

St. David's Vestry – Meeting Minutes
Tuesday, January 15, 2019
7:00 p.m.

Vestry Members in Attendance: Reverend Kristen Hawley; Jack Clark; Sheryl Dolan; Rod Hastie; Joe Helfrich; Lisa Mould; Clare Piercy; Stephen Sears and Bruce Whelihan.

Vestry Members Absent: John Anderson; Alex Shockey; and Chet Speed

Also in Attendance: Phil Parker, Treasurer; Rob Church, Music Director; Joel Wood, Parish Administrator (on phone)

1. **Opening Prayer:** Reverend Hawley opened the meeting with a prayer for guidance in support of Church leadership.
2. **Minutes of Last Meeting:** A motion was made to accept the December 11, 2018, minutes as circulated. It was seconded and approved.
3. **State of the Music:** Church addressed the Vestry with a “State of the Music” update.
 - 3.1. **Adult Choir:** Currently 6 permanent members who sing each week, with additional participants during the high holidays, 1-2 during the summer to manage the budget. Average monthly expense is \$2,400. Current compensation is \$100/call (visit) covering 2 hours at St. David's, with additional preparation on their own time. This is at the low end of the going rate.
 - 3.2. **Jubilate Choir:** Currently rehearses 1x/month (First Thursday evening, with food and fellowship) and performs 1x/month. Currently open to all ages.
 - 3.3. **Music Director:** Plans hymns, anthems, and service music; rehearses choir; plays all services; repairs the organ as needed and applies magic to related infrastructure.
 - 3.4. **Current Challenges:**
 - 3.4.1. No dedicated space for Adult Choir rehearsals, vestments, dressing, music library.
 - 3.4.2. Adult Choir vestments are torn/worn, not available in appropriate sizes, and limited for additional signers.
 - 3.4.3. Organ is old: A 2000 instrument purchased as used in 2010 that is nearing its life expectancy. Worn parts include keyboard (~\$5,000 replacement); pedalboard (cannot be replaced; rebuild ~\$2,000); speakers (~\$1,000-2,000 per pair).
 - 3.4.4. Jubilate Choir currently spans ages 4 to 12; it is difficult to prepare an interesting repertoire for older singers (8-12) while meeting the needs of

young singers who cannot yet read. Also: No available vestments; only one monthly rehearsal limits development; attendance fluctuates due to competing commitments.

3.5. Goals – 1-year:

3.5.1. Music Staff

3.5.1.1. Higher additional alto and tenor; additional \$800 during the 9-month choir season.

3.5.1.2. Hire experienced teacher for the youngest singers (Cherub Choir)

3.5.1.3. Purchase new vestments: \$177, with potential for quantity discounts

3.5.2. Organ repair

3.5.2.1. Keyboard replacement: \$5,000

3.5.2.2. Pedalboard rebuild: \$2,000

3.5.2.3. Speakers: \$3,000-\$4,000

3.5.3. Remove worn, stained red carpet runner; bare stone floor will improve acoustics.

3.6. Goals – 5-year:

3.6.1. Reconfigure and repurpose the Commonwealth Room. Suggestions include replacing rice paper walls with glass and providing the Choir with dedicated space.

3.6.2. Replace the thin white panels in the ceiling with solid drywall for better acoustics.

3.6.3. Replace the electronic organ

3.6.3.1. New electronic with a 20-year service life: - ~\$70,000.

3.6.3.2. Install a pipe organ: New equipment, used/refurbished pipes, with a long service life (“generations to come”): ~\$400,000 to 500,000

3.6.3.3. Install Pipe organ case to beautify the chancel area and eliminate the black shutters: ~\$30,000

4. **Treasurer's Report:** Highlights of the Treasurer's Report were the following:

4.1. Parker and Wood are nearly finished with their review of all the accounts receivable and payable. It appears there is a net operating loss of \$74,000.

4.1.1. Total contribution income is considerably up.

4.1.2. Rental income is considerably down; we have recouped at least some.

4.1.3. Staff compensation up slightly, but having combined functions, savings on a bookkeeper is helping to offset the increases.

4.1.4. Repair costs typically are variable.

4.1.5. In recent years, St. David's has had an operating loss of ~\$100K per year.

4.1.6. The Vestry discussed continuing to grow the pledge base and not rely on a small cohort of donors.

4.2. Reverend Kristen is building a Finance Committee to support Parker and expects it will be assembled/convened by next week/end of January.

4.3. Wood and Parker's work reconciling records will support budget development for 2019.

4.4. The Vestry reviewed the Endowment account, observing that St. David's should not draw more than interest and not deplete the principle.

4.5. Reverend Kristen and Wood will be reviewing equipment contracts as part of the Church Office move.

4.6. The 2019 budget likely will be ready for vote at the next Vestry meeting, in February.

5. **Consortia Steering Committee Meetings:** The Vestry divided along consortia lines, with steering committee participants listed below. Each steering committee discussed its issues and next steps.

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| Consortia: | Worship | Property | Mission/Education /Outreach | Finance & Administration |
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| Members: | Kristen Hawley Rob Church | John Anderson Rod Hastie Joe Helfrich | Sheryl Dolan Alex Shockey Chet Speed | Jack Clark Lisa Mould Bruce Whelihan |
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6. Consortia Steering Committee Reports:

6.1. Administration/Finance:

6.1.1. Whelihan stated that St. David's is transitioning to REALM, a secure online database, for managing membership and pledging information; we have not yet shifted the accounting information to take advantage of that functionality. Reverend Kristen added that we need to get the accounting records in final order before closing out the current system (QuickBooks) and exporting the information into REALM. Peter Turner, the Diocese IT guru, believes is possible to export and electronically transition all the financial information. We will complete the final 2018 statements in QuickBooks first. On a related note, Wood will attend an ACS workshop in May to learn more about REALM features.

6.1.2. Updating and improving St. David's website needs to be a priority. Wood walked Whelihan through the website and why improvements are difficult: the interface is not user friendly, and one needs to view and reprogram the source code to make changes. Whelihan has called the AU computer science department, which sent him to the AU career center. He is working up an advertisement for part-time help.

6.2. Property and Grounds:

6.2.1. Work in Progress

6.2.1.1. HVAC in the new administrative office. Parts are being procured and should be installed in Reverend Kristen's new office the week of January 14. Once this work is completed, then repairs to the office ceiling are to be done. This will allow for the offices to move into the new location.

6.2.1.2. An analysis of the HVAC system has been undertaken by Jim Tryhall. The chillers and boiler seem to be in working order. However, other components of the system are worn out or not working. It has been agreed that these additional repair steps are to be taken. At this time, it is not known when and how much this will cost. Tryhall has recommended someone to perform a feasibility study.

6.2.1.3. The Columbarium Committee has secured the services of Richard Williams Architects, PLLC for a feasibility study to be completed by February 8. The cost is \$4,000.

6.2.2. Work Completed

6.2.2.1. Bell Tower. The outside stone work has been completed and Titan has cleaned the interior of the tower walls and painted the metal lintel on the window.

6.2.2.2. The Bell Tower is now open, but caution is urged as the ceiling has not been repaired and falling plaster is still a possibility.

6.2.2.3. Blighted boxwoods have been removed. The Landscape Committee should be consulted regarding the next steps to prepare the entrance and the Memorial garden for the Spring.

6.2.3. Additional Issues

6.2.3.1. Speakers mounted in the rear of the church are not functioning properly making it hard to hear the service.

6.2.3.2. Wood is researching to identify a company that can perform regular gutter maintenance. Wood also is working to identify a company that can repair flashing for the Bell Tower roof, as noted by the Tower consultant. The plaster interior ceiling of the Bell Tower should be repaired once the Bell Tower roof has been fixed.

6.2.3.3. The interior doors of the Bell Tower are warped and in need of repair. It has been suggested that we place a dehumidifier by the doors to help address the issue.

6.2.3.4. The Bell Tower outside lights need to be replaced.

6.2.3.5. New locks are needed for all doors.

6.2.3.6. The pumps in the outside stairwell back up. Martin's landscaper will be asked to clean pumps and drains monthly.

6.3. Mission/Education/Outreach (M/E/O):

- 6.3.1. Dolan on behalf of MEO discussed with the Vestry how highly St. David's values a thriving Sunday School and the recognition that it is a draw for building our Church community.
- 6.3.2. St. David's need to hire a Sunday School Director, initially most likely part time, to fill the gap that has existed for a while now. Dolan has filled the role on a temporary basis for three academic years now, since Therese St. Andres left.
- 6.3.3. MEO has reviewed employment advertisements from two other Parishes as a starting point for drafting one for St. David's. We need to consider what exactly we want and what the Parish can afford.
- 6.3.4. Dolan also noted that one of our American University students, Alyson Chocianowski, is spending her Spring semester abroad. Chocianowski helped staff the Nursery each Sunday. With her gone, we need to consider additional staff support in the Nursery, as Elisa Cardoza covers both the Nursery and some hospitality responsibilities.
- 6.3.5. Dolan reported that Melesa Skoglund is shepherding teams of volunteers to support the coffee hour each Sunday. We need more volunteers: Many hands make light work.

6.4. Worship

- 6.4.1. *See Rector's report*

7. **Senior Warden**

- 7.1. The Vestry needs to prepare an annual review for Reverend Kristen. Sears and Piercy are developing the format. The Wardens will elicit and compile Vestry input and then meet with Reverend Kristen to deliver.

8. **Rector's Report**

- 8.1. Reverend Kristen observed that St. David's now has two additional clergy, both deacons: Harvey Bale and Melesa Skoglund.
- 8.2. In January/February, we will witness the roll-out of three new formation efforts:
 - 8.2.1. Bale is organizing a Men's Group Breakfast on the first Saturday of every month starting in February;

- 8.2.2. Starting January 20, there will be an Adult Forum following the 10am service to discuss Paul's Letters to the Romans; and
- 8.2.3. There also will be a mid-week Bible Study starting in February, on the 1st and 3rd Tuesdays of the month, at 10am.
- 8.2.4. There also will be a new preaching series, which started January 1 and will continue through Epiphany, titled *The Eucharist Revealed*.
- 8.3. We have started the children-led First Sundays worship services. Terrell McSweeney has offered to help coordinate/recruit/train youth acolytes.
- 8.4. We had over 100 worshippers at the Epiphany Pageant service on January 6, 2019.
- 8.5. Next month (February) is the end of the current Vestry cycle
- 8.6. On March 3, we will have our Annual Meeting and also a Shrove Sunday pancake lunch. The Vestry Treat will be scheduled sometime in March.
9. **Closing Prayer:** There being no other business, Reverend Kristen led the Vestry in a humble and entreating closing prayer. The Vestry adjourned at 8:45 p.m.