

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

*Clergy and Vestry Members Present*

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

*Vestry Members Not Present*

Townsend McNitt  
Sarah Morse

*Non-Vestry Members Present*

Howard Buskirk, clerk of Vestry  
Amy Hoffman, director of the Preschool for the Arts at St. Anne's

**Welcome and Introduction of Guests**

Vestry met through a Zoom call because of the COVID-19 pandemic. Manoj+ opened the meeting at 7:03 p.m. with prayer.

**PASA**

Vestry heard an update from Amy, who earlier shared a detailed re-opening plan for PASA. PASA closed in-person classes and remained virtual through the end of May, but plans to invite students back this fall, she said. Virtual is not the best for the population served by PASA, she said. "Our hope was to go in-person." PASA polled parents and 70-80% said they would enroll their children if classes were in-person, versus 30% if virtual.

PASA will be opening classrooms following a conservative protocol, using guidance from the state, the Centers for Disease Control and the American Academy of Pediatrics, Amy said. All students and staff will participate in a surveillance questionnaire and temperature monitoring twice daily at home for 14 days prior to arrival to school reopening and parents are asked their temperatures every morning.

“If done well and done right word of mouth will get around,” Amy said. “The opposite is also true.”

Amy said she has made herself available to teachers to answer questions and called a meeting to discuss policies for the restart of classes. The teachers are comfortable with children being masked, lower student-teacher ratios and outdoor learning, though all that does bring additional challenges, she said. Some teachers can't return because their own children are in school virtually, she said. PASA will have a certified pediatric nurse this year, who (among other responsibilities) will supervise the mid-day cleaning of classrooms, she said.

### **Rector's Report**

Senior Associate Rector the Rev. Dion Thompson is on sick leave, followed by vacation, and is expected to return Aug. 23, Manoj+ said. The EC met with two candidates for associate rector and references are being checked, Manoj+ said. We're in “deep discernment,” he said.

“There is a lot of fear in our Parish community about returning,” Manoj+ said. In-person attendance has been stable at both the 11:15 a.m. and 5:30 p.m. services since services restarted July 5, Manoj+ said. The 5:30 service is more contemplative so using sources beyond the Book of Common Prayer like “Enriching Our Worship,” he said. Manoj+ had some complaints about not resuming the 8 a.m. service. “I am wrestling with that,” he said. It is a “privilege” to have the church open, he said.

Vestry members expressed concerns about the 8 a.m. service. Mark said the Parish is committed to restarting the service as soon as possible. One option is to record the 8 a.m. service and broadcast it at 9:30 a.m., Manoj+ said. “We don't want to alienate anyone,” Manoj+ said.

Manoj+ met with the head of St. Anne's School and plans monthly meetings. Enrollment has seen a bump because public schools are closed through the end of the calendar year, he said. Manoj+ wants to cultivate the relationship, he said. “We sort of want to create the Episcopal branding ... and promote going to St. Anne's” after PASA, he said.

### **Facilities Report**

Jason discussed a report he distributed to the Vestry on projects now in the works or recently completed. Spire is pushing hard to get equipment it needs to improve streaming of the 9:30 a.m. service, but there is a lot of demand for the cameras and other gear, he said. One question is where to put the equipment so that it is conveniently located, but not disruptive to services, he said. Tentative plans are for a roll-top desk that can be moved and would hold the control equipment.

In the interim between Vestry meetings, EC approved the painting of PASA on an emergency motion, Mark said. Timing was vital in order to complete the work

before school reopens. The facilities already look “amazing,” Jason said. New chairs have arrived for the Parish House and the old chairs to the Stanton Center, he said.

Jason proposed two draft motions for action by the Vestry. The Facilities Committee got three bids for both projects and made recommendations based on a number of factors, including price, he said.

The painting and repair of the Parish House was identified in the Facilities Committee’s annual budget and would be prudent to address potential problems now that leaks within the roof have been addressed, Jason said. The Parish House flooring is showing its age and was last refinished in 2012, Jason said. The refinishing was also a project identified among the Facilities Committee’s priorities.

Paul made a motion that the Vestry authorize a payment of no more than \$17,500 to Covered Bridges out of the Building Maintenance Fund to complete the exterior painting of the Parish House. It was seconded by Katherine and approved on a unanimous vote.

Dave motioned that Vestry authorize a payment of no more than \$10,500 to Family Flooring out of the Capital Fund to complete the refinishing of the flooring of the Parish House. Kev seconded the motion and it also passed unanimously.

Jason proposed that the full Vestry approve spending no more than \$14,000 out of the Capital Budget to pay Keene Services to complete the interior painting of PASA. Thea seconded the motion and it was approved on a unanimous vote.

Mark updated the Vestry on efforts to update the network service in the church, required for livestreaming services. Mark said the total cost to replace three network switches quoted by Clear Connection is \$4,565. The cost is below the threshold requiring multiple bids. Mark said the cost will probably be lower.

Mark moved that the Vestry authorize no more than \$4,565 to pay Clear Connection from the Capital Fund to replace the switches. It was seconded by Paul and passed unanimously.

Mark also discussed continued issues with our Wi-Fi service in both the Parish House and the Church. He explained that the current equipment is 10 years old and needs to be replaced. Mark proposed that Vestry allocate \$4,400 from the Capital Fund to Clear Connection to replace our wireless access points and other network equipment. It was seconded by Paul and approved on a unanimous vote.

Manoj+ and the members of the Vestry thanked members of the IT committee, and John Purnell in particular, for their work.

### **Treasurer's Report**

Susan updated the Vestry on the latest on the budget and the effects of the ongoing pandemic. "All and all, things are surprisingly going quite well," Susan said. Revenue is higher than expected as giving continues to exceed expectations, she said. "St. Anne's has real meaning for people during this time," she said.

March and April saw fall off in giving, but the Parish is now on track to "have a good year" in 2020, she said. "We're right where we've been for the last couple of years" and giving is showing improvement over 2019, she said. Susan said PASA and cemetery income is below what was in the budget. The auditing process is starting, she said.

Manoj+ asked the Vestry to help shape a message of gratitude to God and the community. He said a relatively new member of the Parish donated \$5,000 to pay for cameras for the virtual service and the Parish is working behind the scenes to address community needs. "A lot of our work is behind the scenes," Manoj+ said. "We don't advertise it."

### **Executive Session**

Vestry met in executive session on personnel and other issues.

### **Organizational Development Task Force**

Vestry received a report from the task force on the structure and communication methods of St. Anne's ministries and committees. Linda asked Vestry members to read the document and said no immediate action was needed.

### **Outreach Committee and Grants Committee**

The former Outreach Committee will refocus on providing grants that meet our outreach criteria. As such, the committee will be renamed the Grants Committee. A new committee, which will take the name Outreach Committee, will be formed to coordinate all our many outreach activities. Manoj+ said he has appointed Ann Carlson and Ann Ziegler to co-Chair that committee.

### **Bylaw Amendments Committee**

Mark said given that given questions about whether the Annual Meeting will have to be virtual the committee must be reconvened to examine whether any changes are needed. Mark asked Townsend, Sarah and Thea to serve on the committee. Thea asked for time to consider.

### **Stewardship Committee**

Vestry needs to come up with a reasonable target for the coming year, Dave said. Attendance numbers have historically been a driving force, but that is complicated by the pandemic, he said. Dave said he is also looking for members of the committee and has circulated a report and decisions need to be made at the September meeting.

“You will need a lot of help in doing this,” Manoj+ said. Calls to current and future pledgers need to start next month, he said. Dave said the Parish will require 60-70 new pledges. Linda said the Parish needs “an exciting and compelling” vision statement.

“Yes, finances are important,” Manoj+ said. “Yes, we need to raise money. It’s about also doing some very clear mission-based communication across the board.” Manoj+ advised attention to two groups in particular - young families and people moving to Annapolis as a retirement community.

### **Approval of Minutes and Closing Prayer**

Mark moved that the Vestry waive the reading of the June minutes and approve them as amended. The motion was approved in a unanimous vote. The Vestry together recited the Lord’s Prayer and then adjourned at 9:45 p.m.