**April 12, 2022**

**ALL SAINTS PARISH VESTRY MEETING MINUTES**

**CALL TO ORDER**

A meeting of All Saints Vestry was held in person in the Heritage Room of the Parish Hall via Zoom on Tuesday, April 12th, 2022, beginning at 7:00pm. Hybrid zoom arrangements were also available due to remaining public health restrictions concerning the COVID-19 virus. Attending were: Fr. Andrew Rutledge, Kip At Lee, Steve Watson, Deb Shupe, Glenn Iona, Lisa+ Siciliano, Lissi Mojica, Bryan Dowell, Mathew Schatz, Lloyd Kinch, Malane Silver, Ken McKenzie, Norm Flora and Filo Blake. Hope Sayles, Senior Warden designate, also attended.

Excused Absence: Deborah Plumley

Timekeeper: Ken McKenzie

**OPENING PRAYER:** Fr. Andrew opened with a brief reflection and prayer.

[Items denoted in blue font below indicate further action required.]

**APPROVAL OF MINUTES:** The minutes of the February 2021 meeting were amended to show that Deacon Lissi Siciliano was not present, and then approved as amended.

**The All Saints 2022 Annual Meeting Record** was approved as presented.

**VESTRY OATH:**

The following new Vestry members took the Vestry Oath and signed certificates to that effect: Mathew Schatz, Lloyd Kinch, Malane Silver, Ken McKenzie, and Norm Flora. Deborah Plumley who had a pre-existing commitment and difficulties connecting by Zoom will accomplish the Oath and signing after the meeting.

**TREASURER’S REPORT**

Steve Watson provided a written financial report and Treasurer’s notes. Overall, we are well positioned at this point in the budget year. He related a modest upturn in pledges and a related potential to allocate $2,000 to the Vestry Retreat budget which he recommended. [This was for programmatic purposes, and individual Vestry members will still be asked to pay a share of $150 per person if able (by Easy Tithe, check or cash). Arrangements will be made to cover these individual shares for anyone upon private request to the Rector.] There was no objection.

Steve related that he had had the requested discussion with the professional funds manager for the Endowment Funds who related that in anticipation of the recently volatile market conditions they had made investment adjustments and the performance of the Funds has been reasonable given investment conditions.

Steve related that it had become necessary to replace the Parish Hall water heater unexpectedly, and (consistent with the Bylaws) the Senior Warden had authorized that expense with the understanding that the Vestry would determine how the funds for it would be allocated; Steve recommended that the amount remaining in the old “Heritage Fund for building expenses (approximately $1200), be used for this purpose, together with a similar amount to be sourced from the Building Endowment Fund, and the remaining amount (approximately $1200) from the operational maintenance budget. There was no objection. It was understood that if, later in the year the Property Committee should need additional funding the Vestry would expect a request to that effect.

The Financial Review was about 70-75% complete. It is being done by Mr. Keaka Kimi, an independent reviewer who hopes to finish up this week.

There being no objections to the Treasurers Report as presented, it was approved (including the recommended funding for the Retreat and the water heater).

**OFFICER/COMMISSION/COMMITTEE REPORTS (Where written reports are referenced, they should be consulted since most of the information reported by officers and committees is in them. *Unless otherwise noted, the written and verbal reports were accepted/approved as presented.)***

**Rector:** Fr. Andrew, Rector, submitted a written report. In addition, he noted the following:

* It’s always important for Vestry members to be well informed about parish events, especially during Holy Week and he reviewed the highlights of Holy Week.
* Andrew+ observed that there was a pending invitation from St. James and Christ Church West River to join in hiring of a shared children’s minister for Fifth Grade and under. He recommended that we participate in this shared program with the understanding that $3,000 of the funds already allocated in the budget for Christian Formation be used for this purpose. (Most of the $27K cost would be covered by the two other churches.) For our financial participation we could expect leadership of a program at All Saints once a month, the opportunity for our eligible children to participate at other churches, and for the children’s minister to be available as a resource to our Christian Formation leaders.
* The Vestry Retreat will be at Claggett Conference Center from April 22nd to April 24th, with check in at 7:00pm, program beginning at 7:30pm, and departure after Vestry worship Sunday Morning. Jennifer+ McKenzie will be leading worship at All Saints during the Retreat.
* Regarding COVID restrictions, while there has been some increase in the current variant, not enough to alter All Saints current approach, including for Easter. Masks will be optional, and there will be Mask-Only sections in the sanctuary. Masks will be requested during singing. Priests will use home COVID tests before visiting parishioners.

There being no objections, the Report was accepted as presented, including use of the $3000 for the shared Christian Formation children’s program. Andrew+ will inform the other churches.

**Senior Warden:** The Senior Warden’s written report is attached and included specific proposals for Vestry approval. The Senior Warden addressed the following matters:

* There was a brief overview of Vestry meeting procedures, which were summarized and provided to Vestry Members ahead of the meeting.
* At an earlier Vestry Meeting the Giving Back Commission had included a request for their name to revert to “Outreach Commission” and there having been no objection that proposal had passed. However, it had not yet been given effect. That has now begun with the current Outreach Commission Report and will continue.
* Calvert Concept work progresses with a meeting scheduled with a prospective Board member this week, and further meetings to follow. A grant application for $50K has been made to the Diocesan Reparations Fund.
* Kip noted that he had attended the Lenten Discussions during the season and found them to be well worthwhile. He recommended encouraging parishioners to attend next opportunities.
* There were three proposals for Vestry action that were part of the Senior Warden Report. There being no objection and the requisite number of eligible Vestry Members being in favor, they passed. They were:
  + Eliminate the Vestry-created position of Program Warden (this having been recommended by the current Program Warden and the Nominations Committee who had been invited to make organizational change proposals in addition to Vestry nominations.) The Connections Commission will continue, and Deb Shupe will continue as its Chair, and attend the Vestry Retreat.
  + Approve allocation of $10,000 from the Endowment Fund for mission purposes to the Calvert Concept. The Treasurer confirmed that these funds were available, and that doing so would be consistent with the terms of the relevant Vestry Resolution. There were no objections to this proposal.
  + Vestry Members greet visitors to the Calvert Arts Festival at the main entrance, to specifically welcome them to All Saints and invite them to return to All Saints. They would provide visitors with brochures about the Parish. There were no objections, and individual Vestry Members volunteered for the needed positions during the Festival.
* The Senior Warden’s written report noted that this would be his last Vestry Meeting in his three-year term, and expressed appreciation to present and past Vestry Members, as well as the Parish as a whole; he noted his continuing wonderment at what “a small country Parish” can accomplish when it puts its collective minds and hearts to it.

There being no objections to the Senior Warden’s report it was accepted as presented, including allocation of $10,000 from the Endowment Fund to the Calvert Concept; and ending the Program Warden position.

**Junior Warden, Finance Commission/Planned Giving Board:** Ken McKenzie, as interim Chair of the Finance Commission pending appointment of a Junior Warden, provided a written report (attached), relating his work with the Treasurer to ensure performance of a balanced budget. He noted particularly that he will present the Vestry with nominees for three individuals to serve as Planned Giving Board members of the Finance Commission, and three individuals to also serve as Finance Commission members.

**Program Warden**: Deb Shupe submitted a written report for herself and the Connections Commission. In addition:

* Deb expressed appreciation for the new Vestry members, and her hope that that they will actively participate in the efforts of the Connections Commission to promote the Parish and the Calvert Arts Festival – especially through social media participation (“likes”, “shares” etc.) and through email. The success of the Parish in getting the word out depends directly on the extent of engagement in social media.
* Eighty social media posts have been planned to support the Festival, and it is likely that there will be more.
* Many new parishioners and visitors have related that they found All Saints through the Website and its information about our programs. Several Vestry members related that they had received similar accounts.
* Deb will be working with Andrew+ in evolving the communications of the Parish.

Andrew+ observed that, based on his experience at other locations, having Deb’s committed service to the Parish was a real gift.

**Property:**  The Property Warden and Property Committee Chair provided a written Property report for this meeting. It referenced a specific Spudnik Garden Proposal (provided with the LOVC report) and also included a collateral proposal to address the interests of the Scouts and their trailer parking needs if the Spudnik proposal were approved. These proposals are attached and were considered together within the Property report portion of the meeting).

* The Spudnik Garden proposal sought Vestry permission to add a raised garden for handicapped individuals and to build a gazebo for use by the Parish, both to be paid for by grants and donations, and no aspect to be begun until all funding needed for that aspect was on hand. It was understood that boundaries of the Spudnik Garden would be from the existing butterfly garden to Lower Marlboro Road and from the bushes to the West of the existing gardens to the edge of the parking lot, and that Spudnik would continue to maintain all gardens in attractive condition.
* The Scout trailers would be moved to the northeast corner of the lower parking lot, as described in the Property Report, with the large trailer nearest lower Marlboro Road providing “advertising” for the Scout program on the campus, and the smaller trailer parked to its south, to lessen the appearance of a trailer parking lot.

There were no objections to the combined proposals.

* The posts have been installed for the new handicap parking signs and the Rector parking sign near the entrance to the new brick walk. The signs will be attached shortly.
* The fabricated materials for the new doorway leading into the Office area of the Parish Hall have been received and will be installed soon, thanks to an anonymous donor.
* Campus Clean-up to prepare for the Festival will be May 7th from 8:00am to 12:00pm.
* Glenn observed that there was a proposal to combine the functions of the Campus Use Coordinator (responsible for encouraging and obtaining rental use of the Campus) with the Property Committee, which in Glenn’s view, required further discussion. (Glenn had previously noted that the Committee could not take on additional functions unless its membership was significantly expanded.)

There being no objections to the Property report as presented, it was approved, including the proposals regarding the Spudnik Garden and the Scout trailers. The Rector noted how impressed and appreciative he has been by the work of the Property Committee.

**Prayer Warden:** No report.

**Deacon’s Report:** Deacon Lisa Siciliano related that she had been gone for 3 of the last 5 weeks. Nonetheless, she related that she had continued work throughout the Region, including Lenten program assistance, leading a service at Christ Church West River, and work with the Diocesan Reparations Task Force, as well as work with the Calvert NAACP. Her report was accepted as presented.

**Living Our Values Commission:** Sherrill Munn submitted a written report on behalf of the LOVC. Of particular note was:

* The Commission continues its work on the proposed design of the Parish historical marker previously approved in concept by the Vestry.
* Spudnik continues work planting this year’s Spudnik garden.
* Spudnik Garden proposal discussed above and approved as described above.

**Worship and Music Commission:**  Deb Watson, Chair, submitted a written report on behalf of the Commission. Of particular note were:

* Worship planning with Fr. Andrew.
* Continuing development of “in-person” music for services, along with some recorded music for the benefit of Zoom participants.
* Weekly service planning, including assignment of worship leaders.
* Development of a new Chime Choir.

Andrew+ commented on his weekly staff meetings with Deb Watson and Tam, and lifted up Deb’s work with music and service preparation expressing his appreciation for all her help.

**Parish Family Commission:** Hope Sayles and Kelly McDonald provided a written report. Hope Sayles commented as follows: :

* Kelly is becoming the Chair of the Parish Family Commission.
* The Commission has placed a lot of emphasis on the homebound and is currently preparing lap blankets for Andrew+ to deliver in his visits.
* Sue Pierce really helps with the homebound visits, going each Wednesday with Andrew+

**Episcopal Church Women:** The ECW provided a written report. Lissi Mojica, the President for March and April noted:

* The ECW will be helping with the Campus Clean Up on May 7th, including providing lunch for the workers.
* The Women’s breakfast was a great success; thanks to Norm Flora for his leadership of the kitchen crew.
* As noted in the written report, the ECW will be adding a wide-ranging quarterly discussion with tea that Deborah Plumley will be heading up (early topics include finances and narcissistic personalities.)
* The ECW will be supporting the Celebration of New Ministry on May 22nd.

Father Andrew commented on the fantastic presentation that Lissi Mojica had prepared for the Ladies Breakfast.

**Outreach Commission:** The Chair, Patti At Lee, submitted a report on behalf of the Commission (attached). Of special note were:

* The “flash drive” for Ukraine relief raised $1l,195.
* The Commission is considering how our Parish may be able to assist St. Pauls with Afghan relief.

The report was accepted as submitted.

**Cemetery Committee:** Bryan Dowell, Chair, submitted a written report and observed that it had been a quiet month. He related, for awareness of Vestry members, that it the Cemetery now included a section set aside for cremains. These plots were smaller than others and cost less. All plots in the Cemetery are only available to parishioners.

Andrew+ noted his appreciation for the work done to prepare the cremains section for the recent burial of a parishioner, as arranged by the Cemetery Committee. He also noted how helpful Rausch Funeral Home had been.

Hope Sayles commented on the Wreaths Across America program, noting that an objective of the Parish Family Commission is to bring in more military families and be of service to them, observing that this program was an opportunity in that direction. It was suggested that Gordon Grahame might be of help in identifying the appropriate gravesites.

**Calvert Concept Charitable Corporation for Reconciliation and Housing: S**ee the Senior Warden’s report.

**Calvert Arts Festival:** Co-Chairs Sherrill and Mary Ann Munn, and Kip At Lee, submitted a written report (attached). Of particular note:

* Progressing well; no “show-stoppers” currently known.
* Regarding volunteers: need assistance with Announcers, Traffic Control, Docents in the church, and ECW booths.

**OLD BUSINESS:**  None not previously covered above.

**NEW BUSINESS:** None not previously covered above.

**OTHER MATTERS:**

* Vestry Retreat: 22-24 April 2022
* Campus Clean Up Day: 7 May 2022
* Next Vestry Meeting: 10 May 2022
* Calvert Arts Festival: Prep Day 13 May; Festival Day 14 May 2022

Father Andrew expressed appreciation on behalf of the Vestry and the Parish for Kip At Lee’s years of service as Senior Warden, noting the importance of his leadership for the well being of the Parish.

**ADJOURNMENT OF THE MEETING OF THE VESTRY AND CLOSING PRAYER**

The meeting was adjourned by acclamation at 8:35pm, with a closing prayer by the Senior Warden.

For the Registrar,

Kip At Lee

Senior Warden