

Minutes from Meeting of the Vestry
Church of the Redeemer, Bryn Mawr, PA

Saturday, February 24, 2018
9:00 – 3:00 pm

Attending: Susan Adeniyi-Jones, Andrea Cayley, Jan Clarke, Phil Jodz, Mackie MacLean, Caroline Manogue, Andrew Masterman, Elizabeth McLean, Carolyn Morris, Scott Stephan, and Carter Williams; Jay Einspanier, the Rev. Jo Ann Jones, the Rev. David Romanik, the Rev. Peter Vanderveen

Recorder: Jay Einspanier

The meeting of the Vestry was called to order. Peter Vanderveen opened with a prayer.

Vestry Responsibilities: Peter began the first meeting of the new vestry with an invitation to collegiality, and he asked that we introduce ourselves. He stressed that this vestry will be making major decisions over the next year, and he wants to encourage significant discussions within the vestry on these issues. Peter emphasized the need for critical engagement. Everyone on the vestry should feel free to contribute to these discussions. Additionally, he pointed out that members should communicate with parishioners on behalf of the vestry. We are all equally responsible to the goals of Worship, Mission, and Outreach.

Executive Committee: Mackie MacLean was proposed by the rector as Accounting Warden. A significant discussion ensued around communication about the position of Accounting Warden that had been released before this meeting, which led to conversation about the By-Laws regarding the nominating process. It was decided that the By-Laws should be reviewed regarding this process. A motion to appoint Mackie MacLean was made and seconded, and he was approved as Accounting Warden. It was then proposed that the remaining 3 positions on the Executive Committee be filled by: Andrew Masterman (Rector's Warden); Carolyn Morris (At-Large member) and Caroline Manogue (At-Large Member). This motion was seconded and approved.

Liaisons: Peter passed out a description of the duties of the Liaisons along with a "Role of the Committees" description. Following discussion, vestry members agreed to these Liaison appointments: Buildings & Grounds – Phil Jodz; Christian Education (Adult Formation & Children) – Elizabeth McLean; Christian Education (Youth) – Andrea Cayley; Finance – Mackie MacLean; Music – Andrew Masterman & Mackie MacLean; Outreach – Jan Clarke; Bazaar – Caroline Manogue and Carolyn Morris; Nomination – Jay Brown; MEG – Carter Williams; NEW – Scott Stephan; Stewardship – Susan Adeniyi-Jones.

February Vestry Meeting:

Minutes: The Minutes of the January vestry meeting were read and approved.

Conflict of Interest Statement: Jay distributed the Conflict of Interest Statements for review and signing by the vestry. It was decided that while vestry members were free to sign this version of the Conflict of Interest, Caroline Manogue would work with Jay on a redraft in the weeks ahead. Also, the individual liaisons will get copies of the statement and distribute it to their respective committees. Signed copies may be forwarded to Jay for filing.

Accounting Warden Report: Phil Jodz reviewed the January numbers in the operating budget. The only major variance was in the pledge line which was \$21,700 under budget. This shortfall was primarily attributable to a shortfall in pre-paid pledges (\$32k) collected in 2017. After a discussion of what numbers the vestry should review in the financial statements, it was decided that for the February report YTD numbers for additional prior years would be added to be used for comparison. The report was approved.

Parish Administrator: Jay addressed the question raised concerning the various metrics at the prior vestry meeting in January. He distributed an updated copy of the metrics reflecting performance measures for the parish in 2014 through 2017. The metrics will be revisited to determine how their content can be improved. It was also discussed that we should consider distributing stewardship collection envelopes to the parish's children. The Stewardship committee will take that under advisement. It was also determined that the vestry will set a goal regarding the number of pledges to be made during the campaign each year. This goal will be established in September.

David Romanik closed the morning session by leading the Noonday prayers.

Legacy Into Promise: Tad Sperry presented a detailed report on the performance to-date of the Campaign Gifts committee. The tally as of February 24th, was just over \$10.2 million with a target of \$12 million. The remaining \$1.5+million will be part of the Full Participation Phase which was announced at the Annual Meeting. Tad is in the process of recruiting a staff of parishioners to act as solicitors and contact each family in the parish. The "ask" from each pledging unit is for 3 times the annual pledge or three times the average pledge of the parish (3 x \$2500), whichever is higher. These funds in combination with the \$2 million remaining from the prior capital campaign form the "Source" of funds of \$14 million.

Jay presented a detailed look at the projected Cash Flow for the project. In the interest of establishing a comprehensive understanding of the project, Jay distributed a document which included data back to 2005 and led the vestry through the sources and uses of funds up through 2017. He then presented the assumptions regarding both revenue and expense figures through 2023 indicating the start and completion of the construction and the assumptions regarding the receipt of pledged funds.

Peter covered a wide array of subjects connected to the campaign including; Design; Construction; Relocation, and Communications. He provided copies of the newly produced Participation Phase mailer which was used to kick off the public phase of the campaign. Copies had also been mailed to parishioners the prior week. Carter Williams stressed the need to set a firm date for the planned beginning of construction. Peter agreed but stated that the start date is contingent upon receipt of adequate pledges, permits and an acceptable relocation of office and meeting space

Closing: A motion was made to close the meeting at 3:05pm, seconded and approved. Jo Ann closed the meeting with prayer.