

St. Anne's Parish
Vestry Meeting Minutes
Tuesday, February 11, 2020

Clergy and Vestry Members Present

Rev. Manoj Zacharia
Linda Adamson
Thea Chimento
Al Collins
Betty Creighton
Carrie Dana-Evans
Mark Grimes
Kev Hays
Katherine Hilton
Jason Houser
David Huggins
Sharon McElfish
Townsend McNitt
Sarah Morse
Paul Pope
Susan Thaxton

Vestry Members Not-Present

Sarah Morse

Mark called meeting to order at 7:07 p.m. and Manoj offered prayer by Lancelot Andrews.

Welcome and Introduction of Guests

Mark welcomed the newly elected Vestry members – Thea Chimento, Kev Hays, Paul Pope and Townsend McNitt – to their first meeting and thanked Linda Adamson for serving another term. He then welcomed as guests Refugee Committee members Eleanor Huggins, Ford Rowan and Phil Reynolds.

Refugee Committee Report

Ford reported on the new initiative offering study help to the Hispanic community, noting that their focus is building bridges and reaching out. Regarding the current project, the committee has been working with the Center for Help for guidance on keeping participants safe. Eleanor provided background on the project, which will offer homework study help for Hispanic students in the Allen Apartments located off Forest Drive. The complex offered space for the homework sessions and the suggested time is 4-5 p.m. on Wednesdays. The committee seeks the Vestry's approval to proceed with this project but there is no financial commitment to the request. Manoj noted that this effort has wide community support and that Annapolis Mayor Gavin Buckley and County Executive Steuart Pittman have also been involved. Eleanor noted that volunteers are being recruited now who will offer homework help to children in grades four to six. Parents will need to sign an enrollment form and will be vetted, as will the volunteers. Manoj added that there are safety protocols in place that will be followed. Mark asked if this effort is exclusively a St. Anne's program and Thea asked if any other faith-based organizations within the Hispanic community are involved. Ford stated that the Center for Help is still involved and they all hope to expand the program to other communities within the area. Linda noted that there are additional Hispanic communities in other apartment complexes off Forest Drive. Ford noted that St. Anne's experience running a similar program at the Stanton Center will inform this effort. After some

additional discussion consensus was reached to support this Refugee Committee effort. To formalize its approval, Linda moved that Vestry resolve to support the Refugee Committee's work with the Hispanic community as described at this meeting. Paul seconded the motion and it passed with a voice vote.

Swearing-in of New Vestry Members

Mark distributed the Vestry oaths and each new member read it aloud.

Election and Swearing in of Officers

Mark informed the group that Vestry officers are elected at this meeting. Carrie nominated Mark to continue as Senior Warden. Paul seconded the nomination and Mark was elected with a voice vote. Mark nominated Jason Houser to serve as Junior Warden. The nomination was seconded by Linda and Jason was elected with a voice vote. David nominated Susan to serve again as Treasurer. Kev seconded the nomination and Susan was elected with a voice vote. Susan nominated Katherine to serve as Registrar. That nomination was seconded by Paul and Katherine was elected with a voice vote. After the election, the four officers swore the appropriate oaths. Mark asked that each Vestry member sign up to lead closing prayers at an upcoming meeting and distributed a sign-up sheet.

Liaisons/Committee Signups

Mark shared that each Vestry member is expected to be a liaison to one or more of the church's various ministry areas and offered some input on how that process works. A list of all areas was distributed for Vestry sign-up.

Rector's Report

Manoj referenced his BEEF (Build, Evangelize, Engage and Form) presentation at the annual meeting and noted that it is the framework for the Vestry retreat on March 6-7, which will be held at the Parish House and led by Mike Metzger. Vestry members will be given a pre-retreat homework assignment of watching a video and reflecting on it. He noted that ideal planning progress will be from larger themes to concrete steps for living into the shared parish vision. Further discussion followed on retreat planning, including proposed group activity and serving at the 9:30 service on March 8, during which the Vestry will also be formally commissioned. Manoj+ reported that, with the goal of forging a better relationship between the two parishes, he and St. Philip's Rector Randy Callender will swap pulpits on every fifth Sunday of the month, the next one happening on March 31.

Facilities Report

Jason reported that:

The Parish House sound system is 80% complete and functioning well despite having three microphones and two receivers, which can cause some microphone cut-out. The missing piece is the video projector, which has been delayed because the existing screen is deteriorating and not functioning properly. Spire's estimate to replace the screen with one that raises and lowers electronically is \$6,500. Because this amount was not included in Vestry's original approval of the funds for the project, it needs to do so now. Mark asked what the cost would be for an additional receiver to fix the microphone problem and Jason stated they are \$750, an amount covered due to the percent overage included in the already approved request. Mark recommended that another receiver be added to the system. Additional discussion followed on specifics of a new screen and its operation.

Thea moved that the Vestry approve expanding the Parish Hall AV contract with Spira AVL to add the installation of a new electronic drop-down projection screen and a third receiver at a cost of up-to \$6,525

(including a 10% contingency) to be funded from the Capital Fund. Linda seconded the motion and it passed with a voice vote.

Betty noted there is frequently a problem hearing clergy at the altar in the church during services. Jason noted that there is a microphone on the altar and that the hanging microphones are very sensitive. Manoj+ stated that the clergy are working on this.

David asked about the status of the hearing loops, which are frequently requested by those attending church. Jason noted they were working when the new system was installed and that hearing aids may be set to a certain frequency to pick up the enhanced sound. Jason will work to resolve this and Thea suggested he confer with parishioner Dr. Alicia Spoor, who is an audiologist. said it was working when system was installed. Until this is resolved, the loop information should come out of the bulletins.

Jason also updated the group on the replacement of the fire pump control system, which is ongoing, and that the AT&T system cooling units create a noticeable hum when they are on. He will work with AT&T to resolve this issue. He also noted that the dead Dutch Elm tree in Church Circle will be removed February 22.

Treasurer's Report

Susan noted that, in continuing on as Treasurer, she requires some assistance. Following the by-laws, Judy Templeton has volunteered to serve as Assistant Treasurer. In that role she will do such day-to-day tasks as approving payroll, signing checks and reconciling bank statements. Susan will focus on the larger financial view and oversight. David moved that the Vestry appoint Judy Templeton as Assistant Treasurer and authorize and direct the officers to execute any documents required to give her signing authority on our operating bank accounts. Linda seconded the motion and it passed with a voice vote.

New Business

Mark informed the group of a recent development with Reconciliation Ministry. As St. Anne's continues to work on repairing its relationship with St. Philip's, team members attended a six-church gathering to discuss outreach ministry. From that meeting they learned that, as part of St. Philip's 150th anniversary celebration, they are raising funds to install stained glass windows. The Reconciliation Ministry would like to donate a window. Before proceeding, they asked St. Philip's if they would be open to this. After some internal discernment with parishioners, their Vestry said it would be welcomed. St. Anne's Reconciliation Ministry asks that Vestry go on record supporting this effort and approving the expense of \$1,000 of the \$30,000 grant from the Winifred Gordon Foundation grant to cover it. The committee would also like to solicit donations from others who would like to contribute. For new Vestry members, Mark reviewed the specifics of the original grant request to the Episcopal Church and explained that, although the window was not part of the original request, such an action does qualify under the accepted plan. Al suggested that those who wish to donate to this effort do so directly to St. Philip's. Manoj+ noted that the Reconciliation grants received were for four specific steps in a process but that funding for a window could come from the Good Samaritan Fund as it falls under those guidelines. He pointed out that the message of support from St. Anne's would be strengthened if the church covered the cost rather than grant funds. If approved, Manoj+ may take this action in accordance with fiscal policy manual guidelines. Manoj+ moved that \$1,000 from the restricted fund called the Good Samaritan Fund be used to purchase a stained glass window for St. Philip's. Al seconded the motion and it passed with a voice vote. Townsend suggested that this project be included in the bulletins emails in case individuals want to contribute. Manoj+ asked Linda and Al on behalf of the Reconciliation Committee to consult with Rev. Callender and get his ok.

David shared a printed pledge update, noting that St. Anne's is now at 98% of the target number. Mark thanked the Stewardship Committee for its hard work. David noted that planning for the next campaign will begin in June.

Betty asked for an update on any upcoming staffing changes. Manoj+ suggested that this be included on the March meeting agenda for a thorough discussion. He noted that interviews for the Sexton position are ongoing and that Caprice Turrano is the part-time Facilities Director. It has been decided at this time not to hire a full-time parish secretary/administrator and that those duties have been shared by existing staff members. The Human Relations Committee is also working on the details for a new Communications/Evangelism position.

Linda announced that, as part of reconciliation work, a lunch has been tentatively scheduled for March 21 to include the Vestries and Reconciliation Committees of St. Anne's and St. Philip's. There is no official agenda for this gathering yet. Mark asked everyone to let Linda know of their availability for this gathering.

Approval of January Minutes

Kev Hays noted an error in the emailed minutes. Betty moved that the Vestry waive the reading of the January meeting minutes and approve them with the proposed change as submitted. Linda seconded the motion and it passed with a voice vote.

Betty led the group in a closing prayer and the meeting adjourned at 8:28 p.m.

Respectfully submitted

Katherine Hilton
Registrar of the Vestry