

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

June 19, 2019

**Summary of Actions Taken**

- Approved Consent Agenda
- Approved the merger of two restricted accounts
- Approved Allocation of Housing allowance for new Vice Rector

Prior to the regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church on June 19, 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 Green, Ben Leal, Stacey Malcolmson, Steve McKenney, Kyle Moore, Anna Paccone, and Blair Oden.

Ex-officio members in attendance included The Rev. Dr. Chris Girata, Jim Skochdopole, Chancellor, and Kathy Kelley, Treasurer. Others in attendance included The Rev. Eric Liles, Keith Quarterman, Rob Baber, Caroline Marak, Susan Kalen, Richard D'Antoni, Julia Beckel, Madelyn Ivy, Adam Jones, and Monica Rosser.

The meeting was opened with prayer. Chris Girata then introduced four new staff members to the vestry. In the following order they each introduced themselves and told a little about themselves. Julia Beckel, assistant music director, has been attending Saint Michael for 20 plus years and has recently returned to the workforce after being a stay at home mom. Madelyn Ivy, assistant director of Children and Family Ministry, a confessed Methodist, has had experience at 3 other churches, just completed VBS and is happy to be at Saint Michaels. Adam Jones, AVL (Audio Video and Lighting) Manager explained he is charged, among other things, with getting the web broadcasts of all services to operate well. Monica Rosser, Special Assistant to the Rector, allowed that she has been at Saint Michaels for a good while and very happy to be helping the Rector with many special projects.

The meeting was then called to order by the Senior Warden.

Prior to the meeting, the Vestry received for its review the materials included in the Consent Agenda, which consisted of the May 2019 Vestry minutes, the Building and Grounds Committee report, the Farmers Market report, the CFM report, and the Jubilee Park report. Additional information was also supplied in the form of the current financial statements and the Statement of Purpose and Guidelines of the Good Samaritan Fund.

Blair Oden moved for approval of the Consent Agenda. Steve McKinney seconded the motion. The Consent Agenda was unanimously approved.

### **Building and Grounds**

Warren then augmented the B&G report furnished to the Vestry by telling that the fiber optic lines that will facilitate the upgrading of switches, WIFI, the new phone system, migrating to Office 365 and other new programs, will be done this next Monday and Tuesday. He then went on to thank everyone that had logged into Touchpoint and stated the Apple App Store has a Touchpoint app that can currently be used to login to the SMAA program, however a new SMAA version of the touchpoint app will be completed shortly when new graphics are finished being set up. He also encouraged the Vestry to participate in the upcoming training sessions next week and noted if one could not attend, the sessions should be available on the website to watch later.

### **Stewardship Report**

Caroline Marak reported that the Stewardship Committee met last week for the first ever Stewardship Committee retreat. By all accounts from the vestry members that attended, Jay and Kyle, the goal of bonding to create community within the committee was achieved and surpassed. Caroline shared the graphic board showing the overriding theme of the retreat and stewardship campaign of the continuum of Grace to Covenant through Gratitude, Generosity, and Discipleship. The usefulness of the theme for this year and beyond was discussed and the possibility of getting to the point that stewardship is not so much of a campaign as it is just part of the workings of the church at some point. Chris Girata expressed his gratitude to Richard and Maria D'Antoni for chairing and leading the Stewardship Committee this year and commented that they were looking to establish a succession plan for future stewardship chairs.

### **Financial Report**

Kathy Kelley, Treasurer, noted there had not been any additional fundraising requests or Foundation requests at the June Finance Committee meeting and proceeded to review the SMAA interim financial statements through May 31, 2019. Results year to date reflect revenues over budget by \$144K and expenses under budget by \$96K, resulting in a net surplus of \$240K compared to budget. Of specific note the expenses of SMES were far better than target year-to-date. It was noted that the pre-school will be expanding some next year with the departure of ESD. Two to three additional classrooms will be used allowing the school to grow next year and continue improving its positive trends.

Kathy explained the need to combine two existing restricted funds, the Koinonia Fund and the Good Samaritan fund. Discussion was held about the Purpose and Guidelines of the Good Samaritan Fund as they were submitted in the material for review for this meeting. George Baldwin moved to combine the funds under the Stated Purpose and Guidelines for the Good Samaritan Fund as submitted in the Vestry Review package. Anna Paccone seconded the motion and it passed unanimously.

## **Senior Warden Report**

Warren Houser, Senior Warden, reported that discussion had been held this last month regarding setting up more general endowment fund categories for estate gifts rather than having gifts given to very specific purposes that limit their effectiveness since only earnings from the principal are available to be spent and they are not easily combined with other funds. The Godbold fund was discussed as one such fund that initiated the discussion with the Foundation and illustrated the need to create a larger fund with 4-5 options for bequests.

Warren then shared that the WOSM Exchange lease, which the church guarantees, was coming up for renewal this fall and would be discussed when more information was available.

Warren then explained some of the features of Touchpoint to familiarize the Vestry with its operation.

## **Junior Warden Report**

Bonner Allen, Junior Warden, announced that the Vestry and Diocesan delegate nominations opened June 1 and the forms are available on the SMAA website. Bonner stated that the Vestry needed to identify 4 non-Vestry people to serve on the SMAA Nominating Committee, 3 for 1 year and 1 for 2 years. It was also discussed that every other year, of which this is one, Foundation board members are selected as well and the Vestry needs to appoint 3 members to the Foundation Nominating Committee.

Discussion of the nomination process followed including discussion of a focus on skills and talents and the need to discuss nominations with proposed candidates.

## **Rector's Report**

Chris Girata spoke about meeting the new staff members at the beginning of the meeting and stated it was what the Vestry had asked to do but wondered aloud if anyone had any suggestions on how it might work better. He noted that there were still a couple of more new staff coming on soon including the new Vice Rector. He then encouraged the Vestry to attend the Back to School Bash on Sunday August 18<sup>th</sup> during which we would have a reception for the new Vice Rector and all new staff members.

Chris stated the need to approve an accounting allocation of housing allowance from the new Vice Rector's salary as recommended in discussion with the Vice Rector and the SMAA accounting staff. Blair Oden made the motion to approve the specific recommendation reached between them. Ben Leal seconded the motion, and it passed unanimously.

Chris said there was a community meeting being planned for one day the first of next week for Jennifer Gates to participate in regarding the planning for the North East land and

encouraged Vestry Members to attend if able. Details of the time and date will be forthcoming soon.

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

Respectfully submitted,

George Baldwin, substitute for:  
Ginger Brown  
Clerk of the Vestry