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## **VESTRY MEETING MINUTES**

### **Monday, June 24, 2019**

**Vestry Present:** Treat Harvey, Marjorie Miller, Pamela Njai, Dave Shumate, Freda Tucker, Bynum Walter, Glenn Walters, Callie Woods, Amanda Fratrick, Kelly Ryan (by phone for first hour)

**Clergy Present:** the Rev. Jonah Kendall

**Guests Present:** John Yeatts

**Call to Order** The regular monthly meeting of the vestry of St. Philip's Church convened on June 24, 2019 at 6:02 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 brief discussion about the Stewardship Meditations: Finding Treasures, pp 48-49 in [One-Minute Stewardship](#).

**Minutes** (See Dropbox) Callie Woods asked whether the finance discussion would be included in the official, public minutes. It does not specify dollar amounts for the estate bequest and it will be included. Treat Harvey suggested a clarification for Bullet 5 under the Treasurer's report about Jackie Harris gift to specify that the Jackie Harris living gift of \$10,500 (not the estate bequest) that will be placed in Ryals fund for environmental ministry. Bynum Walter moved to approve the May 20, 2019 Vestry Meeting minutes as amended. Treat Harvey seconded the motion; it was approved nem. con.

**Welcome Amanda Fratrick:** We welcomed Amanda Fratrick who is joining the Vestry to fulfill the remainder of Liz DeGaynor's term. (Liz DeGaynor is moving to Virginia. Her service on the Vestry will be recognized at the 11:00 service on Sunday, June 30.)

**Treasurer's Report** (See Dropbox) John Yeatts presented the Treasurer's Report.

- Pledge revenue ran under budget again in May.
- There was an aberration in May. The donation for Urban Ministries that was budgeted for June was sent over in May. This will be rectified in June.
- In the past, when our reporting showed all the pledges in January, it looked like we were running ahead of budget until about June. But now that we have begun to distribute pledges evenly over 12 months this year, our reporting reflects that we're running behind. However, a pot of money that we have received is not yet showing on budget report. The year-to-date deficit is \$2,800 but it will even out.
- We discussed the letter John Yeatts has drafted a letter to parishioners about paying pledges.
  - Treat asked any better way to remind people in a more precisely targeted way. John Yeatts replied that when we target more directly, we receive pushback.
  - Kelly Ryan questioned whether this presents an educational moment. Can we give more specific direction on how to pay a pledge? It may be helpful for the letter to say it is ideal for giving to be spread out in each month. It could explain how the operating budget works with monthly payments. Kelly Ryan further suggested a phone call or email may be helpful.
  - Pamela Njai asked how to approach people who may have come into hardship but want to pledge faithfully each month. If circumstances have changed and a parishioner can no longer honor a pledge, that person can talk with Jonah.
  - Action Item: John Yeatts will revise the letter to add Jonah's contact information, a change in circumstances note, as well as language about how paying monthly or on regular interval is helpful. Earlier is better for paying a lump sum.
  - The aim for pledges is to reach operating and outreach goals.
  - Treat Harvey suggested adding a note to help parishioners understand how we spend money. Money comes in and goes out. We pay bills monthly.
  - If people are interested in making automated payments, they can check with Janice.
  - John Yeatts will revise the letter and recirculate it to the Vestry.

Bynum Walter made a motion to accept the Treasurer's Report. Callie Woods seconded the motion; it was approved nem. con.

Further discussion: An aspirational budget has been developed. We need a 7 percent increase to achieve it. This budget will not include the communications position. One approach would be to use Jackie Harris' \$65,000 gift to fund the communications

position in 2020. With a 7 percent increase, we can develop music and outreach as we'd like. It was noted that Urban Ministries is the biggest part of our outreach budget. A seven percent increase is achievable. We will review at mid to post stewardship campaign reality. We will look at how the money we've raised meshes with budget requests.

## **Junior Warden's Report**

### **FIRST-QUARTER TASK FORCE AND COMMITTEE REPORTS**

#### **Communications Report** – presented by Kelly Ryan (report in Dropbox)

- The members of the communications committee are all lay people working on projects, and it is important to prioritize time. Rebecca does a wonderful job of strategizing and prioritizing.
- There are ongoing discussions about updating the website and some confusion about how much work to do on the website now before the new communications person is in place. Bynum Walter thinks the website needs some triage soon and more robust reimagining once the communications person is here. Kelly Ryan said some triage is done by Mick. She said it would be helpful to get specific feedback about what areas to focus on. Kelly Ryan will communicate with Craig Fratrack and others on the committee.
- Questions for Vestry: What support does the stewardship committee need? What are next steps for funding the communications position?
- Action steps:
  - Tell the broader committee that is working out the plan for funding through 2020 that we have confidence in the plan for communications.
  - Jonah, Kelly Ryan, Treat Harvey and the stewardship committee will meet soon to plan communications work for stewardship. The communications committee needs to be aware of this. What kind of help needed? Timeline?

#### **Campus Study Task Force** – presented by Bynum Walter (report in Dropbox)

Bynum Walter hopes to have a recommendation of a company to work with by next Vestry meeting.

The Campus Study Task Force has talked about a project budget range with Wes (of Moss & Ross). There is no line item for this on budget. They are not yet at a point for Vestry approval. Bynum Walter expects UMD to be in full discussion with us.

#### **Ryals Garden Committee** – presented by Dan Pearson (report in Dropbox)

The committee has begun evaluating stakeholder interview results, seeking landscape contractors and identifying landscape designers/architects to receive solicitations for proposals. The committee has also applied for historic district Major Certificate of

Appropriateness for the corner sign.

During the next quarter, they are planning to select a landscape contractor, install the sign (pending city approval) and cross, and select a landscape architect for designing the garden close.

**Welcome Committee** – presented by Marjorie Miller (report in Dropbox)

- Marjorie Miller reflected that turnout for the June Welcome Event was low but the event was intimate and seemed very meaningful to those who attended.
- Bynum Walter asked how many how came in March are continuing to attend? Jonah answered that a number are actively attending.
- Treat Harvey wondered whether the Brumley event conflicted in June. She advised not to rule out June in the future.
- Amanda Fratrack said it would be helpful to have guidance about children as a newcomer.

**Stewardship** – presented by Treat Harvey (report in Dropbox)

- Treat Harvey proposed using the term “Stewardship” rather than “Project Resource.”
- There are fruitful discussions in meetings about stewardship.
- It is great to have a working group to help with decisions, messaging and action steps. The working group has two more meetings in the fall before ramping up to stewardship campaign.
- They are about to invite around forty people to the committee. Some people have agreed to be on the steering committee.
- The campaign will definitely involve fun and connection.
- They will really invite people in for particular events and ensure very close follow up.
- By September, they will have a detailed report.
- Jonah asked Freda Tucker to put some information together on Bromley.
- The stewardship committee will work with Kelly Ryan and the communications committee on what the messages will be and how to lift them up.

**Finance Task Force** – presented by Dave Shumate (see report in Dropbox)

- They achieved the quarter’s rocks: endowment benchmarks and standardizing reporting.
- Action – use 70/30 investment approach. What is the alternative to having an investment committee invest broadly for us? What is the best passive alternative?
- Treat Harvey made a motion to approve the 70/30 benchmark. Bynum Walter seconded the motion; it was approved nem. con.

- Amanda Fratrack asked about attachment A regarding the budget process. What is the process for approving and making decisions about funding budget requests? How do we prioritize? We start with a base budget. The senior warden and Jonah review it. If we had to make cuts, it would go to the vestry. This year we take two priorities of music and outreach to the stewardship campaign. If we get all the money needed, fund both. If not, the vestry will look at the budget and actuals and make a decision.
- Amanda Fratrack asked about how changes to the budget work. The vestry revidews the budget. What gets reported is all that gets processed.
- Treat Harvey pointed out that we trust Jonah and the senior warden to vet budget requests.
- Add: Every budget request gets reported whether or not it gets funded.
- Dave Shumate is working on the framework.
- Bullet 3 states that the budget is presented to the vestry including all requests whether or not reported. This is the amendment.
- Bynum Walter made a motion to approve this amendment. Freda Tucker seconded the motion; it was approved nem. con.

## **Old Business**

**Jacqueline Harris Bequest** - We did not discuss but referred to two documents on how we may use gift. These are in Dropbox.

## **J2A Pilgimage Policy**

Dave Shumate reported that the committee met, including current and future parents and others. They created a series of minor changes in structuring the pilgrimage that Emily Sparks will write up and circulate to the committee. The committee will present this document to the vestry in August.

Historically payment has been half by parents, one third by St. Philip's, including the leaders' and scholars' cost and one sixth by the students. This will be changed to half by parents and half by St Philip's. The students will help with at least two fundraisers in addition to the auction. They will be youth determined and conducted. There is clarification about payment and language about non-parental involvement. Also, parents will help choose the destination. The cost will be capped.

## **Convention Delegates**

Bynum Walter said there are two new delegates and five who have previously served. We need to elect two delegates for three-year terms and two alternates. Also a youth delegate. Bynum Walter recommended two new people as delegates. Alternates: Donna, Sue, and Regina have not served in the past four years.

Amanda Fratrack made the motion that we elect Treat Harvey and Steve Moore as new

delegates. Pamela Njai seconded the motion; it was approved nem. con.

Bynum Walter made a motion to select Regina and Donna as the two alternates. Pamela Njai seconded the motion; it was approved nem. con.

Marjorie Miller will email Janice the names of the delegates and alternates and sign the paperwork.

**Junior Warden's Report** – presented by Dan Pearson (see report in Dropbox)

Jonah mentioned that there had been a flood at the church.

**Senior Warden's Report** – presented by Bynum Walter (see report in Dropbox)

Bynum Walter said there were no philosophical concerns over the personnel committee's approach for funding positions at St. Philip's. The plan is to go back to the personnel committee to voice consensus over its approach, then revisit after we know more about stewardship campaign. A one or two year timeframe on budgeting for this is anticipated.

### **Rector's Report**

- Average Sunday Attendance (ASA) is good. We finished the year strong.
- Budget - we talked about.
- Security – The community is more fixed on Queen St. and there is a lot of drug activity. Jonah is talking with Sheldon of UMD about it. They have discussed the possibility of sharing security with UMD, but this would require posting prohibited activities. Some people take issue with doing this. Jonah proposes a fence.
- Dave Shumate made a motion that the vestry support erecting a fence as described to be funded by the Barnes gift. Those in charge would be authorized to spend up to \$30,000. Freda Tucker seconded the motion; it was approved nem. con.

**Pastoral Concerns** were presented by Jonah.

**Dismissal and Adjournment** Jonah offered a closing prayer. The rector adjourned the meeting at 7:59 p.m.

Respectfully submitted,  
Marjorie Miller, Clerk