

## ALL SAINTS' VESTRY MINUTES

Location: All Saints' Episcopal Church, Frederick MD

Date: February 15, 2022  
7:00 P.M.

Chair: Mark Gibson, Senior Warden

**Present:** Jill Browning, Jody Deveney, Scarlett Gibb, Mark Gibson, Dan Huebner, Aimee Isaac, Michael King, Lorraine Kituri, Sharon O'Rear, Hilary Pettigrew, Roseann Russo, Leslie Skyrms, Jim Filson, Jay Boggs (Cornerstone Financial) Mary Beth Coker (Buildings and Grounds), Hunt Hendrickson (Investment Committee)

**Absent/Excused:** Darryn Naylin, Waymon Wright

**Opening Prayer:** Leslie Skyrms

**Updates- Mark Gibson:** We have given names for interims, and we are exploring these options.

**Rev Ken Howard:** We will be returning to singing as a congregation in Lent, barring a spike. We will be singing with a mask. KN95 blocks most particulates.

**Annual Meeting:** The annual meeting will be short and relevant, and the annual report page count will be much more succinct.

We will use Election Buddy for voting for vestry. Voting will open Sunday February 20, 2022 at 1 and will close during the annual meeting Sunday February 27, 2022 at 1. People will have a week to vote. Linda Proctor will collect all paper ballots and will then enter votes on their behalf. She will also accept phone calls for those wishing to vote.

If there are people who know they are going to be away and purposely avoiding technology, we will remind them to email ahead of time.

If we have tie, we will have to re-ballot and at that time it will only be available to those on the annual meeting, while it is live.

**Parochial Report:** Question as to how often we clean the rolls. We haven't done this in a few years. Death and know departures have been taken care of. The suggestion is to clean up when we get a new rector.

Michael King made a motioned to approve the parochial report and Hilary Pettigrew seconded. The report was approved.

**Congregational Vitality Assessment (CVA):** This is starting the process for transition planning. This is the assessment start. Twenty-Three people were asked Twenty-One people completed it. We discussed the assessment given by these 21 people. **Question:** Some of these were difficult to assess based on our current situation. Were these answers normal for a parish like ours? **Answer:** We were normal for transitioning parishes. **Question:** Will this go beyond the 21 people? **Answer:** This is a starting point; we should look at who we invited and who did we miss. This was sent to the vestry and executive committee and ministry leads for

several committees. Seems like a small sampling. In this case you want to keep the limit to 25 as representative. The staff also took this survey, and their responses were very similar to the vestry/leadership responses. In Trello there is a report based on our scores and the average scores of the 93 who have taken this. It gives suggestions on next steps. Please review.

**Creating an AV Ministry:** Background is we have put together an AV system for both worship areas Great Hall and Historic Church. The systems are complex and well suited but require training. We have a paid technician, but he is cutting back his hours and we will need more hours for Holy Week. When the system isn't up people are missing the live feed and they are using this system. We have been reaching people out of the area. We will need more people. Would like the vestry to help come up with leadership. There is some thought about high school and college AV students.

**Building and Grounds: Mary Beth Coker Chair of B&G:** Report is posted in Trello. The group has been meeting since September, after being offline for the time the building was empty. Requesting vestry review the capital requests and get the approvals for these items. Recommending liaison between Historic Church Reconstruction Committee and Buildings & Grounds: Jim Filson has volunteered. Budget & Finance will need to look at the requests first and come back with their recommendations. Over the Hill Gang has asked for an email address they may have so they can submit requests for things that may be completed, and this will be the paper trail. The OTG has been without any assignments for several weeks.

**Consent Agenda:** Hilary Pettigrew moved to approve the consent agenda, and Jim Filson seconded this was including the Treasurer report, Sr Warden report and minutes from January meeting. The consent agenda was approved.

**Treasurer's Report (Jay Boggs):** We are green everywhere in the report except for a watch on investments due to the volatility of the market. A new approval matrix was implemented for all expenditures and it is now in production

**Investment Committee Update (Hunt Hendrickson):** Overview of endowment was given by Hunt. The endowment currently provides over 40% of our current operating expenses. Hunt's report is available on Trello. The committee recommends borrowing 4% from the endowment in this current environment.

**Question:** What is the current percent we borrow? **Answer:** The vestry previous approved 8%.

**Question:** What are the restrictions? **Answer:** In the quasi endowment there is money that was vestry designated and with a 2/3 vote of the vestry this endowment may be spent. The other endowments have restrictions that 5% is the limit that may be removed from the endowment. There are not any restrictions on how it may be used.

**HC Renovations Update:** Have met 10 times now, and 7 or 8 group meeting with congregation and groups. A lot of individuals were worried because of the current removal of pews that the work had already started. They have been asked to think in two directions: Immediate action items: ex: paint, plaster etc. Stage 2: Replacing the flooring, reconfigure the area and changing the structure. A report should be created of recommendations that can be given to Buildings and Ground and Budget and Finance. After which the recommendations from these committees will come to the vestry. Some drawings would be helpful to visualize. A suggestion to put the missing pews back was given. We need to discuss where we will put the altar after the logistics for covid are lifted.

These questions may be addressed in a separate request submitted to Buildings and Grounds. Questions that have been heard by the committee that do not directly deal with the Historic Church Renovation: Choir room that it is remote, and they would like to be moved to the classroom near the undercroft. Youth had concerns they didn't have a home that might take the choir room. Don't feel comfortable where others are meeting. Reorganization of storage in the undercroft to have this saved for worship materials.

**Meeting Evaluations:**

- Appreciated Rev Ken's presence.
- Appreciated the survey
- Appreciated the preparedness of the materials
- Was helpful to hear from B&G and Investment
- The load could be less

We appreciate all the work Mark Gibson has done for the Church and we thank him as he leaves the Senior Warden position.

**Closing Prayer:** Leslie Skyrms