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## **VESTRY MEETING MINUTES**

### **Monday, September 23, 2019**

**Vestry Present:** Amanda Fratrick, Treat Harvey, Marjorie Miller, Dan Pearson, Kelly Ryan, David Shumate, Freda Tucker, Bynum Walter, Glenn Walters, Chapman Williams, Callie Woods

**Clergy Present:** the Rev. Jonah Kendall, the Rev. Sally French

**Guests Present:** John Yeatts, Sasha Berghausen, Ed Embree

**Call to Order** The regular monthly meeting of the vestry of St. Philip's Church convened on September 23, 2019 at 6:00 pm in the St. Philip's library, the Rector being in the chair and the Clerk being present. Jonah Kendall opened the meeting with a prayer.

**Reading** The rector led a discussion about the Stewardship Meditation S18: It is the Lord.

**Minutes** A couple of corrections were pointed out for August 26<sup>th</sup> vestry meeting minutes:

- Cathy Halloran's name is spelled with an "a."
- In the Stewardship report section, it should state that the committee is working with an aspirational budget for 2020.

With these changes, Kelly Ryan made a motion to approve the August minutes. Callie Woods seconded the motion; the minutes were approved nem. con.

**Campus Study quarterly report** (see Dropbox)

Bynum Walter reflected on the interviewing of firms to assist with the development of a

master plan. After a difficult and discouraging start in August, they had a great interview with Clearscapes in September. The committee wholeheartedly endorses moving forward with Clearscapes, based on the way they talked about the process and St. Philip's. The firm suggests an overall fee of \$35,000 to \$65,000. DeDreana Freeman, Emily Yeatts and others on the committee all felt this would be a good way forward.

Ed Embree and Sasha Berghausen were present to represent Campus Study in discussion.

- Ed Embree praised Bynum Walter's work on the Campus Study.
- Treat Harvey noted the big span between 35 and 65 thousand. She asked what end, high or low, of that range was recommended.
- Bynum Walter answered that they need more specific conversation with Clearscapes to clarify this. Further, she said she hoped the vestry would have confidence in the committee's negotiating up to \$65,000. Will the lump sum be broken down by task? There is a range because Clearscapes does not know the details of the scope yet.
- Amanda Fratrick asked what is a master plan? Bynum Walter explained it is an inventory of existing conditions and entitlements. It incorporates understanding market conditions around us. It will consist of a range of options about what we could do. The deliverable will be sketches of light, or redevelopment of the UMD building. The firm will provide graphics and sketches showing what is possible. It will also involve facilitating with neighbors like UMD. The products will describe financing on our own or with partners.
- Ed Embree said that the unknown parts regarding time and cost are approaching people at St. Philip's and finding out what they want and will support. This will involve information gathering through personal meetings and charrettes. Then they will connect with people in the neighborhood and county. They will explore whether there are partners who could work with us financially or otherwise.
- Jonah said all of this will be done as an extension of what we do at St. Philip's.
- Kelly Ryan asked whether they would include in their scope the current use of our building. Bynum Walter responded no, but this was part of the campus utilization study of 2016.
- Jonah noted there is no driving ministry overseeing everything going on here.
- Kelly Ryan said she is excited about various opportunities for hearing St. Philip's voices.
- Bynum Walter said that of the three firms interviewed, Clearscapes has a mission that is not just profit based. It is looking to do transformational work.
- Sasha Berghausen, an architect, stated that he has faith in their process. He said their work may astound us.
- David Shumate made a motion to approve the withdrawal of up to \$65,000 from the Fran Gordon endowment to negotiate this contract. Chapman Williams seconded the motion.

- Freda Tucker asked if the amount can go over \$65,000? This request would need to come back to the vestry for approval.
- The motion was approved nem. con.

### **Treasurer's Report** (see Dropbox)

John Yeatts reported that our finances are in good shape. During the recent committee meeting, they talked about engagement and funding the communications position.

Bynum Walter said \$20,000 is low. But there is usually an increase in November and December. We have the option of sending a letter requesting payment of pledges late in the year if we need to.

Bynum Walter made a motion to accept the Finance report. Amanda Fratrick seconded the motion; it was approved nem. con.

Callie Woods asked whether we need a motion about increasing the hourly wage for Gwenetta Drewery.

Gwenetta Drewery works 27 hours a week and keeps St. Philip's clean. More hours are not needed or sustainable. We will ultimately look for a part-time facilities manager. The Finance committee elected to propose to raise her salary from \$15 to \$20 an hour immediately. John Yeatts said we can use our surplus for the remainder of this year. David Shumate said that her not having benefits goes a long way toward justifying her raise. Freda Tucker emphasized, from a personnel perspective, the importance of having her understand what we are doing and what we are not giving (benefits).

David Shumate made a motion to approve the hourly increase for Gwenetta Drewery. Bynum Walter seconded the motion; it was approved nem. con.

### **New Business**

#### **Elections Committee**

Bynum Walter, Chapman Williams and Marjorie Miller are on the committee as outgoing vestry members. Bynum Walter announced that Del Wigfall accepted an invitation to join the committee. She asked to appoint Del Wigfall at this vestry meeting and to handle adding a fifth committee member (the second non-vestry person) through electronic action.

Callie Woods made a motion to approve Del Wigfall and to appoint a fifth committee member via electronic action. Marjorie Miller seconded the motion; it was approved nem. con. (Amanda Fratrick abstained.)

Subsequent electronic action to appoint a fifth committee member took place as follows:

On September 24 at 7:32pm, Bynum Walter sent to an email to the vestry members stating:

Gail Albergo is willing and ready to serve on the Elections Committee pending vestry approval. Last night we appointed Del Wigfall to the committee and as we discussed it would be helpful if the Vestry could take action electronic to appoint her to allow the committee to proceed with its work in advance of our regularly scheduled October meeting. Is there a motion to appoint Gail?

At 7:35pm that evening, Kelly Ryan made a motion electronically by email to appoint Gail Albergo. At 10:30pm, Treat Harvey seconded the motion electronically by email; it was approved nem. con.

### **Saints of St. Philip's**

Sally explained that the goal of Saints of St. Philip's is to honor people for service over a couple decades or at transition points in their parish lives. An open discussion concluded in consensus on the honorees:

- Worship: Gloria & Hycy Bull, who will be moving to Charlotte.
- Love: Dan & Judy Pearson. We will save Ed Embree for another year.
- Action: Amanda Smith, who spearheaded the creation of the J2A program.

Jonah will obtain the glass awards and notify the awardees.

Sally will coordinate a special hospitality event with brunch selections. She will be in touch with vestry members to help that day.

### **Strategic Plan Reports (see Dropbox for full reports)**

#### **Ryals Garden Committee Report**

- Dan Pearson said he is in communication with Cathy Halloran and hopes to know about quotes received by the end of the week.
- He said they would like to proceed with work starting in October, to be completed by the end of November.
- Action would not involve a question about funding because they will be using the Ryals Fund.
- Dan Pearson recommends written consent in lieu of a vestry meeting. He would need to identify a contractor and provide a budget. Then we would approve electronically.
- At the August vestry meeting, Cathy Halloran presented names of landscape contractors. So David Shumate said he feels comfortable because we have details and will see the amount in writing.

- Jonah noted it would be prudent to know what the J2A process will cost before we commit Ryals Fund money. Sally said she anticipates knowing the J2A cost soon.
- At the time of the last Finance committee meeting, there was approximately \$84,000 in the Ryals reserve, including the expense of solar panels.
- David Shumate suggested that the email should include the cost of the contractor plus an understanding of the amount in the Ryals Fund and what other draws are on the account (including J2A).
- Kelly Ryan asked why we are spending money on the garden close landscaping? Dan Pearson explained that the money is for the corner garden and said he does not expect it to cost more than a few thousand dollars.
- The Vestry consented to a vote by consent. Dan Pearson will send an email.
- Dan Pearson will obtain the information and send it to Jonah and Bynum Walter. Sally and John Yeatts will obtain information and send it to Jonah and Bynum Walter.

### **Communications Report**

- Kelly Ryan reported that Craig Fratrick and Liz Sappenfield are making good progress on creating a new website. They are doing the website work as well as navigating feedback from a large committee.
- Kelly Ryan said their main question is a request to start the search for a new communications minister.
- Money from Jackie Harris' bequest (IRA – cash) that we have already received would cover the position through next year. Moving ahead is making a commitment about how we will use about money in the future. It would involve committing about \$1.5 million of the Jackie Harris endowment in the future. It was noted that knowledge of this plan will greatly assist with stewardship down the road.
- There was consensus around moving forward with communications position. Jonah suggested posting the position and developing a leadership team to include Kelly Ryan, Kirk Royal, Liz Sappenfield and Richard Ammons.
- Bynum suggested the Communications committee work with the Jackie Harris discernment committee on related communications after stewardship season.

### **Welcome Report**

Marjorie Miller highlighted the September Welcome Event for newcomers and highlighted the successful team leadership efforts in sending invitations, record-keeping, hosting and decorating, and follow-up outreach.

We are making positive connections with newcomers and visitors. It was pointed out that children are connecting their families with St. Philip's. Also, we connected four people with various ministries through the ministry books created by Callie Woods, Liz

Sappenfield and others.

### **Stewardship Report**

- Treat Harvey said the stewardship formation event on Sunday, September 22 went well. At the session, Wes Brown introduced a document laying out principles of generosity. Among others, Ginny Bowman found it helpful.
- There are 40-50 people signed up for Tuesday's Senior Luncheon stewardship event.
- Treat Harvey, Callie Woods and Pamela Njai are following up with parishioners. Betsy Rollins doing great job following up.
- David Shumate, Wes Newman, Jonah and Bynum Walter are working up a budget presentation (PowerPoint). If, in the end, not a lot of people attend the stewardship events, where else can we show it?
- Is every vestry members signed up or planning to sign up for at least one stewardship gathering?
- We do not need to RSVP to the kickoff brunch this Sunday, September 29.
- On this Sunday, we will be announcing the Jackie Harris gift.

### **Finance Report**

John Yeatts reported that the Finance Committee had accomplished most of its quarterly goals. The committee stills needs to finalize a formal liquidity policy.

Bynum Walter said they may want to use the same firm for four years. John Yeatts responded that the committee members were enthusiastic about rotating between firms every few years.

### **Old Business**

#### **Jacqueline Harris Bequest Discernment Committee Report**

Jonah said there are now three vestry members on this committee. The committee will consist of:

Elizabeth Newman, David Shumate, Robert Hallyburton, Jill Bullard, Freda Tucker, Glenn Walters, Alexa McKerrow, Gordon Caudle, Duncan Smith, Rebecca Slaughter

#### **Junior Warden's Report** (see Dropbox)

Dan Pearson said the sacristy door now been treated.

#### **Senior Warden's Report** (see Dropbox)

Bynum Walter led an executive discussion about the rector's compensation policy during which Jonah was absent. She provided a policy based on recommendations from the personnel committee:

We [personnel committee] propose that the salary for the Rector each year be tied to the Church Pension Fund report, specifically for Senior Clergy in Province IV for Program Size parishes (Average Sunday Attendance 225-400), and that the *target* salary be 5% above the median. *If, however, there are significant changes to the job expectations, this percentage should be reviewed. Significant changes might include increase in staff or an increase in the number or complexity of mission and ministry.*

Bynum Walter explained that the compensation would come out of the operating reserve during the first year and ultimately from the budget. The current action is around the policy as guidance to set the target compensation. The rector compensation would be included as part of the budget discussion.

Amanda Fratrik made a motion to accept the target as policy. Callie Woods seconded the motion; it was approved nem. con.

During a brief discussion, following the motion, it was agreed that the policy would be revisited if the extent of ministry changes or there is a change in rector.

Bynum Walter said that, based on assessment of the Mutual Ministry Review, it would be helpful to hold a strategic visioning and housekeeping retreat, to better determine how to move forward. She and Jonah are considering a retreat on October 19 or November 2, 8:30am-12 noon. Bynum Walter invited thoughts about what we can cover in this retreat.

One idea is convening a formation committee with Amanda Fratrik as chair with support from Kelly Ryan. Sally pointed out that generally a vestry member provides support for a non-vestry chair. Action Item: Kelly Ryan and Amanda Fratrik will suggest a chair person.

### **Rector's Report**

Jonah said UMD reported that no asbestos was found. UMD will use St. Philip's kitchen for only breakfast on weekdays. Janice Glasser is leading the effort to coordinate this use.

On Sunday, October 13, when the bishop will visit, there will be a wonderful celebration with numerous baptisms. The vestry members are required to attend the 11AM service and stay through the lunch meeting with the Bishop. In preparation, Jonah asked vestry members to review Episcopal facts in recent issues of *The Disciple*.

**Pastoral Concerns** were presented by Sally.

**Dismissal and Adjournment** Jonah offered a closing prayer. The rector adjourned the meeting at 8:19 p.m.

Respectfully submitted,  
Marjorie Miller, Clerk