Christ Church Vestry Meeting
March 22, 2022 – Hybrid (in person and via Zoom)

A Eucharist was led by the Rev. Noelle York-Simmons in the chapel at 6:30 p.m.

Attending
Clergy: Noelle York-Simmons, Lauren Banks
2022: Marilyn Bromley, Bob Cady, Carol Donlan (Sr. Warden), Mary Dixon Hutcheson
2023: Betsy Hahn, Brett Levanto (Jr. Warden), Liz Nelson, Anne Ramsey
2024: Sean Dalton,* John Grey,* Elizabeth Trigg, Libby Witt
2025: Jack Hutcheson, Susan Magill, Andrea McNicholas, Tom Suydam
Others: Jilinda Crowley
*via Zoom

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

Farewell to Outgoing Vestry Members
Noelle thanked the outgoing vestry members: Marilyn Bromley, Bob Cady, Carol Donlan and Mary Dixon Hutcheson for their service. Retiring Senior Warden, Carol Donlan, expressed her appreciation working with the vestry.

Welcome to New Vestry Members
Noelle thanked the new vestry members: Jack Hutcheson, Susan Magill, Andrea McNicholas, and Tom Suydam for agreeing to run for the vestry.

Vestry Business – Brett Levanto
Brett provided a quick overview of key items undertaken by the vestry at the start of each new class. He explained the process for selecting liaison responsibilities, noting that each vestry member serves as a liaison to one or more ministries or activities within the church to provide support and ensure the volunteers and staff involved have a means to communicate issues. He noted that vestry members will be asked to sign a canonical agreement and a conflict-of-interest form and to sign up to give the meeting’s opening and closing prayer once during the year. He encouraged vestry members to thoroughly review the staff reports, noting that not all information presented in them will be covered during the meeting; the staff puts considerable effort into making sure the vestry is informed. He closed by encouraging review of the vestry calendar included in the meeting materials; the calendar provides a rough outline of key business undertaken each month and should be used as a planning tool and reference.

Election of the Clerk of the Vestry and Junior Warden – Brett Levanto
Brett Levanto nominated Anne Ramsey to be the Clerk of the Vestry. Betsy Hahn seconded. The motion passed.
Anne Ramsey nominated Libby Witt to be the Junior Warden. Sean Dalton seconded. The motion passed.

**Treasurer’s Report – Jilinda Crowley**
February revenue was $8,000 higher than budgeted, driven by higher offerings. Year-to-date revenue was just under $20,000 less than planned. February expenses were about $9,000 less than budgeted. Salaries jumped $6,000 because the COLA (cost of living adjustment) was for both January and February. Year-to-date expenses were nearly $35,000 less than planned. In summary, year-to-date revenue less expenses was about $15,000.

**Offutt Fund Investment Committee Report – Liz Nelson**
The Daniel E. Offutt, III Christ Church Fund for Mission and Outreach (Offutt Fund) was created to provide financial support to education outreach and mission activities. The Offutt Fund Investment Committee was established last year by the vestry to provide guidance and monitor how the fund is invested. With the Committee’s guidance, the fiduciary Merrill Lynch manages the fund. Both Wardens and the Treasurer are on the Committee. For 2021-22, the Committee also included three members of the Vestry, including Liz Nelson, who is the chairperson. Two non-Vestry people with investment expertise, David Fenstermaker and Fred Knops, also serve on the Committee. All Committee members aside from those named by position were approved by a majority vote of the Vestry. In addition, the Rector, the Director of Development for Christ Church, and the Director of Outreach and Mission serve on the Committee in an ex officio (non-voting) capacity.

One of the Committee’s roles is to determine the amount of the annual spending distribution from the Offutt Fund. Per the Investment Policy Statement (IPS) written by the Committee and approved by the Vestry last year, this distribution is a formula determined at year-end based on an average of the trailing 20 quarters. The funds were fully invested per the IPS in mid-November. Given that it is early in the fund’s investment period; the volatility of the market in January and February, which led to a fund net asset value of approximately $385K as of February 22, 2022; and input from Melanie Gray, the Director of Outreach and Mission, the Committee decided to make no distribution for 2021.

**Rector’s Report – Noelle York-Simmons**
The staff continues to prepare for Holy Week. Due to a better understanding of the Diocese’s formula, the six Diocesan Meeting delegates approved by the vestry must be reduced to four delegates. Bishop Gene Robinson will be preaching in May. There is no further information on Robbie Laughton’s visa application. Noelle and other members of the Fowler House Committee will be briefed soon on proposals from developers for the 112 N. Washington St. property, and they will down-select to two proposals. The vestry will select one proposal at the April meeting. Noelle will arrange for information on the proposals to be passed on to the vestry before the next vestry meeting.
Wardens’ Reports – Brett Levanto
Brett encouraged vestry members to review the write-ups each provided when they were a candidate for election. Seeing these pieces, particularly the answers to what each person would prioritize if elected to the vestry, is very helpful for working together. He also noted that Christ Church will return to its traditional parish retreat weekend at Shrine Mont from June 17-19 and encouraged vestry members to both attend and spread the word the church is going this year and registration will open after Easter.

Consent Agenda – Brett Levanto
A motion was made and seconded to accept the February vestry meeting minutes. The minutes were accepted.

Announcements & Upcoming Events
• Holy Week – April 10-17
• Bishop Visit/Confirmation – April 24
• Vestry Meeting – April 26
• Shrine Mont Parish Weekend – June 17-19
• Camino de Santiago trip – June 21-30

Closing Prayer
Elizabeth Trigg offered the closing prayer.
The meeting adjourned at 8:35 p.m.