



ALL SOULS
EPISCOPAL CHURCH
TRADITIONAL WORSHIP • PROGRESSIVE THINKING

VESTRY MEETING MINUTES

Date: November 16, 2025

| | Present? | Absent? |
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| Sr. Warden (May 2027) | Lisa Watson x | |
| Jr. Warden (May 2026) | Jeff Wells x | |
| Treasurer | Will Stewart (also vestry member, Class of 2028) x | |
| Rector | Mother Sara x | |
| Class of 2028 | Tara Mancini x | |
| | Joe Neal x | |
| | Will Stewart x | |
| Class of 2027 | John Longstreth x | |
| | Nancy Morgan x | |
| | Art Warren x | |
| Class of 2026 | vEnessa Acham x | |
| | Kurt Jacobs x | |

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| | James Lewis | x | |
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The meeting was called to order at 12:50 PM, and began with an opening prayer offered by Mother Sara.

| Item | Discussion | Action |
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| Minutes of October 19, 2025 Vestry Meeting | A motion was made and seconded to approve the minutes of the October 19, 2025 Vestry meeting. | The October 19, 2025 minutes were approved by unanimous vote with one amendment and will be sent to Andrea for posting. |
| Financial Report | Will provided a written report that we are over budget on several unexpected expenses but have sufficient funds to meet obligations. Our diocesan contribution is going up, but it was raised in the context of the Rector's Report that we provide the diocese some in kind services such as space and assistance that should be counted. We should also discuss with the Diocese what services we need from then and what we don't and what they can learn from our recent experience. Our bank account issue has been cleared up and from a control perspective it was recommended that the Office Administrator be added to the account, joining the Senior Warden and the Treasurer. | A budget will be prepared for the December meeting. A motion to add Andrea to the bank account was made and passed unanimously. It was clarified that the additions are always a specific person and not an office or position |
| Stewardship report | Jeff Wells reported that pledges are proceeding and we will have a better idea once calls are completed how we will come out. | The report was accepted with thanks for and appreciation of Jeff's efforts. |
| Rector's Report | The Rector reported that our new people are attending diligently and several baptisms, confirmation, and receptions are being scheduled for the Bishop's visit December 21. Half the slots | The report was accepted with thanks for and appreciation of Mother Sara's efforts. |

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| | <p>for the January Episcopal 101 class are already subscribed by new members. Dates of upcoming events are in the report and will continue to be included in the service leaflets and weekly email. We need to make sure that receptions are fully staffed, such as the November 23 concert. Tending Our Soil is back up and running and will conclude in May. We will do a ministry fair in January.</p> | |
| Senior Warden's Report | <p>Lisa Watson reported on various efforts, Lisa reported that there may be an issue with our corporate registration that may be related to the name change.</p> | We will run down and fix any issues with the registration. |
| Building/ Junior Warden's Report | <p>Jeff raised several issues.</p> <p>We need to approve a snow removal contract for this winter. The best offer we have received is from Takoma Tree at \$1565 per push. They will push each time there is an accumulation over 2". Under that we will have to handle ourselves. A motion to approve the contract was made and seconded.</p> <p>Building insurance: We were advised by our broker that the windows would not be covered at all unless we provide the insurer our appraisal and pay for additional coverage at a quote of \$3,094 for the year. We do not have less than full coverage on any other building item. The broker also recommended increasing our deductible from \$1000, and the best option is to raise it to \$10,000</p> | <p>The motion to approve a snow removal contract with Takoma Tree at \$1565 per push was approved unanimously.</p> <p>The motion to obtain full coverage for the building's stained glass and leaded windows and to increase the deductible on the policy to \$10,000 was made and seconded.</p> |

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| | <p>which would save \$3,614 a year, more than offsetting the cost of fully insuring the windows. Higher deductibles than \$10,000 would not provide savings commensurate with the increased risk. A motion to obtain full coverage for the windows and increase the deductible was made and seconded.</p> <p>HVAC: Discussions with Trimark and others led to the conclusion that we should proceed with the work to fix the configuration of the chiller/heat exchanger bypass valving and piping at our expense. That work is almost complete within the amount approved at the last meeting.</p> <p>Woodley House lease: we have an agreement in principle for a first year rent of \$40,608, an effective rate of \$4/sq ft. The first year's rent will be paid when the lease is signed. In renewal years, payments will be made monthly and the rent will be adjusted in accordance with the CPI.</p> <p>Evcon can renovate Classroom A, resurface the lower hallway floor and perform other repairs for \$43,000 or less, including about \$15,000 for asbestos abatement. Because this is a large capital improvement the money can be borrowed from the endowment if needed before the rental payment offsets it. A motion to proceed to finalize and execute a lease was made and seconded.</p> <p>Several additional projects including painting and carpeting were proposed. We will determine what</p> | <p>We will proceed to finalize and execute a lease with Woodley House, with advice from outside counsel as needed.</p> |
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| | work needs to be done immediately and which can await contributions to pay for the work. | |
| Other Business | A commendation of Mother Sara's work as our rector was drafted by and read to the vestry by Jim Lewis. The Vestry expressed its recognition of and heart-felt appreciation for her extraordinary accomplishments and outstanding work during her time with us that has exceeded expectations and revitalized All Souls Church, including the answered prayer of 35 new congregants. Mother Sara has embodied her ordination promises "to love and serve the people among whom you work, caring alike for young and old, strong and weak, rich and poor," and to "pronounce God's blessing;" and the Vestry thanked her for being a conduit of Christ's love to our community. | The commendation was adopted unanimously. |

The meeting concluded at 2:05 PM with prayer offered by Tara Mancini

Upcoming Vestry Meeting:

- Sunday, December 21, 2025, 12:45 PM in the conference room with Bishop Mariann in attendance, and then a short working meeting following her departure

Respectfully submitted by John Longstreth and Art Warren
