

St. Anne's Parish  
Vestry Meeting Minutes  
Tuesday, April 10, 2018

*Clergy and Vestry Members Present*

Rev. Tim Mulder  
Linda Adamson  
Monica Barry  
Patrick Carlson  
Mark Grimes  
Katherine Hilton  
Jason Houser  
David Huggins  
Cary Lukens  
Bill Malicki  
Doug McNitt  
Cardie Templeton  
Tripp Trippitelli

*Vestry and Executive Officers Not Present*

Carrie Dana-Evans  
Ginger DeLuca  
Josiah Dykstra

*Non-Vestry and Others Present*

Thea Chimento, Clerk  
Steve Fisher, Treasurer

Members of the Refugee Committee:

Bill Silva

Members of the Search Committee:

Townsend McNitt

- *Opening/ Welcoming of Guests*

Cardie opened the meeting at 19:02. Tim offered a prayer. Introductions were performed: Bill Silva from the Refugee Committee and Townsend McNitt, as chair of the Search Committee.

- *Refugee Committee*

A report was distributed to the Vestry prior to the meeting. 19 members of the Committee were trained by representatives of Lutheran Social Services. The Committee has encountered some obstacles: arrival patterns of refugee families are extremely low, and most of the families assigned for resettlement are those who have ties to the US (i.e. resettlement near friends and family), and are located in Montgomery and Prince George's County. Most other refugees get sent elsewhere. At this time it is not certain whether and when St. Anne's will get a family.

Additionally, the Committee no longer has access to the house originally planned, due to unforeseen circumstances.

Immediate needs:

- The furniture from Amy and Joe is in commercial storage, and the Committee will need a new space to store it.
- Additionally, the Committee is seeking temporary housing. LSS only gets a two week notice of when the refugee comes, which makes it difficult to secure and furnish a house in that space of time.

Cardie affirmed the Vestry's continued support of the committee.

A question was asked as to whether the committee is open to supporting a family in Montgomery or Prince George's County. Bill noted that the type of commitment we are signing up for requires a lot of personal contact; it might be difficult to support them at that distance.

➤ *Search Committee*

Cardie noted that while the Profile Committee is in progress, by the next Vestry meeting we hope to have a list of names and a charge for the Search Committee to vote on. Townsend and Josiah have been working on securing agreement from potential members.

Townsend noted that this is not an Human Resources Committee; it is a discernment committee, and we will be working along those lines to approach the search in prayer.

➤ *Interim Rector's Report*

Tim distributed his report prior to the meeting. Thanks to all for an amazing Lent and Holy Week.

Items of note included:

- The annual women's retreat will be this weekend. 39 women will be attending. Theme is stories of God's love and grace in our daily lives.
- Starting next Monday night, Tim will be hosting a three week session on what is distinctive about the Episcopal Church.
- We're getting a lot of comments on the sound system, which seems to be working less well; perhaps we can work on an upgrade or otherwise tend to it.

➤ *Housing Allowance*

The IRS requires that the church pass a resolution regarding housing allowance each year. Housing allowance is a tax benefit that clergy may use to designate part of their income as used for housing.

Cary Lukens moved that in accordance with IRS regulations pertaining to clergy housing, the Vestry of St. Anne's Parish approve a housing allowance for 2018 in the amount of \$63,000 for the Rev. Timothy Mulder. Doug McNitt seconded, and the motion carried by voice.

➤ *Treasurer's Report*

Steve distributed the report prior to the meeting.

*Church*

- March Giving was \$56,242, down from February's 67,650 and short of our budget of \$60,066. YTD Giving is at \$290K about \$1,600 below budget. So far so good. We are buoyed by the good attendance and good reception to the interim rector.
- Total income is \$358K, \$2,367 favorable to budget
- Expenses are \$15,471 favorable to budget across a number of accounts.
- Net income is \$17,804 favorable to budget in the first quarter.

*Cemetery*

- Cemetery is \$2.9K favorable to budget after Q1.
- Cemetery wall repair costs remain open

*PASA*

- Despite being down students, the preschool is \$4,407 favorable to budget after 8 months of their fiscal

year.

### *Endowment*

- March was a down month for investment income of \$(43,738) as equity markets experienced major volatility and reacted to tariffs and Fed announcements for interest rate increases; YTD investment income has turned negative (\$28,430)
- We also had Endowment distributions in March.

### Questions:

- There was a discussion over whether an offering should be taken at the Sunday 5.30 service. Traditionally, we have not collected an offering because the service has been intended to reach out to the unchurched. Discussion centered around whether the service should still be considered experimental, or whether attendees should be incorporated into our regular pattern of worship, which includes stewardship; whether a collection would break the “mood” of the service; or whether it would be possible to encourage financial support of the church in other ways that would be consonant with the service, e.g. support for specific projects.

### ➤ *Outreach*

The outreach budget is administered by Outreach Committee. The budget is approximately \$90,000. The budget that Vestry approves identifies most of the beneficiaries in advance, and typically grantees are paid at the beginning of the year. Others are paid from restricted funds.

Over the last few years, we have increased the Outreach budget from the General Fund. Because of the uncertainty of the transition year, Steve requested that the donations be spread out so that the Vestry, if necessary, could retrieve funds if budget was not met. A question arose from the Outreach Committee as to whether the money is just delayed, or perhaps not coming at all. Therefore, Steve is coming to Vestry: the budget currently looks good but we can't guarantee what it will look like later in the year. It's up to the Vestry to decide whether the grants should be considered a binding commitment or whether we should maintain the possibility of retrieval. If the grants are regarded as a binding commitment and we start running short of funds, we will need to either reduce expenses in some other way or take money from the Capital Fund.

Discussion centered around the following points:

- The Outreach grants have historically been seen by members of St. Anne's and the Outreach Committee as a binding commitment. Historically we have also delivered the money to the groups all at once.
- We may want to consider changing our procedure in future years, either by making it clear the grants are conditional on having funds available; changing the timing of the grants so that they are made when we know we have the cash; or making grants out of our surplus at the end of the year.
- If we don't make the grants in their entirety this year, we should consider how that will be perceived in the community and among our grantees.
- There have been large requests this year already, and we need to consider that while cash may be currently on hand, we may not have it later in the year, which would necessitate cutting expenses somewhere else. We would then have less flexibility to deal with a shortfall.
- There was an expressed desire to maintain as much flexibility as possible given the uncertainty of the church with the interim and the uncertainty of the giving environment with the new tax law.
- In the future, the church may want to consider Outreach funds as a tithe.

Patrick Carlson moved that for this year, the outreach payment to the grantees be regarded as a commitment on the part of the church. Bill Malicki seconded. Amended: Linda moved that the motion be amended to reflect awarding the grants as the Outreach Committee decided, immediately. The motion carried by vote, with one against.

Tripp Trippitelli asked for a statement on the church's actual financial position. Steve will prepare a special report that details the position of the church.

➤ *Junior Warden's Report*

Cardie distributed the report prior to the meeting. Many thanks to the members of the Facilities Committee; requests are summarized in the report.

Flat roof repair: Roofs are leaking and are in need of repair. The least expensive solution, with the longest warranty, is a coating by Dakes on the roof. The cost includes cost of coating, labor, and the warranty. It requires us to repair wet spots for \$6800, and there is also a cost for mats to limit damage to roof. We have been patching the roof for a long time, and this is in lieu of restoration or replacement

Linda Adamson moved that the Vestry approve a not to exceed amount \$30,180 from Capital Fund to repair the roof. Monica Barry seconded, and the motion carried by voice.

Old Rectory window sills and exterior painting: The sills in the Rectory windows have rotted and need to be repaired. American Capital has the lowest bid. Additionally there are four broken window panes and missing shutters.

Tripp moved that the Vestry approve an amount not to exceed \$6,720 from capital fund to replace sills, panes, and shutter. Doug McNitt seconded, and the motion carried by voice.

Choir loft railing: the railing in choir loft is wobbly and needs a baluster. We have found a company who can make a baluster and install it.

Tripp moved to approve a request not to exceed \$4,140 from the capital fund to repair the choir loft banister. Bill Malicki seconded, and the motion carried by voice.

Parish doors: We have quotes for renovation for a secure environment. Brown Contracting was the lowest. There were some optional elements in the quote which we may be able to eliminate.

Bill moved to approve an amount not to exceed \$16,555 from the Capital Fund to repair and upgrade parish doors, understanding the price excludes the door openers. Jason Houser seconded, and the motion carried by voice.

Security concern: There is a persistent security concern about people holding and propping doors open. The Facilities Committee would like to consider adding a keypad to the Duke of Gloucester St entrance and a new keypad to the Charles St entrance. Dave Huggins noted that there should be a keypad at the South St parking lot entrance. Currently the Committee has one quote for two simple keypads: \$985. Probably need to do a little more work on the proposal. Anyone who has any suggestions for this request please contact the Facilities Committee. Discussion tabled until the next meeting.

➤ *Maryland Healthy Working Families Act*

Steve has continued studying the Act and has sent a proposal to the personnel committee, which he will discuss with the rector. The biggest issue becomes the fact that the law requires us to report to each employee in their paychecks or in an online service their leave time taken and remaining. The law is poorly written and we are still sorting out some issues such as school year vs. calendar year. The reporting burden can be handled within ADP but will require additional administrative staff work to track and record numbers.

➤ *Announcements/Approval of Minutes/Open Floor*

Mark moved to waive the reading of the March minutes and approve them as amended; Cary seconded, and the motion carried by voice.

➤ *Closing*

Jason Houser led the vestry in prayer, and the meeting adjourned at 21:14. An executive session was held after the meeting adjourned.

Respectfully submitted,  
*Thea Chimento*