



## St. David's Episcopal Church & School

March 15, 2023

### Vestry Meeting Minutes

Approved 4/19/2023

This Vestry meeting was held virtually via Zoom.

**Attending:** Vestry members: The Rev. Susan Pinkerton (Interim Rector), Katherine Beckett-Goodwin (Sr. Warden, Register), Margot Culhane, Mike Gibson, Jen Peiler, Dave Schmidt and Jim Tracy. Additional officers attending: Chaplain to the Vestry, Carol Bonifant, and Treasurer, John Mellish. Also attending: Maureen Carey, Sharon Easley, Marilyn Tracy, Terry Young, and Allan Steed. Richard Easley attended for the Discernment Committee update. Ginny Maddock and Rachel Moody attended for the beginning portion of the meeting.

**Opening Prayer:** Offered by Carol Bonifant, Chaplain to the Vestry.

Gracious God, we lift tonight and our agenda to You. We want what You want more than what we want. We know that nothing is wasted when it is shared with You. Jesus, You bring beauty out of the ashes of life. Holy Spirit, You pull joy out of sorrow, Peace out of adversity, and You create wholeness out of brokenness. We choose to release St David's transformation into Your hands, trusting in Your healing Presence. Give us Your dream Lord, for her, that is in harmony with Your Plans for us. Jesus, You scatter glitters of joy in our sorrow, that sparkle like Christmas lights. From our most difficult challenges You fill our pockets with Peace that passes all understanding. In all we go through we are transformed into a church that reflects The One True and Holy God we worship and bow to. With grateful hearts we pray in Jesus Name, Amen.

**Call to Order** – The Rev. Susan Pinkerton (Interim Rector), called the Vestry Meeting to order at 7:05 pm.

#### Administrative Items

**Discussion:** March 15, 2023 Vestry Meeting Agenda – The Rev. Susan Pinkerton, Interim Rector

- Are there any adjustments to the agenda? None – agenda stands as is.

**Discussion:** February 15, 2023 Vestry Meeting Minutes – Register/S. Easley

- Are there any comments? None – Minutes stand as they are.

**Discussion:** Jazz Weekend Proposal 4/22-23/2023 - Ginny Maddock, Director of Music

- Ginny presented two proposals for consideration. The first was for St. David's to host a Jazz Weekend April 22nd - 23rd, 2023
- The event centers on Oliver Scott, our visiting artist who is a jazz pianist. Events for the weekend include:
  - Open rehearsal with the band and choir
  - Open masterclass that will focus on jazz style and technique
  - Evening concert with wine and cheese
  - 10 am Sunday service with Jazz Mass
- Since there are 2 baptisms that day Ginny will check with them to make sure they are OK with the babies being baptized with jazz music.
- Cost is \$1,150
- This could be an opportunity for fund raising, ideas include:
  - Suggested Donation or Ticket (\$15? \$20?) for Saturday evening concert
  - Possible suggested donation for Masterclass
- Susan+ noted that experiencing a Jazz Mass is amazing and she endorses the event.

**Decision:** Approval of St. David's hosting a Jazz Weekend



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**Motion:** Move to approve St. David's hosting a Jazz Weekend as outlined the proposal presented by Ginny Maddock and allocate \$1,150 and allow consumption of alcohol during the event.  
Motion seconded and approved.

**Discussion:** Participation in local Pride Festivals - Ginny Maddock, Director of Music

- The second proposal Ginny presented was for St. David's Pride:
  - St. David's participation (having a table) in two pride festivals; Reston Pride and Loudoun Pride being held June 3rd, and June 4th, respectively.
  - St. David's to be listed on ChurchClarity.com as "Clearly Affirming" of LGBTQ+ members and Women in leadership
- The Pride proposal is intended to foster community, acceptance, and safe spaces for members of the LGBTQ+ community.
- St. David's is already an incredibly open and welcoming community. Unfortunately, this kind of community is difficult to find, especially in Virginia. Religious spaces are not traditionally accepting of those in the LGBTQ+ community, so it is particularly important that we declare ourselves as a safe space. Ginny noted that it's important for people to know this about St. David's.
- Not only will this signify to the LGBTQ+ members already in our parish that we are here to support. This will help bring people to the congregation, foster relationships with other churches, and help St. David's to stand out as a space where all are truly welcome, validated, and loved.
- Ways to make it known that St. David's is a welcoming community would be to put a statement or have a page on the St. David's website. Ginny noted we could use the same statement as the national Episcopal Church USA.
- Mike Gibson noted that making such a statement could be polarizing as we don't know if all parishioners are supportive of the statement. In the past, the issue of sexual orientation caused members to leave the church.
- Margot Culhane noted it's important to be clear on where we stand as a church on this issue.
- Maureen Carey agreed that it is important to be clear and to live into our Baptismal covenant. We currently have some parishioners that are transitioning and it's important that they feel that St. David's is a safe place.
- Sharon Easley noted that we need to go ahead and affirm our beliefs now, waiting or trying to time things doesn't help. If folks are going to leave because of this issue they will either leave now or later if it's something for which they will leave St. David's.
- Susan+ noted that during transition can be a good time to push the boundaries. We can't tell how people will respond but we hope and pray they will respond with an open heart.
- Jen Peiler noted that there isn't budget for outside giveaways. She also recommended that we only participate in the Loudoun festival since we are a Loudoun church and not participate in Reston.
- Participation in these festivals will require a financial commitment for securing a table and also some giveaways for the table, decorations, and volunteers to staff the table. The registration cost for the Loudoun festival is \$25.

**Decision:** St. David's participation in the Loudoun Pride Festival

**Motion:** Move to participate in the Loudoun Pride Festival as outlined in the proposal presented by Ginny Maddock.  
Motion seconded and approved.



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**Discussion:** Vestry Nominations – The Rev. Susan Pinkerton, Interim Rector

- There are four good candidates for the upcoming vestry elections: Bobbie Johnson, Katherine Beckett-Goodwin, Jim Tracy and Terry Young.

**Decision:** Approval of Vestry nomination slate

**Motion:** Move to approve Vestry Nomination Slate as presented: Katherine Beckett-Goodwin, Bobbie Johnson, Jim Tracy, and Terry Young.

Motion seconded and approved.

**Discussion:** Office Manager Transition Plan & IT update – Jim Tracy

#### Office Manager Transition

- Jim reported that the transition is going well.
- He also went over the open repair and replace items list in the Open Items Fact Sheet (currently has 19 items in the list). Jim is in the process of cleaning up the list and this information will be included in next month's property report.
- There is an opportunity for grant funding through FEMA specifically for schools and churches for items such as high impact windows and doors, alarm systems, door access management. Jim is working on getting the grant application submitted. Program has \$350 million in funding available, maximum award is \$120,000.
- Allan Steed noted that if we need a safety and security policy document, St. David's does have that.

#### IT Update

- Jim presented a proposal for contractor IT Support for St. David's.
- The current IT situation at St. David's is a hodgepodge. St. David's currently has no protection against ransomware; the current level of risk is not acceptable.
- It is not currently economically feasible to hire IT staff, however there is a cottage industry that has sprung up that addresses this need. The proposal has three estimates from these entities to provide this service for St. David's. All three respondents have excellent reviews. In terms of cost they are comparable at approximately \$2,000 per month for a one year contract plus a one time on-boarding fee of approximately \$2,000.
- Services include:
  - Hardware and software support, including Office 365
  - Phone support
  - Email support and administration
  - Full disaster and backup recovery
  - Cloud based storage
- After talking to all three companies Jim recommend engaging GRS Technology Solutions as the largest of the three contenders.
- **Funding:** Funding for this contract is not specified in the approved 2023 Budget. However, funding for the former General Manager position is included in the budget up to approximately \$75,000 annually including benefits. The Property Operations Administrator (Interim) is serving without compensation and will do so up to six months. Further a redefinition of the position would bring the expected expense to approximately \$30,000 per year. Thus funds are available in the 2023 Budget, although not in the line item. The difference between the former GM's annual compensation and the new property administrator



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part-time position compensation can fund the annual cost for this service (without increasing the current budget).

**Decision:** Approval of contract to provide IT Support Services

**Motion:** Move to approve the award of the All-Inclusive IT Support Services contract for one year to GRS Technology Solutions, Fairfax, VA. The cost will not exceed approximately \$26,000.

Motion seconded and approved.

#### Committee/Ministry Reports

**Ministry/Worship & Children & Youth Ministry** - Maureen Carey, Lay Pastoral Assistant and Director, Children & Youth Ministry.

- Maureen thanked all those that helped with Shrove Tuesday.
- Mike Gibson noted for the minutes Maureen's organization of, and contribution to the success of, the Shrove Tuesday event which was a fabulous event. The food was great, everyone had fun. It was a great community event.
- This was a great kick-off for Lent.
- Ashes-to-Go was a success. There were over 50 people that were served at the various locations.
- Worship continues to be tweaked. Sound is being improved for online participants.
- Question: Will there be a youth outreach trip this year? A: at this point it is difficult to plan since there is not the youth participation that we need. Mike suggested that we do a joint event with St. Matthews. St. Matthews has invited St. David's youth to participate with their event. One week event similar to REACH. Mike and Maureen will discuss further off-line.

**Stewardship Update** - Co-Chairs, Jenifer Bluhm and Margot Culhane

- Jen B. noted that as Susan+ has said, the entire Vestry is the stewardship team. We still need someone to lead the fall campaign.
- The planned Stewardship training has been postponed until the fall.
- They have a good head start because of a program from Susan+ which is a gratitude-based letter writing campaign where a group of a dozen volunteers gets together and writes letters about what their church parish means to them and what they are grateful for and also write a letter to someone else. Then the letters are sent out to the parish in a geometrical process.
- Susan+ noted that the vestry takes the lead for stewardship. Stewardship is something we need to do year round.

**Discernment Committee Update** – Richard Easley, Co-chair

- Committee met 3/15/2023.
- Survey instrument is complete and the next step will be a pilot which presents the survey to a limited number of people. The committee has identified 18 criteria for determining who will participate in the pilot survey process. The committee is currently identifying 20 people that meet the criteria. Pilot will present the survey via survey monkey and written hard-copy.
- Susan+ will also review the survey instrument before it is sent out for the pilot.
- After the pilot is completed the committee will determine the timing for sending survey out to the entire parish.



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- The Committee met with Susan+ over dinner and everyone got to know each other better. The committee is looking forward to working with Susan+.

#### Financials

**Discussion:** February 2023 Church Organization Treasurer's Report - John Mellish, Treasurer

- Pledge offerings in February came in at 71% of budget; about 32% lower than January.
- Budget for February was \$52,000 and monthly variance was \$15,237.
- YTD actual pledge offering was \$90,461 (87% of budget) and was 16% less than January.
- Total Revenue for February was \$40,577 to a budget of \$58,522 (69% of Budget) which was 40% lower than January.
- Total Income YTD was \$104,503 to budget of \$117,365 (89% of Budget) and was 20% lower than January.
- Unpledged Offering for February was \$1,743 (43% of budget compared to 153% in January).
- YTD Total Unpledged Offering was \$7,733 (97% of budget). Loose Cash Offerings was 212% of budget YTD.
- Pledges and total income were very low for February.
- Expenses for February were \$71,764 (109% of budget); 17% higher than January. Total expenses were \$6,179 more than budgeted.
- Our YTD total expenses = \$132,689 (101% of budget).
- John noted a few items where some adjustments might be needed as they have exceeded the budget (or are close to exceeding):
  - Christian Education (labeled Continuing Ed in the report) is almost at the annual budget limit. This is due to a curriculum purchase also matched with a grant. The curriculum is being used across multiple programs including Sunday School, youth as well as adult ed sessions.
  - Fire Alarm Repairs is over annual budget.
  - Repairs & Maintenance has exceeded budget (contributing to the overage was painting of the Rector's office, carpet cleaning, drainage repair, tree work, and Gutter repairs). Many of these expenses were covered in the 2022 budget, but invoice payment timing put them into the 2023 budget.
- Net Income for February was -\$31,187 (442% of budget).
- YTD Net Income was -\$28,186 to a budget of -\$14,543 which is 194% of budget.
- Church operating account balance is \$194,714.
- Jim Tracy noted that the budget sub-committee will review the budget at the beginning of April (once first quarter numbers are available) and make recommendations to the Finance Committee and ultimately to the Vestry.

**Decision:** Approve February 2023 Church Organization Treasurer's Report

**Motion:** Move to approve February 2023 Church Organization Treasurer's Report with one change: Continuing Ed should be Christian Education.

Motion seconded and approved.

#### Property Items

**Discussion:** February 2023 Trustees and GM Property Report – Allan Steed, Trustee

- Allan went over the highlights in his report.



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- Allan nominated Bruce MacMonigle as a Trustee candidate and Bruce has accepted his nomination. This information was provided to Rev. Susan and the Wardens.
- At the February Vestry meeting, Jim Tracy stepped up and volunteered his time, through the end of August, as transition Operations Manager from Liz Whitlock GM Roles, which he and Liz worked on together before her retirement from the role.
- Cleaned out the drain sump at the front door of the church.
- Mercer Hall (School)
  - One of the side doors to the school was not locking properly and a cable lock is being used as a temporary fix until a permanent repair can be done by Precision Doors (quote# 4441417 for \$442.67).
  - Gutterman services is repairing North Wall of Preschool. Their proposal addresses the immediate problem at the foot of the North Wall and will replace the skirting, install the necessary siding, add 2x4 supports, and add new flashing. This will create a safer environment for the students and will repair/limit further damage to the wall. It will also unclog the corrugated drain under the building which is backing up today.
  - Ordered new Main doors to School, which will take 6 to 8 weeks for delivery.
  - Outdoor Sink Heater: One of the preschool parents has offered to donate his time, work and supplies to our preschool to install a heater with a plug-in type GFCI. This solution will allow the teachers and students to utilize the outdoor sink during the winter months without any concerns to the hose freezing and/or rupturing.
- Allan is trying to address the issue of the flickering light in the main parking lot, but so far the problem has not repeated itself when he was present. Once he can document the issue, Allan will let Chris Broadbent know we need a warranty replacement.
- Alarm/Sprinkler inspection completed. All passed except one bad transformer. Work order in to replace it.
- Investigating unusually high water bill. Jim will follow up with Loudoun Water and contact Wacker Plumbing, if we need them to come out to find a water leak.
- Cemetery: Bern Bonifant's marker has been installed.

#### **Discussion:** Preschool Front Doors

- St. David's has received three proposals for replacing the front entry doors of the Preschool.
- Due to the urgent action needed from the Vestry on the approval of spending the funds on the doors replacement (urgent safety issue), Jim Tracy sent out to Vestry an overview email, with the three quotes received, of the need for the doors to be replaced ASAP, for the funds to come from the Repair Reserve Fund, and a vote was taken by email and unanimously approved.
- Doors need to be custom built so it will take approximately six to eight weeks before they can be installed.

**Decision:** Approval of bid to replace front doors to the preschool

**Motion:** Move the Vestry approve the bid from FQ Doors and Hardware to replace the Front Doors to the Preschool at a cost not to exceed \$13,500.00. The vote will be reviewed and approved at the March Vestry Meeting for record and transparency purposes.

Motion seconded and approved.

**Decision:** Funding for replacement front doors for the preschool building

**Motion:** Move the Vestry approve funding for replacement of the front doors to the Preschool at a cost not to exceed \$13,500.00, to be paid for from the Capital Fund.



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**Prayer for Discernment** – Was offered by Carol Bonifant, Chaplain to the Vestry.

As we walk with You Jesus, Your Light grows brighter and brighter on our path. There is no righteousness apart from You. On Your wings is healing that transforms us into the treasure You designed us to be. Holy Spirit whisper to our Discernment Team, Your hidden wisdom that will bring the Transformed St David's to the Shepherd who You are preparing for us. Working through this Holy process transform each member of the Team to a closer walk with You, as well as the assurance of how pleased You are with them. Keep the hearts of all leadership open to the nudging of the Holy Spirit as we wait on Your timing and will. We pray in the Name of the Holy Spirit, Amen.

#### REPORTS:

##### Interim Rectors Report – Rev. Susan Pinkerton

- Susan+ continues her one-on-one meetings, she is meeting with the property team and Jim Tracy this weekend.
- Susan+ reported she received over 85 applications for the communications specialist open position and has narrowed it down to five candidates and is conducting interviews.
- She has one candidate for the property administrator and 3 applications for the Parish Administrator.
- She has been meeting with clergy groups in the area.
- She met with Father Daniel and the Loudoun County Interfaith group who are focusing on feeding and housing needs in our area.
- On behalf of the Men's Group, Mike Gibson thanked Susan+ for joining the trip to the National African American Museum of Culture and History on Feb. 25<sup>th</sup>.

##### Wardens' Report – Katherine Beckett-Goodwin, Sr. Warden

- Katherine is working with the Finance Committee.
- She is working with Greg Cross, Audit Chair on the audits. Greg has the audit certificates drafted for the 2019 and 2020 audits. Next will be the 2021 audit for which we need a new Audit Chair.
- Working with Lisa Gager on reports.
- Working on cleaning up SharePoint and uploading Vestry packages, minutes, other info from past years.

##### **Discussion:** HVAC System – Introduction of motions, discussion & vote, Jim Tracy

- Work on the HVAC replacement options started three years ago. Many people have worked on this project. This work culminated in the Vestry's decision at the 10/19/2022 meeting to choose the Geothermal option if the vestry proceeded with the project.
- The next decision was to determine how to pay for the geothermal option. At the 2/15/2023 Vestry meeting the decision was made to take out a new mortgage to finance this option, should the Vestry proceed with the project.
- The vestry met in a workshop prior to the March Vestry meeting to address the question of proceeding with the project.
- Jim presented three draft motions for the Vestry's consideration regarding next steps for the HVAC replacement decision. The Vestry selected Option 3 to table the decision and to review again in September 2023 (and every 6 months after).
- Jenifer Bluhm noted that some things could change if the decision is made to delay moving forward, such as the cost and interest rates.



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- Jenifer also noted that since the existing mortgage is nearing the end, there is a boost that will be associated with this accomplishment and can be a fresh way to take on new indebtedness, rather than just taking on more debt on top of current debt.
- Sharon Easley noted her concern to be mindful of the rebate opportunity and maybe monitor this opportunity to ensure that we don't miss out on reducing the cost by approximately \$300,000.
- Sharon's other concern is about what happens if the HVAC system dies? Jim noted that since there have been several components that have been repaired or replaced over the past several years, the chance that the entire system would fail, all at the same time, is small.
- Jen Peiler noted that missing out on the rebate changes the whole dynamic of this project.
- Katherine noted that even if we could get started now the rebate program isn't in place yet.
- Allan noted that the biggest risk he sees is if we can't get coolant for the system. Jim noted that it should be available for another three or four years, but it won't be cheap.
- Susan+ thanked everyone involved in this project over the past several years.

**Decision:** Tabling any HVAC System Replacement decision at this time, to be revisited at the September 2023 Vestry Meeting

**Motion:** Move the Vestry approve tabling any HVAC decision at this time based on the current financial circumstances and transition state of St. David's. The Vestry deeply appreciates the tremendous amount of time, effort and expertise put forth by the St. David's Property Team, Finance Committee, Vestry Members and other Volunteers, over the last several years, on this important HVAC initiative. This motion recognizes the need and value for replacement of the HVAC system with a geothermal system, but the Vestry believes the finances and stability of St. David's at this time, warrant a delay in proceeding with the HVAC Modernization Project. The Vestry commits to revisiting the HVAC Modernization Project decision in 6 months (September 2023 Vestry Meeting), and if not approved, to revisit it at least every six months thereafter.  
Motion seconded and approved.

**Parishioner Comment Period,** Parishioners

- None

**Closing Prayer:** The prayers were created by Carol Bonifant, Chaplain to the Vestry.

Father it is so comforting to know that You are in charge! Of course, we have plenty of work to do with You. Yet let us never forget the accomplishments are done by You, using our hands, feet, and hearts. It is a joy to be Your servants, learning from You as we are transformed through Your righteousness. There is no better place that we want to be other than at St David's with You and Your Servants. In Jesus Name we pray, Amen.

**Adjournment** – The Rev. Pinkerton, Interim Rector, adjourned the Vestry Meeting at 8:38 pm.

*Thank you to Sharon Easley for taking notes and providing the draft Vestry Meeting Minutes for 3/15/2023.*

Respectfully Submitted:

Katherine Beckett-Goodwin

Sr. Warden & Register





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**NEXT VESTRY MEETING – April 19, 2023 at 7:00 pm in the Adult Christian Ed. Room & Zoom. (Hybrid Meeting)**

Motions & Items of Note:

Approved: Jazz Weekend of Music April 22 & 23, 2023

Approved: Alcohol being served to, and consumed by, participants on St. David's private property during Jazz Weekend, April 22 and 23, 2023

Approved: Participate in Loudoun Pride Event June 4, 2023

Approved: Submit for Church Clarity Review, clarify statements on SDECS Web site regarding LGBTQ+ policies as well as Women in Leadership policies; detail active inclusion of all people

Approved: Slate of 2023 Vestry Candidates

Approved: February 2023 Church Organization Treasurer's Report with one edit

Approved: Information Technology Services & Support Contract with GRS

Approved: Replacement of Preschool front doors, to be funded from the Capital Fund

Tabled: HVAC Modernization Project - Geothermal system; The Vestry deeply appreciates the tremendous amount of time, effort and expertise put forth by the Property Members, Finance Committees, Vestry Members and other Volunteers over the last several years on this important HVAC initiative. - Tabled to review again in September 2023 (and every 6 months after)