

Christ Episcopal Parish
Vestry Minutes, March 19, 2024

The meeting was held in the Parish House and online via Zoom. Attendees included Father Tim Carr, Jamie Alvarado-Taylor, Anne Scott, Jeremy Snider, Emily Correll, Emily Pearce (School Board Chair), Jeff Lin, Bill Hickman (Treasurer), Bryant Trost (Senior Warden), Joe Richardson.

1. Opening Prayer was offered for the meeting and for our new families.
2. Adoption of Agenda: A motion was made, seconded and unanimously passed to adopt agenda for the meeting.
3. Approval of the February minutes: A motion was made, seconded and unanimously passed to adopt agenda for the meeting.
4. Review of the February Financials: Bill.
 - a. Pledge receipts are above budget for February
 - i. YTD – close to on budget
 - ii. other giving is down in February, but we are ahead YTD due to Bargain Box
 - b. Expenses
 - i. Most categories are under budget
 - ii. Maintenance category as a whole is over, but only by \$237.
 - iii. Utilities are up due to the cold winter
 - iv. YTD we are \$17k net revenues over cost
 - c. Balance Sheet
 - i. \$225k in checking (up from January of \$221K)
 - ii. Liabilities are down about \$1k from the month before
5. Approval of February Financials: There was a Motion to approve February financial report, which was seconded and passed unanimously.
6. Counting/Data Entry Discussion
 - a. Bryant sent out the Church Manual of Business Methods to the Vestry via email
 - b. Practice of counting money discussion
 - iii. We use “Realm” platform to track donations/pledges – all automated
 1. Donations all have to be assigned to the person who gave them because they are tax deductible (they need receipts)
 - iv. We need people to do them – at least 2 people who are not married to each other during the task needed to do this task because Linda and Gary already do it. However, it would be useful for more people to learn data entry.
 - v. Bryant asked that we all take part in this ministry – 1-hour training
 - vi. Bill explained that we need people to do the counting and not critical to do the data entry.
 1. Involves staying after church for 15-20 minutes to do the counting.
 2. Linda and Gary do this with us also, so for the time being just need one extra vestry member to handle this additional task beyond those two.

3. Bill will send us an email to sign up for weeks.
7. Nominations for Clerk of the Vestry
 - a. We do need a clerk, based on the manual
 - b. Duties include signing official documentation, such as annual reports. Doesn't have to be vestry member.
 - c. Some duties can be delegated
 - d. Taking minutes at our meeting (Jamie this month) – we can sign up so we each take a month. Bryant will send out an email for us to sign up.
 - e. Anne Scott volunteered to be Clerk
 - vii. Motion (Emily C, seconded Emily P, unanimously voted). YAY Anne!
 - f. Emily Pearce will take minutes next month (April)
8. The School Report (Emily Pearce)
 - a. Enrollment starting
 - b. 128 current students
 - c. 113.8 FTE
 - d. Gala went well – net over \$40k
 - e. Plus money raised for teacher excellence fund to pay for additional training and course credits for degrees
 - f. Will know more about retention of staff in April – Agreements have just been delivered to staff
 - g. Emily attended a program with Nicole Stone (DEIJB) in Baltimore – National Conference of Episcopal Schools
 - h. \$21k – aging facilities grant
 - i. \$15k grant to support hiring a school counselor and can be put towards financial aid for families
9. Hillstrom House - Bryant (“HH”)
 - a. We were trying to convert the HH from zoned residential to zoned educational facility
 - b. Two biggest issues: Lead abatement - \$15k, lighting
 - c. Costs to abate all issues is untenable
 - d. Only used now for Godly Play
 - e. Nicole from CES solicited money in good faith from Gala a few years ago for this space, but now she can't use it
 - i. Proposal is to move money from Church Operating Account to School Operating Account of \$29,748.00 to reimburse these funds to the school to use towards another school objective

Discussion – can that money come out of capital expenditures? Will hold vote on abatement until Bill has a chance to review and consider how this money will be applied.

- f. Suggestion of what to do with HH

- i. One option: it is currently Zoned residential – keep it as housing for school staff?; members of the community who are low income and needs and wanted to enter into roommate situation?
 - 1. For consideration: We are not paying property taxes on it since it is listed as rectory – if we rent it out, we will need to pay taxes on it. We will need to research how this will impact us, as well as any other potential obligations/responsibilities this will create.
- ii. Second option: We could entertain selling it, but it would create a hole in our campus since the preschool is on the other side of it.

Discussion - We are in agreement to float the idea of housing to the teachers and see if there is interest.

10. Eagle Scout Project

- a. Proposal for Eagle Scout project is to finish the path from the flagstones
- b. Scout will provide the labor, materials and the adult supervision
- c. Looking for \$500 from CEC for tiles, tools and PPE, etc.
- d. Jeff will reach out to coordinate with the Scout
- e. Motion by Bryant for \$500 for the Eagle Scout project
 - iii. Seconded, motion carried unanimously

11. Property Report:

- a. Jay sent a report. Bryant will forward the email.
 - iv. Nonpublic grant (Cindy Mamalian) – done by the school
 - 1. Grant for \$15k to fix the roof on the church building since it covers the school
 - 2. State's money – we get reimbursed
 - 3. Two things we need:
 - a. Currently no external ventilation in the school bathroom (the ones off the dining room)
 - b. Steam leak underneath the bathrooms – so that is why it is so hot and humid in there – need to get that repaired.
 - c. We are going to be taking proposals to get these repairs going.
 - b. We are sending the American flags out to be dry cleaned.

12. The Vestry Committee for the 300th Anniversary Vision Crusade Update – Father Tim

- a. Subcommittee of Anne, Jamie and Jeremy will meet next Thursday at 5pm with the first of the candidates for a fundraising company, intended to help us with our planning
- b. Father Tim needs from the Vestry to come up with our goals
- c. 9/26/2026 – Gala set date; Bishop has confirmed she will come
- d. We need a chair of the anniversary committee to be identified soon

13. Mother's Day at Christ Church (May 12th) – Father Tim: We will have flowers and prayer cards for Moms

14. Rise Against Hunger (Saturday, April 27, 2024) – Father Tim:
 - a. Event where we pack meals. Program will provide the equipment; 12 stations, (i.e.: rice, dried veggies, vitamins, protein) – 15,000 meals packed in about 4 hours – packages go overseas to schools
 - b. Mayor will be here – working on Press
 - c. Katharine Livingston has been working with BSA, City Hall, Rockville PD, Schools, etc. to get volunteers
15. Bring a Friend to Church Sunday (April 28th): Father Tim
 - a. Passing around names to divvy up list and call parishioners
 - b. Let's get folks to church
16. Easter Sunday Parking Welcomers
 - a. We need people to do this – let Father Tim know if you can help (Bill volunteered)
17. Parent's night out (May 10th): Father Tim
 - a. An email will be sent out
 - b. Opportunity for parents to drop off their kids for a few hours
18. Next In Person Meeting – April 23, 2024 at 7:00 p.m.
19. Closing Prayer
20. Motion to Adjourn.