

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

Tuesday, April 10, 2018

7:00 – 9:00 pm

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

Absent: Andrea Cayley, Jay Einspanier.

Recorder: Peter Vanderveen

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

Minutes: The minutes of the March vestry meeting were approved as recorded.

Rector's Warden Report:

Andrew reported that the Executive Committee had met on Sunday, April 8. Most of the discussion of the meeting was on various financial aspects of the Legacy into Promise campaign. The Executive Committee agreed that the primary thrust in communications should be meeting the Full Participation goal of \$1.5 M, with pledges that can be paid out in the next four years. A focus on this last bit of fundraising would provide a greater sense of the importance of participation, and it would provide opportunities for moments of celebration as we make progress. Discussion at the meeting also included the process for collecting and recording payments for the pledges made.

Accounting Warden Report:

Mackie began by introducing Adam Watson and Meredith McDowell from the auditing firm of BBD. They provided a review of the audit for 2017, noting for the vestry the most important points in their Report. The audit was clean and no disagreements or difficulties were noted, and no adjustments were made. The balance sheet for the church is strong, and BBD did not issue a control letter.

Andrew thanked Adam and Meredith. He then asked for liaison reports.

Outreach - The incorporation of the Missions Initiative committee work is continuing. Peter asked whether the Outreach Committee had discussed the adoption of the vestry's Conflict of Interest statement. Some members of the Outreach Committee had voiced objections to the Statement. Caroline reviewed the Statement again for the vestry, and the following amendments to the Statement were recommended:

"An Interested Person is an individual who is a member of the Clergy, the Staff, the Vestry or any Committee as designated by the Vestry from time to time (such committees, "Designated Committees"), that the Vestry believes to have, or may in the future potentially have, a direct or indirect

Financial Interest, **including but not limited to** the following Committees: Project Management Committee, Capital Campaign Steering Committee, Music Committee, ACM, and Outreach Committee, as well as the following Legacy into Promise Committees: Campaign Gifts, Design Development, Construction, Finance and Re-Location."

And the recusal section now says: "A member of the Vestry or any Designated Committee who has a potential Conflict of Interest or who could potentially receive compensation, **including any direct and indirect personal, professional or financial gain or advantage**, directly or indirectly, is precluded from voting on such matters and must recuse him/herself from any discussion pertaining thereto."

And the certification now says: "...Certifies that s/he receives nothing of value (**including any direct and indirect personal, professional or financial gain or advantage**) from suppliers or vendors or **service providers** with which COR does business, and..."

Stewardship - No meeting has been held since the last vestry meeting.

Nominating - Peter and Jay would meet to discuss a process for By-laws review and revision.

NEW - No meeting had been held, but David reported that a Newcomers class was beginning.

Bazaar - Committee is gearing up for a final Parish House Bazaar before the renovations.

MEG - The committee met and decided to focus on families whose children had or were about to move on to college. A survey is being prepared to go out to those who meet this description.

Buildings and Grounds - No meeting had been held.

Music - It was decided that there would be no reception after the April concert with the Philadelphia Brass. The collection of shoes for the Music and Mission tour funding is going very well. Invitations to the last Garden Party at Appleford were soon to be mailed.

Adult Education - Elizabeth deferred to David to make this report.

Finance - Mackie reported on the operating budget to date. The income through March was higher than expected due largely to the early timing of a distribution from the endowment.

Mackie also reported the recommendation of the Finance Committee that the cash collected to date for the Legacy into Promise campaign, totaling approximately \$4.9M, be moved from a standard checking account into investments with a better return. This would significantly increase the amount of interest earned and provide more insurance security for the funds. Mackie and Soo Hee Lim, the chair of the Investment committee have been in discussion with representatives of Bryn Mawr Trust about various options. Because of the short time remaining before we would need to make use of these funds, Mackie recommended that the majority of the funds be moved into treasuries or bonds, with a smaller portion invested in more liquid options, similar to a money market account. This was discussed, and a motion was made to approve the new investment. The motion was seconded and passed unanimously.

Mackie noted that the Investment committee is also moving toward transferring endowment funds presently held by BNY Mellon to a Vanguard account. BNY Mellon has consistently underperformed in the management of this portfolio. This would probably involve the payment of an exit fee, but this initial loss would most likely be offset by higher monthly gains in value.

Mackie presented a draft form of a simplified cash flow statement for the Legacy into Promise campaign. The format was welcomed, but the cash flow number for the year 2017, \$5,186,985, did not agree with the asset account, Temporarily Restricted Capital Campaign, a sum of \$4,230,978 which had just been confirmed in the audited financials. The explanation lies in two additional balance sheet

accounts-- Vestry Designated Assets (footnote #4, page 5 of the Audit); and Permanently Restricted Assets (footnote 6, Page 9 of the Audit), which include respectively amounts of \$235,379 (Capital Campaign) and \$524,473 (the Lee Fund, \$500,000 original gift, plus \$24,473 of accrued earnings not included in the 2017 cash flow numbers), both of which had been ear-marked for the campaign. Upon closer examination of the cash flow numbers, it was determined that a \$219,407 figure was double counted. The sum of these three items brings the (A) corrected cash flow figure (which itself is not an audited item) to within \$2,230 of (B) our audited numbers for the year. Viz: (A) \$5,186,985 minus \$219,407 plus \$24,473 = \$4,992,051; and (B) \$4,230,978 plus \$235,379, plus \$524,473 = \$4,990,831, or a non-material difference of a little more than \$2,000.

Associate Rector's Reports:

David stated that the Lenten programs, though regularly interrupted by bad weather, were well received and well attended. Inviting the author Sarah Rudin to initiate the small group program proved very successful in generating interest and is a good model for future programs. He also reported that the pastoral care load has been particularly heavy, and he lauded the work of the NEW committee.

Jo Ann gave a short summary of the recent RYG mission trip to Marathon, Florida. It was a very successful venture, and the revenues raised for the trip far exceeded the costs. The possibility of a Youth Service, led by the RYG, was raised and discussed. No decision was made, but this would be a worthy project for further discussion and planning between the clergy and the RYG.

Rector's Report

Peter observed that staff had received very positive feedback on the Holy Week services. The engagement of the Philadelphia Brass for both Palm Sunday and Easter was particularly helpful to the liturgical experience. He noted that Ken Garner would be away for a week at a conference for Episcopal Church Communicators.

Legacy Into Promise:

Peter reported that the Campaign Gifts committee is continuing its work in the Full Participation Phase of the campaign. The emphasis is on arranging personal visits rather than simply trying to get pledge responses. The committee hopes that most of the visits can be made before Memorial Day.

The Design Development committee is meeting every other week. The interior designers and the civil engineers will be meeting with the members of the design and construction committees in order to provide design development plans by July.

The Relocation Committee is expanding and is drawing up plans for storage needs and procedures as well as outlining options for the relocation of programs, depending on whether the Pennswood properties will be available for use.

Priscilla Nalls has been amending the renovation plans that will be presented to the township to include a number of walkway and pathway plans, some of which are currently outside the scope of the budget for the current renovation. These would be future developments, but it would be helpful for the township to see the entire plan at this point.

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

