

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

January 15, 2020

**Summary of Actions Taken**

- Approved Consent Agenda
- Approved Capin Crouse to complete the SMAA 2019 Financial Audit
- Approved payment of the 2020 Diocesan Assessment

Prior to the regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church on January 15, 2020, Eucharist was celebrated in the Bishop Moore Chapel.

Vestry members in attendance were Jay Lipscomb, Senior Warden; John Ellerman, Junior Warden; Blair Oden, Warden-at-Large; George Baldwin, Richard D'Antoni, Jane Greene, Hallie Lawrence, Stacey Malcolmson, John McFarland, Jr., Steve McKenney, Kyle Moore, Anna Paccone, Darrel Rice, and Erica Sartin.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Rector; Kathy Kelley, Treasurer; and Ginger Brown, Clerk. Others in attendance were the Rev. Ken Brannon, Vice Rector; Caroline Marak, Rob Baber, Colleen O'Hara, and Meredith Rose.

Jay Lipscomb, Senior Warden, called the meeting to order. Blair Oden, Warden-at-Large, opened the meeting with prayer. The Rev. Ken Brannon, Vice Rector, then welcomed and introduced his new assistant, Kristen Burk, to the Vestry.

Prior to the meeting the Vestry received for its review the materials included in the Consent Agenda, which consisted of the December 11, 2019 Vestry minutes and the minutes of the first meeting of the 2020 Vestry, the Saint Michael Episcopal School (SMES) Report, the Farmers Market Report, the Jubilee Report and the Building and Grounds Report. George Baldwin moved for the approval of the Consent Agenda. Kyle Moore seconded the motion. The Consent Agenda was unanimously approved by the Vestry.

**Financial Audit**

George Baldwin reported that the SMAA 2019 financial audit would begin shortly and that he expects the audit to be completed by the end of April. He then moved to authorize the audit firm Capin Crouse to do the 2019 audit. Capin Crouse has performed the audit for the past eight years and specializes in audit work for non-profit entities. Darrel Rice seconded the motion to approve the audit firm. The Vestry voted unanimously for approval.

## **Stewardship Report**

Caroline Marak reported that as of January 10, 2020, Stewardship pledges are trending ahead in dollars; however, the number of pledging units to date is slightly behind 2019. She did not express any concern and reported that there is an active process of communication, including calls, emails and letters from SMAA to those people who pledged in 2019 but have not yet completed their pledges for 2020. She noted that both the SMAA staff and Stewardship Committee are actively involved. She requested Vestry participation in follow up calls and also asked the Vestry to assist in recruitment for the Stewardship Committee, which is a three year commitment. It was also noted in the discussion that there is a focus on getting younger families to participate in support of the church through stewardship.

## **Finance Committee Report**

Kathy Kelley, Treasurer, reviewed the financials for FYE 12/31/2019, noting that these numbers are a soft close for the year and that a hard close will be available in February. She reported a year-end pre-reserve surplus of \$194M. Total year-end revenues were slightly below budget with current year pledges, the primary source of revenue, right on budget. Expenses were also under budget. Negative variances in budgeted expenses included some strategic spending with bonuses paid to staff and purchases of some furniture items and computers, as well as computer training, clergy moving expense, and the repair expense for the chiller. The largest positive expense variance was the Saint Michael Episcopal School (SMES), which added three new classrooms in 2019 and moved some teachers to part-time positions.

Kathy also reported that the 2020 budget is in process and will be completed in February when the Stewardship numbers as of February 1 are incorporated into the budget and expenses are adjusted to match revenues. The 2020 budget will be presented to the Vestry in February for approval.

## **Senior Warden Report**

Jay Lipscomb, Senior Warden, clarified that the date for the March Vestry meeting is March 11, not March 18 as previously reported. He reported that the North Land zoning proposal to the City Council is now scheduled for February 12 with a time window of 6:00 p.m. to 9:00 p.m. He encouraged Vestry members to attend the meeting on February 12 where approval is expected. He also invited Vestry members to write letters or emails to their Council member expressing support for the proposal.

The Senior Warden reviewed the 2020 Diocesan Assessment. The assessment of \$720,284, which is now due, is based on a percentage of revenues. Jay Lipscomb moved to approve payment of the Diocesan Assessment. Jane Greene seconded the motion, and it was unanimously approved by the Vestry.

Next the Senior Warden presented a contract proposal from The Beck Group, a copy of which had previously been provided to the Vestry by email. The Senior Warden then made a motion to approve the proposal and opened discussion on the proposal, which is the result of the SMAA Campus Planning Committee working with The Beck Group on a Master Plan for the SMAA campus. Following significant discussion on several aspects of the proposal, a motion was made by George Baldwin and seconded by Anna Paccone to amend the motion to approve only a portion of the contract at this time pending further review with legal counsel. The consensus of the Vestry was that the short notice given for review of the document had not allowed a full review and there were some unanswered questions. A vote on the motion to amend the previous motion to approve the contract did not pass. After further discussion, the Vestry agreed to further review the proposal and to revisit the request via conference call with SMAA legal counsel. The Vestry also agreed to a special telephonic meeting to consider a vote on the proposal prior to the next Vestry meeting. John Ellerman then made a motion to table the original motion made for approval, and that motion was seconded by Anna Paccone. The Vestry unanimously voted to table the motion.

### **Rector's Report**

The Rector reported on planning for the 75<sup>th</sup> Anniversary of Saint Michael and All Angels. A Save the Date will be included in the next Archangel; and by Easter a calendar of activities including a schedule for former SMAA priests returning to celebrate the anniversary will be available.

The Rector also reported that he is meeting with Colgate neighbors to see if they would be willing to remove their opposition to the proposed North Land zoning prior to the City Council meeting in February.

He next reported on the Purpose Built Communities conference in Atlanta that he had just attended and the positive impact the program could have on Jubilee as well as potential partnerships for Jubilee if it were to be implemented in the MLK area of Fair Park.

A presentation followed of an analysis the Rector has made of SMAA attendance over the last three years. Results show weekly engagement at SMAA is increasing with particular increase noted at the 9:00 a.m. and 11:00 a.m. services and the contemporary service. A discussion followed on whether too many services strain the church's resources and how to get the best impact from the available resources. The rector also noted that the newly implemented EOS model will provide better analytics and help with resource allocation.

The Rector reminded everyone about the Women of Saint Michael program with Margaret Spellings and Tom Luce scheduled at SMAA on the evening of January 21.

Stacey Malcolmson noted to everyone that she had circulated a report from Mission and Outreach from the December and January meetings.  
John Ellerman moved to adjourn the meeting. The motion was seconded by Hallie Lawrence. The meeting was adjourned.

Respectfully submitted,

Ginger Brown  
Clerk of the Vestry