

Vestry Minutes 11.24.24

1. Opening prayer
2. Thanksgiving for new families: (Welcome Kissinger and Son Families)
3. *Presentation of James D. Klote and Associates – initially moved to December, and subsequently cancelled.*
4. Agenda – Approved
5. Vote to approve October Minutes as revised – Approved
6. Review of October Financials - Financials (Bill) *Check last Month's minutes for the format here)
 - a. Profit and Loss: Revenue fell short of expectations for previous month (Down \$7,500)
 - i. Pledges to Date are on track
 - ii. October: 85% of budget; but year to date we are on track
 - iii. Expenses: Mostly on track – 91% of budget
 - iv. Surplus: \$65,000
 - b. Balance Sheet - Up \$62k
 - c. Additional money that came in for November has been put into a money market
 - d. We now have a bank certification of security deposit
 - i. Discussion re need for a systems administrator
 1. Co-op with the school for systems administrator for 2025 – the school's administrator can give church 5 hours
7. Vote to approve October Financials - Approved
8. 2025 Budget – Incorporate Proposal
 - e. Shifted \$1,500 into budget for Women's Circle
 - f. Motion for approval of bonus of \$5,000 for rector – approved
 - g. Motion to approve the budget - approved
9. Diocesan Budget Review
10. Recording Vote for Senior Interim Warden – Done previously by the email vote of the vestry; The vestry approved the nomination of Anne Scott to fill the vacancy for the remainder of the term through January
11. Discussion of process to fill a vacancy
 - a. 3 open Vestry positions
 - b. Plus Senior Warden
 - c. Diocesan rep and alternative (Joe?)
 - d. Treasurer
 - e. Secretary

Outgoing vestry members form the Vestry Nominations Committee. They met once to identify potential candidates. Father Tim will reach out to those prospective candidates and next meeting we will get the slate of candidates to be approved and then voted on by the congregation.

12. The Vestry voted to approve the process as the final authority.
13. Discussion and vote on a Development Strategy for the 300th Anniversary
 - a. Discussion on whether we should move forward with a Capital Campaign
 - b. Will wait and hear from Jim Klote's presentation
 - c. Motion to Move Ahead with Capital Campaign - Approved
14. Vestry Lead Person for Environmental Stewardship efforts
 - a. Jeff Lin volunteered to work with Marc Write on this committee. He will set meeting with Father Tim to discuss details.
15. Vestry Committee Formation Process
 - a. "Did you know" column of newsletter for committees and programs we have here (i.e.: Addiction services)
 - b. For new vestry, each vestry member will come forward with reports for being liaison for various community ministries
 - i. Need for coordination and need for ministry heads to get together
16. Social Media Intro – We will have a presentation by the recommended vendor
 - a. Andrew will come to the 12/17 Vestry meeting
 - b. Will have see if Jim Klote is available to come on 12/17, as well
17. Stewardship Update - Campaign doing well
18. Property Report
 - a. Solar Panels Discussion
 - b. Inspection of Lift – Penalty assessed and paid. System in place now so we do not miss the deadline in the future.
 - c. Campus audit –
 - i. Scouts – Joe will discuss pending items
 - ii. We received notice from Montgomery County that we need a sign that we are a non-smoking campus – must be done on all 4 buildings
 - iii. Chiller – will not make it another year; Jay and Father Tim will discuss this with developer
 - iv. HVAC – working on a new system
19. School Report
 - a. Head of School Report: Moved into Executive Session
 - b. Vote to approve the contract for the Head of School – Approved

20. Discussion and vote to approve Historical Marker Text for 300th Anniversary –
Approved
21. Christmas Mass Schedule Discussion: Christmas Eve: 4pm and 10pm (Lessons
and Carols); Christmas Day: 10:00 am
 - a. Need folks to help with parking: Emily and Jay will help with the 4:00 pm
mass
 - b. Father Tim will ask around for someone to do the same for the 10 pm mass
22. Review of Parish School Annual Fund Sunday – 11/24
23. Church offices will be closed from December 26th – January 3rd
24. Fr. John Weatherly will be celebrating the Eucharist on 12/29.
25. Fr. Tim will be on vacation from December 26th – January 3rd.
26. The Rev. Catherine Manhardt of St. James Church in Potomac will cover for
pastoral emergencies.
27. We will be getting an automating mechanism for the 1884 church bell.
28. Closing Prayer
29. Adjournment