

Minutes of the Vestry Retreat

February 23, 2019

Vestry Members Present: Susan Adeniyi-Jones, Jan Clarke, Lisa Davis, Mackie MacLean, Jr., Andrew Masterman, Caroline Morris, Tracy Steele, Scott Stephan, Jacques Vauclain, Carter Williams

Redeemer Staff Present: Peter Vanderveen, Jo Ann Jones, Jay Einspanier

Recorder: Jo Ann Jones

The meeting was called to order at 8:37 PM

Peter led the group in the Morning Daily Devotions.

Vestry Organization

The following were selected to serve as Executive Committee members:

Mackie MacLean, Jr., Accounting Warden (Vestry)

Carolyn Morris, Secretary (Vestry)

Tracy Steele, Member at Large (Vestry)

Andrew Masterman, Rector's Warden (Rector)

Liaison assignments were discussed in general focusing on the involvement with the committees work, reorganization. The Nominating Committee will have an additional task, revising the Church's Bylaws. The Building/Grounds Committee will work with Jay, Kyle and Al Boris.

Legacy into Promise

Preliminary Construction GMP

Kyle Lissack and Bob Nalls of the Operating Committee, together with Betsy Kroll and Ginger Woods made a presentation. Twelve years of work on this project have culminated in a proposed resolution to

move forward with the plan. The Committee has selected W.S. Cumby as the potential contractor. The Committee has developed a budget of \$9.3 million for construction plus \$3.1 million in soft costs for a total budget of \$12.4 million. The Committee added \$100,000 to contingency for asbestos abatement in the Parish House. The Vestry needs to act today if construction is to start in August to permit time for permitting and to secure subcontractors in this heated commercial construction environment. The Owner's Representative is also managing other projects.

The following points were discussed: Function of the reserve; bonding is unnecessary; decision on millwork deferred because of cost; unforeseen issues – renovation or old building and new construction; risk of existing mold.

Capital Campaign Status

Cash Flow

Pledges to Campaign – The report joins gifts to expenses by year. In the public participation phases, \$60,000 remains to be raised. This fundraising should be ongoing since the budget is tight. The Campaign may need \$400,000 to achieve the goal, if needed in 2021. We will borrow \$2.9 million mid-2020, anticipating receiving pledges to pay off the loan in the same year. Pledges to be paid have been received as expected. The source of the additional \$100,000 in contingency is included in expenses.

Expenses through 2018 include actual expenses for consultants and legal. The other expenses include the owner's contingency, FF&E.

The Vestry adopted the following resolutions:

- 1) Accept \$882,000 from the Lee Fund and John Gregg gift for the intended uses to support Construction and/or Non-Construction expenses related to the Legacy Into Promise Campaign.
- 2) Amend the Construction Funding to increase the amount to \$1.282 million in Unrestricted Endowment Funds to be used in support of the Legacy into Promise Campaign for construction and/or non-construction related expenses.
- 3) Motion to Proceed – Authorizing Peter Vanderveen to execute additional commitments on behalf of the Church of the Redeemer in furtherance of the Parish House Project, in an amount not to exceed \$12.4 million. Those commitments shall include:
 - a. An amendment to the previously executed Owner/Construction Manager Agreement to establish an initial Guaranteed Maximum Price for construction of an amount not to exceed \$9,300,000.00 with a related 14-month construction schedule, providing, that if the September date is missed the established target construction completion date is no later than October 1, 2022;
 - b. Formal notice to W.S. Cumby to proceed immediately with Construction Management services based on the amended Owner/Construction Manager Agreement'

- c. Commitments to further expenditures related to Fixtures, Furnishings & Equipment; Professional Fees; Soft Costs; and Project Contingency, in an aggregate amount not to exceed the \$3.1 million budget;
- d. Notice to the design and consulting professionals to proceed immediately with Construction Administration Phase services based on their previously executed Agreements; and
- e. Provide progress reports to the Vestry each month.

All the motions were adopted unanimously. Peter Vanderveen abstained from the Motion to Proceed. Peter signed the Letter to Proceed.

Updates

Associate Rector Position

A date for celebrating David Romanik's ministry is to be arranged.

Peter described the process for hiring a new Associate Rector and announced that he has made an offer to Michael Palmisano, offering an explanation for his decision. He requested that the Vestry hold this decision in confidence. Michael, who graduates in May, ordained to the Diaconate on June 6, is expected to start in June. He then described the shifting of responsibility of pastoral care to Jo Ann.

Peter then led Noonday Prayers. The Vestry then broke for lunch.

Organ Repair

When the meeting resumed the Vestry then heard a report on the repair for the organ. The Vestry adopted a resolution to enter into a contract with Emery Brothers for the repair of the organ, for the amount of \$33, 150. The work is expected to be completed in 3-4 weeks.

There followed a brief discussion of the Vestry's support of next year's choir trip. The Vestry's support of the trip was raised. The Vestry requested that it receive more information with respect to costs justifying the Vestry's contribution before making a decision. The Music Committee could make its presentation at the Vestry's March meeting.

Vestry Liaison Assignments

The role of the Liaison is to engage with the chair of the committee, to monitor the committee's management and progress on its goals and objectives and to report on the same to the Vestry,

Nominating

Carter Williams, chair; Jan Clarke and Scott Stephan

Outreach	Jan Clarke
Christian Education - Adult	Jim Buck
Christian Education – Youth	Andrew Masterman, Scott Stephan, Andrea Cayley
Music	Mackie MacLean, Andrew Masterman, Susan Adeniyi-Jones
NEW Committee	Scott Stephan
Bazaar	Carolyn Morris
MEG	Lisa Davis, Tracy Steele
Stewardship	Jacques Vauclain
Finance	Mackie MacLean

Liaison Reports

Music Committee – The Brahms’ Requiem on March 30. The Garden Party plans were discussed. After much work the cost has been reduced to \$120 per person. This was achieved by focusing on the spirit of the party.

Stewardship – The gap has been closed in the last month. Pledging units continue to decrease, though the median pledge is up. Total pledges is the same. We need to address pledging units, perhaps by starting the Stewardship Drive earlier. If pledging letters went to everyone on the mailing list that would mean approximately 600 people would be contacted. Stewardship could work with the Newcomers Committee to achieve more engagement and contributions from this group.

Peter raised two issues and the larger picture: 1) We need to pay attention to particular instruments and language for donor advised groups; 2) Having surveyed 17 local churches that are experiencing significant loss of pledge income, the prime cause seems to be the effect of the 2108 tax law. We must keep alive the importance of giving.

The Vestry next took up the communication of the actions taken with respect to Legacy Into Promise. While Peter wanted to wait a week to announce the actions taken to ensure that it is done correctly, the Vestry felt strongly that the announcement should be made immediately. Andrew Masterman will announce the actions taken at all services. Peter will notify the major donors of the Vestry’s action and thank them again for their support.

The Vestry deferred action on the January Minutes and Financial Reports until the March meeting.

Shrove Tuesday is March 5. The Vestry is responsible for preparing the meal and serving it. Each member should advise Peter by e-mail as to his/her availability.

Vestry Meetings are the 2nd Tuesday of each month: 6:30 PM – Dinner; 7:00 PM – Meeting. The next meeting is March 12.

Peter expressed his thanks to the Vestry.

Jo Ann gave the closing prayer.

The meeting adjourned at 2:28 PM.