, at 4:00 pm in the Theatre. Before the meeting, a communion service was held in the Saint Michael Chapel with the Rev. Ken Brannon presiding.

Vestry members in attendance were Richard D'Antoni, Senior Warden; Erica Sartain, Junior Warden; Arnold Spencer; Warden At Large, Stuart Brown, Eric Gilmour, Carol Goglia, Louise Griffeth, Holly Pena, Kelly Reddell, Darrel Rice, Carol Roehrig, Ginger Sager and Keller Webster.

Ex-Officio members in attendance were The Rev. Dr. Chris Girata, Rector; Janice Bywaters, Treasurer; Dianna Bowen, Chancellor and Nancy Wilbur, Clerk. Others in attendance were The Rev. Ken Brannon, Caroline Law, Caroline Marak and Van Sheets.

Richard D'Antoni welcomed everyone and called the meeting to order. Kelly Reddell led the Vestry in prayer. Richard then asked if there were any questions on the Consent Agenda, and there were three corrections that were made. The Consent Agenda was then approved. Richard then referenced the minutes from the meeting held on October 23, 2022, which certified the new Vestry and Diocesan Convention Delegates and Alternates. He requested that the names of the new members be added to the minutes.

Richard welcomed Van Sheets to the Vestry to give his report from the Technology Committee of which he is Chairman. He said that the committee will be giving annual reports to the Vestry, and he pointed out that 30 of the 51 projects to be done that were listed in the March report have now been completed. Van said that there are future projects still open with decisions to be made about how they will be completed. He pointed out that the staff is transitioning in areas where technology has now taken over. Van complemented Colleen O'Hara and Ken Brannon for their help, and he confirmed that Touch Point will continue to be the church's primary software as the church has learned that Touch Point was not being fully implemented in some areas. He said that we have now documented our needs and are mapping our processes. Van told the Vestry that we have hired Enable to help with the mapping, and he feels good about having a strong national consulting firm to help.

RECTOR'S REPORT

Chris told the Vestry that he is now transitioning to basing his reports on the goals we have discussed, and he referred to the 1-year, 3-year and 10-year goals listed on the handout in the Vestry packet that is a reminder of the process that is gone through each year. He said the priorities were set in May 2022 and were handed off to the staff, and we now need to be sure that we do what needs to be done in year 1 to finish the 3-year picture. He pointed out

that the 6 one-year-goals listed on page 20 are exactly the same as the 1-year plan of the V/TO and are what now categorizes the Vestry's goals. The 12 non-Wardens who are Vestry members, and Chris are helping to guide the work of the staff and the standing committees. He said that at each Vestry meeting there will be committee reports on their goals, and Chris and one of his Vestry partners will meet to discuss those particular goals. Chris and Ken will act as the fulcrum to help where needed. He asked the Vestry to refer to the chart in their Vestry packets that lists the goals, their scope, the Vestry partner(s), Staff Partner(s) and the Standing Committee(s). Chris said that there will be monthly meetings to keep up with the goals and that new Vestry members will be assigned goals at the beginning of their terms. Lastly, Chris told the Vestry that the SMES has finished its schematic design process, and they are ready to move forward to the next phase.

SENIOR WARDEN'S REPORT

Richard D'Antoni announced the new Senior Warden (known as the Rector's Warden) for 2023 will be Arnold Spencer, Kelly Reddell will be the Warden-At-Large, and the nominee for Junior Warden (People's Warden) is Holly Pena. Other nominations for Junior Warden should be sent to Richard. The Vestry will vote on the 2023 Junior Warden at its December meeting. He then told the Vestry that the Vestry/Clergy Christmas Party with spouses will be December 11, 2022, at the D'Antoni home. Bhav has a signup list for people to bring food or it can be done online.

JUNIOR WARDEN'S REPORT

Erica Sartain told the Vestry that there is a new painting in the reception area that was a gift from a parishioner. She said that the Standing Committee is revising the policy for gifts given to the church.

TREASURER'S REPORT

Janice Bywaters, Treasurer, reported on the Finance Committee meeting Tuesday, November 15th, 2022. As of the end of October, Total Operating Revenue for the 10-month period was a little over \$6MM. This is just slightly under budget by \$93M or 1.5% under. We are gaining momentum at the end of the year. A few months ago, we were 4% behind. Undoubtedly the process put in place in the Advancement office is effectively reminding folks to get in their pledges. One nice trend to note is that plate revenue is ahead of budget by over \$20,000.

Expenses continue to come in under budget and this will continue until we can staff CFM and Youth. Those positions are particularly challenging to fill. Total operating expenses are \$164M under budget. At ten months, revenue less expenses is \$72M over budget. Rob has suggested that we might see a slight budget surplus at year end.

Janice then made a motion for the Vestry to approve a shift in the allocation of The Rev. Robin Hinkle's salary for a portion to go to housing. Chris pointed out that this is done every year

usually in December for all clergy and is done for tax purposes. Richard seconded the motion, and the motion was approved. Janice next addressed the budgeting process that begins the first week in December. She said that Rob will send out last year's budget to each department head and then a member of the Finance Committee is assigned to each department to discuss the goals for their ministry.

ADVANCEMENT REPORT

Caroline Law told the Vestry that the Capital Campaign results continue to be exciting and that we are moving forward. Caroline Marak then handed out a newly formatted report on Stewardship, and she said that we are 65% to our goal which is 10% ahead of this time last year. We have received 90% of the outstanding 2022 pledges that are typically received at this point in the year, and she feels that we shall reach our goal. Caroline said that there are many analytics being done and that Caroline Wilkes is doing an amazing job in that area.

OLD BUSINESS

Carol Roehrig said that this has been a pivotal week for ARC as the schematic design is set, and the details are now shaping up with a deadline of May to be finished Design Development.

Janice Bywaters referred to the handout in the Vestry Packets showing a summary of both the SMAA Pre-Development Cost Budget and the Project Management Preliminary Budget. They show very little recent expenditures. All expenses are budgeted and fall into the categories of utility work, capital campaign fees, shuttle services and project management fees to Pritchard.

NEW BUSINESS

Ken Brannon discussed the CCS contract that is in the Vestry packets. He submitted the following report.

As all of you know, we have partnered with CCS Fundraising for the past couple of years to assist us with our capital campaign. The consultant from CCS, Christie Rodriguez, has been very helpful in our fundraising efforts. She is hard working, kind and attentive to detail. She is here this evening, and I invite you to join me in thanking Christie for all her good work.

We have a contract with CCS that governs our relationship. In August 2022, we executed a month-to-month extension of the contract at the existing rate of \$34K/month, or \$408K/year, with the intention of hiring a permanent staff member who will be able to cultivate relationships with parishioners over the long-term. A search has begun, and we are currently interviewing several excellent candidates. CCS is aware.

In October, CCS changed its executive leader with SMAA. When the new leader came on board, he requested that we execute a year-long extension, not month-to-month, with the understanding that either side can terminate the contract with 60 days-notice. In addition, the new CCS executive requested a modest raise in the monthly fee, from \$34,000/mo to \$35,750/mo, an annual increase of \$21,000. The Rector and Wardens recognize the increase in pricing is not to our advantage, however, we intend to make the appropriate staff hires as soon as possible to avoid continuing with the CCS contract over a protracted period of time and request your approval with the new terms so that Chris can sign the revised extension. Richard D'Antoni made a motion to approve the extension until we change internally and have a new person, and Keller Webster seconded the motion. The motion passed.

Richard then referred to the Funds Usage Agreement Amendment in the Vestry packets and emailed last week. . The amendment requires a 2/3 majority approval by the Vestry and a 2/3 majority approval by the All Angels Foundation trustees. He recommends that the Vestry approve it. It was suggested that the date on the document be changed to today's date, November 16, 2022, from January 1, 2019. The Rev. Robin Hinkle referred to page 50 for the word "deployed" to be inserted. Darrel Rice made a motion to pass the amendment after the final edits are made by the Wardens. The motion was approved unanimously by the 13 present Vestry members..

Holly Pena addressed the rector's review and said that Chris will report to the Vestry and discuss his monthly progress toward his goals. She said that at the completion of the annual cycle, HR will come to the Vestry to seek its approval.

Carol Goglia asked the Vestry to approve the \$145,000 request for the M&O grants listed in the handout in the Vestry packets. She made the motion for approval of this request, Eric Gilmour seconded it, and the motion passed.

Darrel Rice told the Vestry that Jubilee had a very successful 25th Anniversary celebration and that it was very well attended and that \$330,000 was raised over and above expenses. He said that Walt Human gave a wonderful speech. Darrel said that the Jubilee community had its own celebration, and the neighborhood committee did an amazing job of attracting over 1300 people of all ages to the celebration.

Richard wished everyone a Happy Thanksgiving and adjourned the meeting.

Respectfully submitted,

Nancy Wilbur
Clerk of the Vestry