

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

June 17, 2020

**SUMMARY OF ACTIONS TAKEN**

- Approved the Consent Agenda
- Approved an amendment to the Campus Construction Committee (CCC) charter to replace the Chair position with two Co-Chairs with Barry Hancock and Rick Currey as designated Co-Chairs and to add another representative from the SMAA Building and Grounds Committee to an at-large position on the CCC
- Approved the proposed 2020 budget for the Campus Construction Committee
- Approved request of the Women of Saint Michael to reallocate funds to two new banks
- Approved the 2019 Audit Report

The Regular meeting of the Vestry of Saint Michael and All Angel Episcopal Church convened on June 17, 2020 via ZOOM.

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, Louise Griffeth, Stacey Malcolmson, John McFarland, Jr., Steve McKenney, Kyle Moore, Anna Paccone, Darrel Rice and Erica Sartain.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Rector; Kathy Kelley, Treasurer; and Ginger Brown, Clerk. Others in attendance were Margaret Spellings, Stewart Thomas, Caroline Marak, Colleen O'Hara, Rob Baber, Steve Haal, and Meredith Rose.

Jay Lipscomb, Senior Warden called the meeting to order. Stacey Malcolmson opened the meeting with the Prayer of Saint Francis.

Jay Lipscomb thanked Vestry members for two months of perfect attendance and staying engaged during this time and welcomed Stewart Thomas, President of the SMAA Foundation, to the meeting.

Prior to the meeting the Vestry received for its review the materials in the Consent Agenda which consisted of the May 13, 2020 minutes, the St. Michael's Women's Exchange Report, the SMES Report, the Mission and Outreach Report, the Jubilee Park Report, the BSA Troop 80 Report, and the COVID-19 Re-Open Plan. A motion was made and seconded to approve the Consent Agenda, and the Consent Agenda was unanimously approved.

## **Rector's Report**

Chris Girata, Rector, reported that campus planning is going well and that the Campus Construction Committee, made up of effective, efficient professionals, is getting off to a great start and working seamlessly. He also reported that Finance is still going well. Some large donors have given ahead of the normal schedule, and giving has continued to be ahead of budget through April. There was some adjustment in May with giving a little below budget but clearly remaining ahead for the year. While it is expected that the church will miss the 2020 revenue budget by some amount, at this point revenue is better than expected.

He next discussed the planning for reopening the church, which will be a phased approach. He thanked Ken Brannon and Colleen O'Hara for the work that has been done to prepare for the reopening. Planning with the goal of keeping staff and parishioners safe and healthy includes following legal and Diocesan boundaries. During the next phase, which will be a slow increase to 50% capacity, staff will return; and in a few weeks parishioners will be able to come into the building to conduct business. There will be a check-in station at the reception desk, and acknowledgement in writing will be required to confirm people are fever free with no exposure to the coronavirus. The next phase will include inviting people to be present for worship. In light of the current rise in cases in Dallas County, there is a top level desire to be thoughtful and intentional in planning for this and not to do something that will have to be undone. The thought is that by August people will be in the pews and participating in the Sunday 9:00 a.m. and 11:00 a.m. live streaming services. The same screening criteria used for weekday visitors will be required including face masks, social distancing and specific entrance and exit locations. There will not be an option to receive communion in these services; however, it is felt that parishioners want to be "present" in the church for a service, and a nice gentle opening can be done well.

The Rector also reported that 130 people on average have attended communion offered in the chapel on Sunday afternoons. Positive response indicates that people feel it is meaningful to be back for communion. The original three hour block has been adjusted to 90 minutes, since it has been determined that the shorter time will accommodate everyone and provide a beautiful and meaningful experience. The rector commented that while the number of people coming for communion seems small, overall engagement with LIVE Sunday services, giving and other online offerings remains very high. Following a question to clarify the reopening process, he reported that there would be three stages – 1) staff only, 2) parishioners to conduct business, and 3) others to sacred spaces. The third stage, not yet fully defined, has not been okayed by the Bishop and will have additional cleaning and sanitizing requirements. He noted that all books, paper and pens have been removed from the pews and that the church will continue to include the printed hymns in the Sunday bulletins for the long term. Additional plans for having parishioners attend Sunday services include seating in family units at the ends of every third pew and an online ticketing system to register for a spot. Tickets will be digital and parishioners will be required to check in with greeters and sign disclosures. Looking at best practices, tickets will allow contact tracing and notifications if necessary. Additionally, all

documents relating to the reopening have been reviewed and approved by the SMAA Vestry chancellors.

### **Senior Warden Report**

Jay Lipscomb gave an update on the Lincoln Properties project.

Any amendment to the agreement with Lincoln Properties will have to be approved by the Vestry. Jay expects to have an amendment ready in August for Vestry review.

Jay also discussed a two part amendment to the Campus Construction Committee (CCC) charter and outlined the changes that were requested by Barry Hancock, Chair of the committee. The original intent was to have two Co-Chairs, and the request was to replace the existing Chair position with the two Co-Chair positions, which would be held by Barry Hancock and Rick Currey. Additionally, it was proposed to increase the CCC membership to add one at-large member from the SMAA Building and Grounds Committee in order to give more representation to the Building and Grounds Committee, which works closely with the CCC. Currently Tom Stewart, Chair of the Building and Grounds Committee, serves as a member of the CCC, and it was proposed to add Stephen Miller, a construction manager with Andrus Construction, as the additional Building and Grounds representative.

George Baldwin moved that the Chair position of the Campus Construction Committee be replaced with two Co-Chair positions with Barry Hancock and Rick Currey serving as Co-Chairs and that membership of the Campus Construction Committee be increased by one additional member of the SMAA Building and Grounds Committee. The motion was seconded and was unanimously approved by the Vestry.

Kathy Kelley then spoke about the proposed Campus Construction Committee 2020 budget, which the Finance Committee reviewed with Barry Hancock and Rick Currey, approved and recommended to the Vestry for approval. The 2020 budget in the amount of \$321,755 is for pre-development costs including design and consulting fees and will be funded from the upfront bonus paid to SMAA by Lincoln Properties. A new budget for 2021 will be submitted to the Vestry for approval in January 2021.

Richard D'Antoni moved to approve the 2020 budget for the Campus Construction Committee and John Ellerman seconded the motion.

The Vestry then voted on the motion to amend the Campus Construction Committee charter to replace the Chair with two Co-Chairs and to add one additional member from the Building and Grounds Committee and on the motion to approve the 2020 CCC budget. The Vestry voted unanimously to approve the three requests.

The Senior Warden then expressed his appreciation as a parishioner and vestry member for the flexibility exhibited by the church staff and extra work being done for SMAA.

### **Junior Warden Report**

John Ellerman reported on the SMAA Farmer's Market that reopened to great success with 975 shoppers on the first Saturday. He gave great credit to Tricia Stewart, who he said had done a masterful job organizing and ensuring that everyone arrives and leaves the market in good health. He noted that average attendance in 2019 was 950 with the highest ever attendance at 1200. He said there were 53 vendors registered this year; and each Saturday they are able to accommodate 35 vendors, which allows the market to follow safety protocols. He also said that the vendors had been very thoughtful and considerate of the shoppers.

### **Stewardship Report**

Caroline Marak reported that the Stewardship Committee was continuing to develop content for the fall stewardship campaign and had plans for a retreat in August. She said that she and Rob Baber have been working on stewardship analytics for the retreat and would share this with the Vestry at the August vestry meeting. She said they were also working with Technology and looking at TouchPoint capabilities to assist in the stewardship effort, which is currently more manual than desired.

### **Finance Report**

Kathy Kelley reported that the Finance Committee had met via ZOOM. There was one fundraising request from the Women of Saint Michael (WOSM) to support the WOSM Gifts Committee for 2021. The primary sources of funds for grants are the Biannual Parish Party, which has been postponed for a year with no fundraising party scheduled for 2021, and the Saint Michael's Women's Exchange, which has experienced reduced revenue due to store closure during the current pandemic. The WOSM made a request to add a donation line to their annual meetings registration form to supplement the Gifts Committee funds for the 2020-2021 year. The goal is to raise approximately \$25,000 to offset some of the expected loss of revenue. She also reported that the Women's Exchange planned to close their account at UBS and reallocate cash to two banks, Bank of America and Bank of Texas, in order to keep cash protected, especially in the post-holiday season. Corporate resolutions will be required to open the new accounts, and request was made for the Vestry to approve the reallocation of cash and the execution of the corporate resolutions. George Baldwin moved to approve the request, and the motion was seconded by John Ellerman. The Vestry unanimously approved the request.

A review of SMAA financials through May 31, 2020 followed. Revenue at the end of May was \$303M over budget with some slowdown on collection of pledges in May but still reflecting a cushion from the great early start on payment of 2020 pledges. Also reported was a \$60M favorable variance resulting from the waiver of the April payment due from SMAA to the Diocese. Expenses through May were under budget by \$151M primarily in Operations, Children and Family Ministry and the Saint Michael Episcopal School. Year-to-date revenues over expenses resulted in surplus of \$514M for the five months ending 5/31/20. The Payment

Protection Program (PPP) loan was extended for 24 more weeks, is expected to be forgiven and will be booked as other revenue when forgiven.

### **Audit Report**

George Baldwin reported that SMAA had received a clean report from the auditors. A draft of the unqualified 2019 Audit Report was circulated to the Vestry prior to the vestry meeting for their review. George asked for a motion to approve the Audit Committee's recommendation to approve the report. He also reported that there were no problems in completing the audit, and that the Management Letter noted only very minor issues in the best practices review. One item noted in the audit was the assets to liabilities ratio, which is high for church business due to a \$3MM gift that was made to fund the SMAA capital funds drive and is currently reflected in cash on hand. He also reported that the auditors would finalize the report, and it would be submitted to Bank of Texas per their reporting requirements.

Anna Paccone made a motion to approve the 2019 Audit Report as presented. John McFarland seconded the motion. The Vestry unanimously approved the 2019 Audit Report.

### **Final Thoughts**

The Rector reported that all is going well. As we move into fall there are plans to push ahead with a program on Discipleship. The congregation will be invited to consider where they are on the continuum of grace to gratitude to generosity. He wants members to be honest and vulnerable and thoughtful. Daily podcasts, sermons and teachings are all planned to follow the theme of Discipleship. The Rector described the program as an intentional, deep and transforming commitment to change the way people live; and he wants the church to help guide and lead the congregation to something profound. He noted that in the midst of social upheaval, people are looking for an anchor and the church can provide a light. He asked everyone to think about where they are on the spectrum.

George Baldwin moved to adjourn the Vestry meeting until August 19, and the motion was seconded by Anna Paccone.

Respectfully submitted,

Ginger Brown  
Clerk of the Vestry

