

MINUTES OF THE MEETING OF THE VESTRY OF
SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

April 24, 2019

Summary of Actions Taken

- Approved Consent Agenda
- Approved grant request to be submitted to the SMAA Foundation to fund one-half of the expenses for a sabbatical project for The Rev. Greg Pickens
- Approved the Saint Michael Building Capital Fund to be established on the books of the SMAA Foundation and to be under the control of the Vestry of SMAA

Prior to the regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church on April 24, 2019, Eucharist was celebrated in the Bishop Moore Chapel.

Vestry members in attendance at the meeting were: Warren Houser, Senior Warden; Bonner Allen, Junior Warden; Jay Lipscomb, Warden-at-Large; George Baldwin, Marla Briggie, John Ellerman, Jane Greene, Hallie Lawrence, Ben Leal, Stacey Malcolmson, Steve McKenney, Kyle Moore, Blair Oden, Anna Paccone, and Christine Paddock.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Kathy Kelley, Treasurer; Jim Skochdopole, Chancellor; and Ginger Brown, Clerk. Others in attendance include Keith Quarterman, Rob Baber, Caroline Marak, Steve Haal, and Christi Morrow.

Jay Lipscomb, Warden-at-Large, opened the meeting with prayer. The meeting was then called to order at the appointed time by the Senior Warden.

Approval of the Consent Agenda

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda. The Consent Agenda was amended to incorporate the written report from the Building and Grounds Committee and to remove the Farmers Market report, which would be presented as an oral report at the meeting. The amended Consent Agenda included the March 2019 Vestry minutes, the Building and Grounds Report, the Youth Report, the Jubilee Report, the Mission and Outreach Report, and the SMES Report.

Jay Lipscomb moved to approve the Consent Agenda for the April meeting. George Baldwin seconded the motion. The Consent Agenda was unanimously approved.

Stewardship Report

Caroline Marak reported on the first meeting of the new Stewardship Committee, which met on April 24, 2019. She reported that the committee is made up of 20 members including the Vestry wardens and the Treasurer. Caroline commented on the energy in the new group as well as the strengthening of the committee with the addition of the Vestry leadership. She indicated that with new structure provided, committee members would be able to apply their strengths and skills appropriately and better identify with responsibilities. A particular aspect of the new stewardship process will be the use of analytics with detailed data to identify and leverage capacity and generosity within the church.

Financial Report

Kathy Kelley, Treasurer, presented the financial report with a review of the financial statements through March 31, 2019. She gave a summary of the 1st quarter income statement, which reflects year to date revenue ahead of budget by \$24.8M and expenses under budget by \$53.5M. On the revenue side, she noted that Prior Year Pledges were below projections and that letters had gone out to remind people to complete their 2018 pledges.

Kathy reported that the Finance Committee had approved a grant request to be made to the SMAA Foundation to cover half of the expense of a sabbatical project for the Rev. Greg Pickens, who will be on sabbatical from August 1 through October 31. Rev. Pickens will be working on a pre-marital program for SMAA and will visit three churches looking at best practices. The request to the Foundation is in the amount of \$8,785 to cover travel and lodging and will be funded from the Pastoral Care Account at the Foundation. The Vestry was asked to approve the grant request to the Foundation. George Baldwin moved for approval, and John Ellerman seconded the motion. The request was approved unanimously.

The Rector noted that the request to the Foundation to assist with sabbatical expenses would allow the Foundation to pay for the project and operational expenses to be covered by the church. Extra clergy expense is provided in the budget, and the Rector reported that in Rev. Pickens' absence, Rev. Rene Somodevilla would cover pastoral care one day a week with the remainder of the clergy continuing to cover on a rotation system.

The Vestry was asked to approve the Saint Michael Building Capital Funding Account that will be established at the SMAA Foundation. The Fund is being established for future capital funding needs and is being set up with an initial \$3,000,000 gift from the Rita Crocker Clements Foundation. This Vestry controlled fund will allow others to make gifts for future capital needs, and any new capital gifts will be added to the account. It was also reported the funds will be invested in a fund that will provide capital protection. John Ellerman moved for approval to

establish a Building Capital Fund account at the Foundation, and Anna Paccone seconded the motion. The request was approved unanimously.

Senior Warden Report

Warren Houser reported that TouchPoint will go live for staff use on May 1 when data will be migrated from the current data management system. Vestry members will have access to TouchPoint over the summer, and in the fall an App for TouchPoint will be launched for use by parishioners. Warren encouraged Vestry members to be involved in the TouchPoint subcommittee that will work on the launch of the new system. He also reported other technology upgrades including a move from Google to Microsoft Office and Sharepoint, an upgrade of the fiber optics in the church which will bring better connectivity with better WIFI coverage, implementation of a new VOIP phone system, and upgrading existing PCs. He noted that Roland Technologies is the service provider for SMAA.

Junior Warden Report

Bonner Allen thanked Warren Houser for his work on technology upgrades and improvements. She asked Vestry members to communicate any feedback from the parish with emails to the Junior and Senior Wardens as the most efficient process for feedback.

Rector's Report

The Rector reported that Palm Sunday and Easter went very smoothly especially with the new policy to line up between the 9 and 11 Easter services. He noted that it allows the space to be cleaned and orderly and that there had been positive feedback on the change. He also reported that a Vice Rector has been hired and will arrive in July. The Vice Rector search committee will be the transition committee and will oversee the welcoming, introductions, and connections.

Mission and Outreach

Christi Morrow, Mission and Outreach Coordinator, provided an update to the Vestry on Mission and Outreach. She spoke about increased visibility for the Mission and Outreach ministry including involving children and families as well as bible study and other SMAA groups in various outreach projects. There is a family project scheduled for April 28 to work with the St. Philip's community to assist in neighborhood cleanup. She commended the outstanding Mission and Outreach Committee, which is co-chaired by Arnold Spencer and Bob Campbell and mentioned that they were updating the M&O grant process.

SMAA Farmers Market Report

John Ellerman reported on the 8th SMAA Farmers Market, which is scheduled to open on Saturday, April 27 with 35 vendors including seven new vendors. The new market director is Tricia Stewart, who John described as energetic and organized and ready to do a great job. The FM committee plans to provide lunch for the vendors to kick off the season. He mentioned that the Jubilee children would have a booth at the market for National Lemonade Day in May, which would give them the experience of running a business and dealing with customers. He spoke of the need to connect the Jubilee neighborhood with fresh produce and the possibility of aligning Jubilee with a non-profit garden project that could be organized in the Jubilee neighborhood where members of the neighborhood could volunteer and in turn receive fresh produce.

HR Report

John Ellerman reported that the HR Committee would provide the draft of a new employee manual within the next two months. Warren Houser extended special thanks to John and his committee for working on this project. Discussion followed among Vestry members about the HR process in general, the potential need for more HR support and structure, and how that might impact performance and accountability. The Vestry agreed to continue with further discussion on the HR process.

The Vestry meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Ginger Brown
Clerk of the Vestry