

## **Minutes from February 16, 2016 Vestry Meeting**

Attendees: Peter Mayer, Jane Hague, Tim Parker, Jim Barnett, Willie Williamson, Christine Feldmann, Doug Castonguay, Karen Engelke, Doug Seybert, Charlie Lang, Julia Drooff, Tom Wenz, Valery Weekley

Not in attendance: Anne Sessions, Mark Torrence, Liesl Wheeler, Trish Schilling, Fran Becker

Opening Prayer: Valery Weekley opened meeting with prayer

Peter Mayer welcomed new Vestry members (Tim Parker, Christine Feldmann, Jim Barnett, Fran Becker – not in attendance)

Minutes and Agenda: Minutes from January meeting unanimously approved

Willie raised concern about Maintenance Fund not being sufficient, currently \$94k. Peter pledges to discuss at our Retreat and determine Action Items.

Treasurer's Report: Charlie Lang walked everyone through the latest Budget and will go over in greater detail at the Retreat.

- Explained existence of rental house.
- Hopes to give overview of all designated/restricted accounts in the next few months. Restricted money needs to be spent on areas that parishioner(s) have designated – the Vestry cannot move.
- EFPC preparing a handoff for new building to the Vestry to ensure it continues to operate smoothly.
- Cemetery Trust Fund can only be used for maintenance of the cemetery.
- There is a promissory note on property in Massachusetts that is accounted for in the endowment. Its value was included with the rental property in a new sub-account in the endowment. BB&T would NOT take these assets as collateral for the building loan.
- Next payment on the loan is \$575k, due year end 2016. Subsequent payments are \$575k due year end 2017, \$575k due year end 2018, with \$584k remaining as balance. Wants Vestry to consider paying off loan early. Money coming in for the building is being transferred into the Building Savings account.

- Grants: Worked with BB&T to get Dageno Girls School grant of \$15,900. Payment was held up due to Patriot Act – needed an actual address to be able to send payment. Matter resolved via satellite/GPS/Google maps images.
- Pledges for January were very good -> +\$15k above budget
- Snow removal tracking ahead of costs given big storms.
- Clerical error regarding Diocesan charge to the favorable. Will be held to possibly cover unplanned overruns (maintenance costs, etc).
- Bottom line: We are in better financial shape than we have been in years due to strong contributions.

Jim Barnett: Capital campaign currently running approximately \$80k behind. Needs to send letter to those parishioners who have not kept up with their commitment. Wants Vestry help drafting and reviewing letter. Jim will take action item to write a report for Vestry to review prior to March meeting. There is the likelihood that an \$40k will not be paid and may need to be written off.

Willie reiterated his recommendation to use the endowment to pay down the Building loan. Peter will bring it up at the Retreat.

Rector's Report: Peter apologized he didn't send out a Report this month.

Updates:

- Working on Letters of Employment with each of the staff. Also setting down specific goals for each staff.
- Sabbatical June 12-August 22. Elizabeth Bowers, Mike Viscardi and Alice O'Donnell are providing Peter ideas on how to grow spiritually, personally, in general.
- Willie: is the Vestry to approve goals for sabbatical? Peter will consult with advisory committee, and provide Vestry a general outline for his sabbatical activities.
- Diocese cannot adequately cover the entire sabbatical. They do have some temporary "supply" clergy that we can pay someone. June 26<sup>th</sup> is currently uncovered as Jane will be away.
- Jim: Suggest we send a note to the Diocese requesting coverage. If the request is denied, then we should request the amount for 'supply' clergy be deducted from our annual contribution.

- Peter met with staff last week and have planned worship calendar through June 2017.
- This year's St. Margaret's Diocesan Convention nominees are Dave Boyce, Charlie Lang and Tom Wenz. We need a few alternates who will rotate through in a few years to be regular delegates. A Vestry vote will be held at the March meeting.

Warden's Reports were emailed to Vestry prior to meeting, pasted below since Anne and Mark were not in attendance:

Junior Warden Report:

- Technology infrastructure:
  - Tech. Committee: Clear Connection Inc. (CCI) will provide a few more documentation items in the next few weeks, and completed the final software punch-list and retesting of glass-break sensors in SMDS. A water leak in the server room from the wall entrance of an electrical conduit is being monitored; Whiting Turner is aware of the problem. As previously noted, the Avaya PBX phone system has reached a point that replacement parts will not be readily available. A Voice over Internet Protocol (VoIP) system is recommended as the alternative, allowing flexibility in configuration and capability. Three bids have been obtained: Internet Connect Services using NEC equipment, \$11,500; CCI using NEC equipment, \$13,484.35; Black Box Network using Shore Tel equipment, \$29,244.12. The Technology Committee needs to thoroughly discuss the alternatives. Staff and parishioner concerns about the network stability are being collected to trouble-shoot the network with CCI as a path to installing VoIP. Members: Mark Torrence (chair), Ken Barbi, Bill Bird, Len Morgan, Jim Weekely, Lia Eves, Brian Williams.
  - The Technology Tiger team: continues to address staff IT problems. (Members Jim Weekely and Brian Williams)
- Buildings and Grounds:
  - Sexton/Custodian.....continues to be a concern
  - A B&G committee will be stood-up in the next few months.
  - Phil Graham investigated the water stain on the Church transept ceiling due to snow intrusion during the blizzard from the large open gable-style roof vent located just above them in the middle of the roof between the

bell tower and the west plane of the north transept roof. Phil (and I) feel this is a 100 year event, though it has happened before. He has taken several IR pictures to assess the dampness, recommending waiting a week or two more to allow the ceiling to thoroughly dry before contracting Annapolis Painting to repaint the stained area (Annapolis Painting painted the exterior of the Church two years ago.)

- Rental House "2.1": From Teresa Todd: " The lease with the existing tenants in the rental house ends May 31, 2016. The rents were to be increased throughout the years to bring it to a market rate of \$1,750/month on June 1, 2017. As of January 1, 2016 the rent is \$1,600/month. The rental agreement can be terminated with 30 days notice, but not prior to May 31, 2016. The tenant has been asking for new carpeting for over a year. Nothing has been done, other than to indicate a laminate flooring on the upper level is being considered, and carpeting on the stairs and lower level."

- Church Air Quality Tiger Team: (no change)

Members: Phil Graham (lead), Bill Bird, Tim Hooper, Mike Wazenski, with help from Rob Bosworth.

- Formation Building: Fixing the failure of the lower level emergency exit (the door that exits towards the dumpster area) awaits Whiting Turner (WT) getting parts. A temporary protection fence (posts and netting) at the Bio-retention site until WT completes its work.

- Endowment Funds:

- No change from the last meeting. A committee is being formed to monitor the funds.

Closing on a personal note: I wish to thank the Vestry and staff for allowing me to work as the Jr. Warden for the past 3 years. Among other things, the church's exterior was painted, new Parish Hall doors were installed, the Formation Building and campus now have an IT infrastructure allowing for future growth. Many thanks to Bill Bird who was the B&G committee through December 2014, and many other parishioners who have stepped up to do campus maintenance tasks (particularly Robin Bosworth). Particular thanks to Elizabeth Radley who has coordinated the maintenance and repair contracts in the absence of a sexton and functioning B&G committee. Finally, thanks to Gordon Piche, George Saroch, Charlie Lang and Anne Sessions for their continued support, leadership, and friendship.

## Senior Warden Report:

### **Active items**

- Susan Roberts, SMDS representative to EFPC and Vestry and I have drafted a security protocol that's being reviewed by Rectors and Senior Administrator. Next, we will be sitting down in conference with Tricia Hallberg McVeigh, Elizabeth Radley, with George Saroch mediating, to draft an agreeable protocol for all parties. We hope to have this complete before the close of the first quarter.
- Met with the Stewardship leadership to discuss 2017 team, plans for 2017, and "next-gen" methods for messaging. Will include Chair Brad Callahan in occasional Budget Boys Breakfasts to keep abreast of financial news and trends. Hope to support Stewardship's messaging in concert with SMC general communications goals.
- Please see attached document discussing improved methods for Buildings and Grounds decision-making, communicating, and action. This document strongly recommends reconstituting B&G committee, with new Junior Warden oversight. It also recommends clear communications up and down the leadership chain to clarify campus planning.
- Art & Gifts Ad Hoc Review Team for 2016 is slowly being constituted to begin reviewing planned gifts and art for Formation Building and other spaces, to be installed in 2017.
- Commission structure review & development (Ernie Tucker, Liesl Wheeler, George Saroch) is to meet and discuss how to communicate Commission structure to Vestry, congregation.
- Review of by-laws, in particular governance of Churchyard (cemetery) Trust Fund, to update and release funds for cemetery record keeping. Bring this to new Vestry for review, update.

### **Incubator Team – continues to meet**

This reporting group includes available commission leaders, staff, and lay leaders. Reports are delivered as a stand alone document per preferences. Minutes subscriber list is expanded to include the Day School Director.

Notes on Feb 11<sup>th</sup> 9-10am Building & Grounds meeting to review protocols:  
Attending: Rector Peter Mayer, SMC Senior Administrator Elizabeth Radley, Day School Board Chairperson Susan Roberts, Day School Director Tricia Hallberg

McVeigh, Robin Bosworth, Al Todd, Senior Warden Anne Sessions, Junior Warden Mark Torrence

**Discussion:** Rain barrels have been installed on the east side of the Formation Building, compromising some of the engineered guttering. Original plan was for barrels to be installed on the South side of the building. They will be moved by Robin Bosworth to the South side. There they are better able to reduce water overflow and ground erosion.

They were a gift to SMDS from Gail Morton, per email of 2/6/16

Communications re: installation – No specific instructions conveyed to Robin Bosworth for installation.

**Next stage questions:** How do decisions concerning gifts (e.g. rain barrels), signage, and campus installations get made?  
How do decisions get communicated to all parties, during all stages?  
Similar issues may arise (e.g. bio-retention pond improvements, SMDS outdoor classroom, installation of television monitors, shelving)

**Decisions:**

Buildings & Grounds Committee with Junior Warden oversight needs to be re-established

Buildings & Grounds MUST communicate to Senior Administrator on projects, plans.

SMDS MUST communicate to Senior Administrator on projects, plans.

Communications must be open/transparent both up and down to improve campus awareness of activities and plans – to include SMDS, Vestry, SMC staff.

**Options to consider:**

Work orders – but not for general maintenance decisions

General permission needed from SMC leadership (Rector? Sr. Admin? Vestry? B&G?)

General permission needed within guidelines:

- Size of team (professional or volunteer) needed to accomplish task
- Impact on campus during/after project installation
- Cost
- Liabilities

**Action Items:**

**Elizabeth Radley** – review any available work order software currently within SMC systems

**Peter Mayer** – re-establish Buildings & Grounds committee, operating structure, protocols

**Anne Sessions** – add Trish McVeigh to Incubation Team communications/reports

Commission Structure: Peter Mayer

Commission structure outlined and distributed to the Vestry. Will be discussed more at Retreat. Goal is to improve communications between lay leadership and Vestry. Need to refocus around SMC's mission – how are we transforming lives in Christ? Each Commission needs to translate SMC's mission into its specific function so as to connect every facet of SMC to its mission. Clarified need for Worship commission (Valery and Karen are Vestry liaisons) – many different functions that need to be coordinated to ensure SMC services run smoothly. Willie raised concern of having too many financial activities consolidated in Treasurer position – traditionally Finance and Treasury have been separate functions. Each Vestry liaison group will report twice annually. Peter will set this schedule during the Retreat.

Vision/Mission Review: Vision/Mission will be discussed at the Retreat to determine ways to integrate into every facet of SMC.

Action Items review: Postponed to Retreat due to Anne's absence

Other business:

- According to Bylaws, Jim Barnett moved to nominate Anne Sessions (Sr. Warden), Mark Torrence (Jr. Warden) and Charlie Lang (Treasurer) for Vestry approval for 2016 positions. Karen Engelke seconded. Motion approved. All acknowledged that we are actively seeking a replacement for Junior Warden, and that Clerk is currently open.
- Peter: Day School (Susan Roberts and Tricia McVeigh) working with Environmental committee to make south end of playground an environmental education area in hopes of achieving Day School an environmental certification.

Karen Engelke moved to adjourn meeting at 8:15pm. Motion unanimously approved.