

## THE MINUTES OF THE MEETING OF THE VESTRY

The regularly scheduled meeting of the Vestry of Saint Michael and All Angels Episcopal Church was called to order at 4:33 p.m. Wednesday, June 21, 2023, by Senior Warden Arnold Spencer, in the Theater. Before the meeting, the service of Holy Eucharist was held in the Bishop Moore Chapel with the Rev. Dr. Chris Girata as Celebrant.

Members in attendance were Arnold Spencer, Senior Warden; Holly Peña, Junior Warden; Kelly Reddell, Warden-at-Large; Dee Ann Anigian, Allison Bovard, Stuart Brown (phone), Squeaky Connolly, Eric Gilmour, Carol Goglia (phone), LeAnne Langholz, Carol Roehrig (phone), Jack Rubarth, Ginger Sager, and Hudson Weichsel.

Ex officio members in attendance were the Rev. Dr. Chris Girata, Rector; the Rev. Ken Brannon, Vice-Rector; Janice Bywaters, Treasurer; Dianna Bowen, Chancellor; and Mary Louise Hopson, Clerk. Also in attendance were Rob Baber, Colleen O'Hara, Caroline Moore, Tom Stewart, Brett Ratliff, Rick Currey, Erica Sartain, Bhavnita Masih, Shannon Rawdon, and Christina Gigliotti (Pritchard).

Ginger Sager led the Vestry in prayer.

Arnold asked whether there were requests to remove any items from the Consent Agenda (May 17, 2023, minutes, Standing Committee Reports, and Affiliate Reports), and hearing none, proposed adoption of the Consent Agenda by unanimous consent, which passed.

Ken introduced and welcomed Shannon Rawdon, who recently accepted the position of Executive Assistant to the Vice-Rector.

### CAMPUS CONSTRUCTION COMMITTEE (CCC)

Chris introduced and welcomed CCC members Tom Stewart, Brett Ratliff, and Rick Currey. Tom is longtime Building and Grounds Chairman and a parishioner, Brett has extensive experience working with churches on construction projects and represents SMAA in working with the construction firms, and Rick, also a parishioner, has extensive knowledge of church construction. They have begun to help us work towards approval of a construction contract. Chris asked the committee members to review the advantages of using "design assist" methodology in the construction project. These advantages include allowing for extensive lead times necessary in the current construction environment particularly with mechanical, electrical, and plumbing components, better budget management, and keeping current systems operational.

The Finance Committee has recommended that the Vestry approve the \$2 million budget to enable the CCC to execute the plan when ready. After discussion, Arnold asked whether there was any opposition to bringing the matter to a vote at this meeting. Hearing none, Arnold moved that the proposal to allocate \$2 million for this phase of the project to provide the CCC

with necessary funds available for use be approved. Kelly seconded, and after a vote, the motion passed unanimously.

#### RECTOR'S REPORT

Chris called attention to the institutional and personal goals listed in the Vestry packet. Conversations will begin in August to ascertain what can be done to support the L10 and Standing committees, including strategic support, resource allocation, advocacy, and visioning.

Chris asked for volunteers from the Vestry to participate in the next Saint Michael 101 lunch meeting, scheduled for September 17. Eric, Jack, LeAnne, and Ginger will attend.

Chris reminded Vestry members to save the date of September 14 for the party with past and current Vestry and Foundation board members.

Chris has appointed Kelly, Warden-at-Large, as ex officio member of the Nominating Standing Committee.

#### SENIOR WARDEN'S REPORT

Arnold welcomed Erica Sartain, who will speak on human resources planning and administration later in the meeting.

#### JUNIOR WARDEN'S REPORT

Holly reported on the nominations process. Nominations open June 25 and close August 21. Holly reviewed expectations and responsibilities of Vestry members. This information is available on Teams to download and share. Nominations also will be made for Diocesan Convention attendees. Chris asked that each Vestry member nominate at least one person. Arnold added that the slate will be announced ahead of elections at the Fall Parish Meeting; therefore, an early start is key to this process. A slate will be presented to the Vestry at the September meeting.

#### TREASURER'S REPORT

Janice reported that the Finance Committee approved a solicitation request from the Women of Saint Michael in the amount of \$125,000 to support the Annual Parish Party next February. The fundraising letter will be mailed by mid-August to avoid conflicting with the Stewardship/Capital campaign launch.

Janice reported that Total Revenue is \$3.576 million, which is \$135,000 over budget. All revenue lines have exceeded budget, and expenses are as expected.

#### ADVANCEMENT UPDATE

Caroline Moore reported continued progress on the capital campaign and reiterated the plan to formally launch the public phase at the Feast of Saint Michael on September 24. This launch will

be in concert with the beginning of the Stewardship Campaign. Members of the Stewardship and Capital Campaign committees will attend a retreat on August 31 to prepare to work together throughout the fall to advance both campaigns.

#### NEW BUSINESS

##### Sunwest Communications proposal:

Ken reviewed the proposal from Sunwest Communications to assist SMAA with communications to parishioners and staff regarding phases 1A and 1B of the upcoming construction activities during the initial phases. There will be many questions about space allocation and impact on the activities of the church. The FC has reviewed the proposal and has recommended Vestry approval.

After discussion, Arnold entertained a motion to retain Sunwest Communications to provide communications consulting services to SMAA in the amount of \$82,248, as contained in its proposal to SMAA. Squeaky so moved, and LeAnne seconded. After a vote, the motion passed unanimously.

#### EXECUTIVE SESSION

Arnold Spencer moved the meeting to Executive Session at 5:48 p.m. and moved the meeting out of Executive Session at 6:22 p.m.

There being no further business, Arnold adjourned the meeting at 6:22 p.m.

Respectfully submitted,

Mary Louise C. Hopson

Clerk of the Vestry