Christ Church Vestry Meeting  
December 20, 2022 – via Zoom

Attending  
Clergy: Noelle York-Simmons, Lauren Banks  
2023: Brett Levanto (Sr. Warden), Anne Ramsey, Liz Nelson  
2024: Sean Dalton, John Grey, Elizabeth Trigg, Libby Witt (Jr. Warden)  
2025: Jack Hutcheson, Susan Magill, Andrea McNicholas, Betsy Powell  
Others: Russ Haymes, John Kucia, Robbie Laughton, Dave Rees, Julie Simonton

Call to Order and Opening Prayer  
The Rev. Noelle York-Simmons called the meeting to order at 7:00 p.m.  
Sean Dalton offered the opening prayer.

Campus Master Plan Proposal – John Grey, Russ Haymes, and John Kucia  
John Grey, Russ Haymes, and John Kucia, members of the Parish House Planning Committee, were present to discuss the Campus Master Plan proposal. At the January vestry meeting, we will vote whether to approve allocation of funds to hire an architect/space planner to create a Campus Master Plan. This project has a short timeline because it is the precursor to a Capital Campaign for funding renovation of the Parish House. The Committee sent an RFP (Request for Proposal) to Cole & Denny Architects, which has done previous work for the Church for which it was selected by a competitive process, to create a Campus Master Plan. The advantage of using John Cole is that he was involved in previous campus work and is familiar with Christ Church facilities and needs. Cole & Denny’s bid for work as described in the RFP is $78,600. There are several options for the funding: 1) use the Fowler House Offutt fund if appropriate, 2) take funds out of the Reserve Fund and replenish the Reserve with funds from the Capital Campaign, 3) take funds out of the Reserve Fund and do not reimburse the Reserve from campaign. Christ Church will receive an itemized bill once a month, so we will know exactly what we are paying for and what we are getting for it.

Russ and John K. presented the Campus Master Plan proposal and answered questions. Work in 2019 by the Interim Planning Committee and Campus Planning Committee was documented in two reports. The two committees have been combined into one and have been meeting for the past two months. At the November meeting the vestry approved an expenditure of $217,800 from the Offutt Fund for the Ground-Lease budget. Of the $50,000 allocated to Cole & Denny, about $10,000 will be used for designing Christ Church’s 5,000 sq. ft. allotment in the ground lease (still in negotiation). The committee has made clear to Cole & Denny that the design work for space in the Fowler House replacement that was approved last month is separate from the design work for the Parish House described in the RFP currently under discussion, although the Fowler House replacement building design work will be based on the Campus Master Plan. The Fowler House will be occupied for at least eight months while the Parish House is being reconfigured and modified for Parish House functions. During this time, Parish House functions must be moved to the Fowler House while the Parish House is being renovated. When work on the Parish House is complete, parish activities will move out of the Fowler House into the Parish House. When the new building is complete, some parish activities will then move from the Parish house into the 5,000 sq.ft. space in the new building.
In response to a question about moving Parish House functions to the Fowler House earlier to allow the Parish House to begin construction, the presenters responded that Parish House functions can be moved at any time to the Fowler House. However, construction can't begin until the master plan is complete, an option is chosen, and design and permitting are completed. We estimate it will take about five months from the start of the master plan contract in mid-February 2023 for these to be completed. (See addendum below.)

A capital campaign will be required to raise funds to 1) modify the Fowler House to temporarily accommodate the Parish House functions and 2) to renovate the Parish House and build out the 5,000 sq. ft. allotted to Christ Church in the ground lease to accommodate Parish House and Fowler House functions. John Cole will provide documentation that will assist in raising money. The capital campaign will take about a year and is targeted for 2023.

Noelle praised the committee for its quick work.

Stewardship Report – Julie Simonton
To date, we have received 270 pledges totaling $1,234,645, including several large pledges. The goal for 2023 is 375 pledgers. The pledge goal used for the 2023 budget is $1,500,000. There is a large potential pool of income from those who do not pledge. Of those who pledged in 2022, 115 have not made pledges for 2023; about 20 of these are youth. From people who have not fulfilled 75 percent or more of their 2022 pledge, we believe we will receive $65,000. There will be follow ups with those people, as well as with those we from whom we still expect to receive 2023 pledges. Julie will provide a weekly status report of the campaign to the Vestry.

Treasurer’s Report – Dave Rees
The new treasurer, Dave Rees, introduced himself. Noelle thanked him for stepping in so quickly as Treasurer.

Revenue was $76,000 less than budgeted for November, with offerings $25,000 less than budgeted, due primarily due to pledges not yet received. Ross revenue was less than planned because Ross just paid their portion of property taxes; this payment is not reflected in the November spreadsheet but will be reflected in the December spreadsheet. Year-to-date offerings are $217,000 lower than planned, and year-to-date revenue is $294,000 lower than budgeted. Expenses for November were $6,000 over budget. Ministries and Fowler House Property and Plant Utilities expenses were less than planned; Outreach and Mission, Salaries and Benefits, Parish House Property and Plant Utilities, and General and Administration expenses were higher than planned. Year-to-date expenses are $11,000 lower than budgeted. For the month, expenses exceeded revenue by $27,000 and year-to-date by $300,000. Controller Stephanie Woodland Kelly and the Finance Committee are tracking outstanding pledges as they are received. We need about $220,000 in additional revenue to finish the year with the $60,000 deficit originally budgeted.
Discussion of Budget – Brett Levanto
These points were made during discussion of the 2023 budget, presented by Ed Mills, chairman of the Finance Committee, at the November vestry meeting:

- There is concern about passing a deficit budget for 2023, especially when our current position is a deficit.
- Some vestry members would be more comfortable voting on the budget at the January vestry meeting when more complete information about the 2022 financial picture and more updated information about 2023 pledges will be available.
- The vestry has delayed passing the budget until January for a number of years.
- Some are concerned about the current deficit (2022) and are reluctant to dip into the Reserve Fund to cover the loss. They are concerned about the impact of continuing to pass deficit budgets year after year.
- Each year we have ended with a surplus even though we started with a deficit budget. However, we do not plan on that.
- In the 2023 budget, the pledge revenue is based on the 2022 pledges plus some reasonable growth.
- It is the vestry’s responsibility to make choices on the best use of our resources for God.
- We must decide whether it is appropriate to pass a deficit budget in order to raise some salaries. The Finance Committee views the increases in staff salaries as an investment.
- The Finance Committee’s estimates of revenues other than pledges are conservative.
- We would not pass a budget with a deficit that is more than the value of the Reserve Fund or a stipulated portion of the Reserve Fund.
- In January, the vestry could request that the Finance Committee provides an alternative budget. However, we do not want to go back and forth with the Finance Committee; they understand where we are and what we are trying to do.

Vote on Budget
Libby Witt moved to delay the vote on the 2023 Budget until the January vestry meeting; Jack seconded. The motion carried. Voting on this proposal was tabled until the January vestry meeting.

News and Notes
Anne Ramsey noted that the Christ Child Ministry was very successful this year. Jack Hutcheson was impressed by the Request for Proposal work described above.
Libby Witt encourages all to attend the History Presentation, “Through a Glass Darkly to Our Own Time.”

Rector’s Report – Noelle York-Simmons
The calendar for 250th Birthday celebration is in production. The Right Rev. Eugene Taylor Sutton, Bishop of Maryland, will be the final preacher, in November. Our congregation and staff mourn the deaths of Betsy Hahn and Nick Wasilewski. Someone tried to cash a fraudulent check on our account, which had to be closed.
**Wardens’ Reports – Brett Levanto and Libby Witt**
In January or February, a mutual ministry review will be conducted between Noelle and the vestry. Tom Hahn is doing okay but would appreciate visitors.

**Consent Agenda – Brett Levanto**
John moved to approve the new Christ Church Foundation board members (Anne Houston and Glenn Hewitt) beginning in January; Sean seconded. The motion carried.

Libby moved to accept the November vestry meeting minutes as amended; Liz Nelson seconded. The motion carried and the minutes were accepted.

**Announcements & Upcoming Events**
- Christmas Eve – December 24, services at 2:00 p.m., 4:00 p.m., 6:00 p.m. and 9:00 p.m.
- Christmas – December 25, service at 10 a.m.
- Christ Church Offices closed – December 24 to January 1
- History Exploration, “Through a Glass Darkly to Our Own Time.” – January 15 at 2 p.m.
- Vestry Meeting – January 24

**Closing Prayer**
Anne Ramsey offered the closing prayer.
The meeting was adjourned at 9:00 p.m.