

**Church of The Epiphany**  
**Minutes of the Vestry Meeting**  
**October 18, 2017**

Attended

Chuck Burg, Bea Dermer (*senior warden*), Kathrine Ebert, Glenn Greene, Ann Gordon (*junior warden*), Linda Grigsby, Rev. Glenna Huber (*rector*), Michele Hutt, Caroline Klam, Rev. Catriona Laing (*associate rector*), Kelli Sampson, Brian Stecker, Duncan Stevens (*treasurer*), Jennifer Walsh

Absent

Uyi Oviasogie, Annie Wright

Minutes by Caroline Klam

The Opening Prayer was offered at 6:30pm by Brian Stecker

Rev. Glenna asked for approval of the Minutes for the September 20, 2017 Vestry meeting. Linda noted that she had seconded the approval of the meeting extension and with that change, Glenn moved, and Linda seconded the approval of the minutes. The motion passed unanimously. The minutes of the September 20, 2017 meeting were approved as amended.

**Wardens Reports**

- Senior Warden's Report
  - Bea reported that Epiphany has been accepted as one of 6 parishes to participate in the year-long Diocesan Stewardship project. The first meeting will be in the early part of November. The Rector and the Wardens will be working to determine who will be on our team.
  - Bea attended a one-day workshop offered by the Diocese of Virginia on newcomer ministry and learned many new ideas which she will be sharing with the Vestry and the congregation.
  - Bea announced that we have lost 5 counters since August. The Wardens and the Rector are working with our Accountant on new, more secure, procedures for counters and they will be implementing new procedures and recruiting new counters as soon as possible. In the meantime, she will publish a schedule for counters for the next several months.
  
- Junior Warden's Report
  - Building and Grounds Committee (B&G)
    - Ann reported that we may have an issue with insect pests in the Sanctuary. We solicited bids from 2 pest control companies: the first reported signs of bedbugs in the cushions and pews and recommended a \$6,000 course of treatment, the second found no evidence of live pests and possible evidence of past infestation and recommended a \$600 treatment involving dusting the wood of the pews. The Wardens determined to go with the second vendor and the treatment has been completed. Further follow-up will determine the need for further treatment. The Vestry will await further recommendations from B&G on the pew cushions.

- Linda reported that as members of the B&G, she and Marge McNaughton met with Catherine Manhardt, Parish Administrator, to discuss leases for our resident organizations and arrangements for space rentals for weddings, funerals, and other events. They will be contacting other near-by churches including the UCC and New York Avenue Presbyterian to investigate their policies, procedures, and the financial structure of their leases. Kathrine volunteered to assist in this process.
  - Secretary of the Vestry
    - Ann reported that the Wardens are still trying to recruit a volunteer as Secretary of the Vestry. She circulated the position description to the Vestry via email. One person has turned them down and they are pursuing other possibilities. The Vestry was asked to suggest anyone who might be interested.

### **Financial Report**

Duncan presented the Financials through September 2017. He noted that the pledge and plate income are on target year-to-date and new Grants income has been received bringing it into line with the budget. He also noted that the Facility Use income continues to be behind the year-to-date budget due to YSOP being behind in their rent payment. Rev. Glenna noted that she had spoken with the YSOP staff and it is a complicated situation in which we played some part, but that they are committed to bringing their payments up-to-date. Ann will work on analyzing the situation and developing a mutual understanding of what can be done to bring them up-to-date. Duncan noted that the Building and Grounds Committee is responsible for overseeing Letters of Agreement for space use and he will be working with the Wardens and Catherine Manhardt to evaluate what is needed to make them current. He noted that the income line item for \$12,000 related to the Veteran's Day Lunch will not be achieved this year. In addition, he noted that there is an unexplained gap of approximately \$24, 000 in trust income year-to-date and he will be working with the accountant to identify and rectify the gap. He also noted that we have had increased Building Repair costs this year. In summary, at this point, the deficit is approximately \$38K year-to-date.

Duncan reported that we are still awaiting approval from the Chief Operating Officer of the Diocese, Paul Cooney, so that we can move our investment funds into the Diocesan Investment Fund.

Duncan also reported that to date we have not received the requested repayment of the WACIF loan and he will follow-up with Carol to determine the status of the repayment request.

Duncan reported that he has spoken to Whitney and determined that the Audit Review Opinion proposed for this year's audit will be satisfactory for grant applications.

Caroline moved the acceptance of the Financial Report and Jennifer seconded the motion. The motion passed unanimously. The Financial Report was approved as submitted.

### **Update on Choir Trip**

Rev. Glenna noted that Jeremy signed a contract for the choir to perform in London in July 2018. In April, Jeremy briefed the Vestry about the tour. Fundraising and other activities are now underway for the choir to

perform in London in July 2018. Our audit will require a vestry vote approving the trip and related expenditures. The wardens recommend approval of the trip.

Ann made a motion stating that the Vestry is supportive of the choir trip to England in the summer of 2018 and approves using the Church's financial system to pass through donated funds and payment of expenses. Jennifer seconded the motion. The Vestry approved the motion unanimously.

The Vestry requested that Jeremy attend the next Vestry meeting to discuss questions about liability for the trip.

#### **Update on Stewardship Campaign**

Glenn reported that the Stewardship Campaign has begun. There have been both announcements and Stewardship stories in Epiphanies Happen!, announcements at every service, and Stewardship stories from parishioners at several services. Both the announcements and the stewardship stories will continue through the campaign. We have received pledges and sent thank you notes. Pledge cards were distributed to the Vestry and Rev. Glenna requested that the Vestry return them promptly.

#### **Update and Discussion on December 9 Installation liturgy**

A brief outline of the status of planning for the December 9<sup>th</sup> installation of Rev. Glenna as the Rector of Epiphany was discussed. The Vestry asked Jeremy to allocate funds from the Music budget for the Choir for the Installation.

#### **Discussion on 2018 Vestry nominations/Date for Annual Meeting**

Bea noted that Thresa Hobgood has indicated that she is willing to serve an additional term as our delegate to Diocesan Convention and the Regional Assembly. We are still waiting to hear from Kevin Golden about his willingness to serve as Alternate. The Nominating Committee has met to consider nominations and is still soliciting further nominations for 3-year Vestry terms.

The agreed-on time for adjournment of the meeting arrived and Rev. Glenna asked the Vestry for their will on extending the meeting. Bea moved, and Kathrine seconded the motion to extend the meeting for 15 minutes. The motion passed unanimously.

After discussion, Kelli moved, and Linda seconded a motion to set the Annual Parish Meeting for Sunday, December 3 at 10:15am in the Community Hall. The Vestry will provide coffee and refreshments. Bea indicated that we will send a letter to all parishioners notifying them of the date and time of the meeting.

No other Issues were raised.

Ann moved, and Glenn seconded that the meeting be adjourned, and the Vestry agreed unanimously.

Brian Stecker offered the Closing Prayer.

**Attachments to the Minutes:**

Minutes of the September 20, 2017 Vestry Meeting

Agenda October 18, 2017 Vestry Meeting

September 2017 Profit and Loss Statement

September 2017 Balance Sheet

Finance Report October 18, 2017 email

Building and Grounds Report to the Vestry October 17, 2017 from Irvin Peterson

Building and Grounds Committee October 17, 2017 Observations about pew cushions and the annual pest control budget from Marge McNaughton

## Action Items

Bea asked for suggestions for Secretary of the Vestry.

Ann will work on analyzing the current situation with the YSOP payments and developing a mutual understanding of what can be done to bring them up-to-date.

Duncan will work with the accountant to identify and rectify the gap in trust income year-to-date.

Duncan will follow-up with Carol to determine the status of the repayment request of the WACIF loan.

The Vestry requested that Jeremy attend the next Vestry meeting to discuss questions about liability for the Choir trip in summer 2018.

Rev. Glenna requested that the Vestry return their pledge cards promptly if they have not already done so.

The Vestry asked Jeremy to allocate funds from the Music budget for the Choir for the Installation