

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

August 21, 2019

**Summary of Actions Taken**

- Approved Consent Agenda
- Approved a Grant Application to be submitted by the Traditional Music Department to the SMAA Foundation to fund research and recruiting for an annual summer course for the Royal School of Church Music
- Approved Allocation of Housing allowance for The Reverend Bob Scott

Prior to the regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church on August 21, 2019, Eucharist was celebrated in the Bishop Moore Chapel.

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

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Kathy Kelley, Treasurer; and Ginger Brown, Clerk of the Vestry. Others in attendance included The Rev. Ken Brannon, Vice Rector; Rob Baber, Caroline Marak, Keith Quarterman, Meg Harper, Tiffany LaMotte, Monica Awbrey and Susan Kalen.

The meeting was opened with prayer. The Rev Dr. Chris Girata introduced new SMAA staff members including The Rev. Ken Brannon, Vice Rector; Monica Awbrey, Assistant Choirmaster; and Tiffany LaMotte, Director of Youth Ministry.

The meeting was called to order by Warren Houser, Senior Warden.

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda, which consisted of the June 2019 Vestry minutes, the Jubilee report, and the Mission and Outreach report.

Anna Paccone moved for approval of the Consent Agenda. Jay Lipscomb seconded the motion. The Consent Agenda was unanimously approved.

## **Building and Grounds Report**

Bonner Allen presented the Building and Grounds report and asked Keith Quarterman to comment. Keith referred to the previously reported chiller failure and said it was now back on line and performing as it should. He reported that emergency summer landscaping had been necessary after the June storm with trimming completed on about half of the trees with plans to complete the trimming work. He also noted that a more powerful WIFI had been installed in the church as well as an improved AV system in the theater and that school furniture was being moved to accommodate SMES following the ESD move.

Warren Houser reported that the TouchPoint app was ready to download in beta on phones and would be ready to rollout before the stewardship campaign begins.

## **Farmer's Market**

John Ellerman reported a phenomenal summer for the SMAA Farmer's Market with 1100-1150 attendees each Saturday and up to 50 farmers/vendors participating at least once over the summer. He commended Tricia Stewart for doing an outstanding job as the new market director in a seamless transition. He noted that the market needs more volunteers, and they are taking steps to encourage new volunteers and possibly adjusting the market hours to an earlier start since most shoppers arrive before 10:00 a.m.

John also reported that the Human Resources Committee is working on personnel policies and procedures and hopes to have them ready for approval soon.

## **Stewardship**

Caroline Marak reported a great August meeting of the Stewardship Committee to begin planning for fall and engaging volunteers in the stewardship campaign. She urged Vestry members to be involved in stewardship, get people in conversation, see what is working and help provide clarity and excitement. Vestry members will also be writing thank you notes.

The Rector commended Caroline for refining the program each year with intentionality, and especially noted that due to Caroline's hard work the Stewardship Committee feels empowered and prepared.

## **Financial Report**

Kathy Kelley reported that the Finance Committee held a combined July/August meeting that was chaired by Jay Lipscomb. Rob Baber provided a summary of the interim financial statements through July 31, 2019. Results year to date include revenue over budget by \$76M and expenses under budget by \$182M resulting in a

net surplus of \$258M compared to budget. It was noted that SMES, which has a fiscal year end of June 30, has a positive variance that is expected to continue with classroom expansion into space previously used by ESD. It was noted that the positive variance in music is seasonal and will average out over the rest of the year. On the revenue side, current year pledges are ahead of budget reflecting the positive impact of mailing quarterly statements for the second calendar year.

### **Grant Application – Music Department**

Warren Houser introduced Meg Harper, SMAA Associate Director of Music, who presented to the Vestry a grant application to be submitted by the Traditional Music Department to the SMAA Foundation. Meg discussed the request, which would provide funding for initial research and recruiting for an annual Royal School of Church Music (RSCM) summer program to be established at SMAA in 2022. The proposed RSCM summer music camp would be offered to approximately 40 boy choristers primarily from the southern part of the U.S. The program, when established will be self-funding. The grant request is specifically for research and recruiting and will include trips by SMAA music staff, mothers and sons to RSCM summer music camps across the country to observe how successful RSCM camps are run.

John Ellerman moved to approve the request of the music department to submit the grant application to the SMAA Foundation for funding. The motion was seconded by Jay Lipscomb and unanimously approved by the Vestry.

### **Other Business**

A request was submitted to designate a certain portion of clergy salary to be allocated to housing costs for The Rev. Bob Scott. Kyle Moore made a motion for approval, the motion was seconded by Anna Paccone and unanimously approved by the Vestry.

### **Senior Warden Report**

Warren Houser reported on the status of the TouchPoint app, which is coming out to the staff for training and to the Parish very soon. He invited and encouraged the Vestry to attend a City Planning Commission meeting on September 5 where plans for the north property will be discussed.

### **Rector's Report**

The Rev. Dr. Chris Girata asked The Rev. Ken Brannon, the new Vice Rector of SMAA, to introduce himself to the Vestry. Ken related that he had been meeting and listening since his arrival and that his goal was to help the Rector be as effective as he can be and for the staff to be as efficient as they can be. He also noted that he has an executive coach to help in working with a large organization.

The Rector noted that they are working on defining and refining the Vice Rector role, and are looking at individual strengths and how they might complement each other.

The Rector then reported that the church will shift into a seasonality mode this fall and that communication to the Parish will follow seven designated seasons with particular focus on the current season. The emphasis will be on helping people navigate and get connected with a focus on worship as well as extra things to engage people. The goal will be to reach across the board to all members of the Parish for engagement and help people get involved with committees and small groups. Televisions in the hallways will be part of the communication process. The Parish's anniversary year 2020-2021 will be an opportunity to propel the Parish into the future and to work toward connecting stewardship and engagement and move people forward in their faith.

The regular Vestry meeting was adjourned. An Executive Session followed.

Respectfully submitted,

Ginger Brown  
Clerk of the Vestry