

**St. George's Episcopal Church
Meeting of the Vestry
December 18, 2013**

Attendance:

Vestry	Others
P – The Very Rev. Shearon Williams (Rector)	P-The Rev. John Shellito (Associate Rector)
P – Loretta Goodwin (Senior Warden)	P-Robert Panfil (Budget Chair)
P – Joan Pepin (Junior Warden)	P-David Grahn (Building Possibilities Fundraising Committee)
P – George DeFilippi (Treasurer)	P-Elena Keydel (Building Possibilities Committee)
P – Toby Walter (Register)	P-Michael Woods (Building Possibilities Committee)
P – Brian Bonnet	
P – Marcia Devens	
P – Dennis Fish	
P – Crystal Hardin	
P – Nathan Harpine	
P – Allison Otto	
P – Kathie Panfil	
A – Bart Naylor	

Food – Nathan Harpine, Devotions – Brian Bonnet, Timekeeper – Brian Bonnet, Lock-up – Loretta Goodwin

Opening Prayer

The Very Rev. Shearon Williams called the meeting to order at 7:30 pm.

Approval of the minutes

The minutes from the November 20 meeting were approved without amendment.

Committee Reports

Update from Building Possibilities, Elena Keydel, David Grahn, and Michael Woods

A four-person panel, which included the Very Rev. Shearon Williams, conducted reference checks and site visits of the three finalists for the

concept design phase. It felt strongly that Geier Brown Renfrow Architects, LLC was the best candidate. The full Committee agreed.

Elena Keydel and Michael Woods said the information from the conceptual design will allow St. George's to make an enlightened decision on whether and how to proceed with the project.

The Committee expects the architects to submit their drawings by late spring.

Geier Brown Renfrow's bid for the concept design phase is \$46,500. Unlike some of the other bids received, it includes a civil engineer. The Committee is asking for a budget line item of \$60,000, which would give the parish some wiggle room.

The bid does not include a hazardous materials survey for liability reasons. Brian Bonnet asked how much it would cost to hire a contractor for that survey. The Committee estimates the cost to be in the \$5,000-\$6,000 range.

George DeFilippi noted that the architect encourages St. George's to have a general contractor. He asked if the Committee anticipates hiring one. Elena Keydel replied that there has been some discussion about bringing one on as a consultant. Should the Committee recommend this course of action, it would be a separate bid with a separate cost.

Dennis Fish made the following motion:

Resolution 12.18.2013-1: Therefore, be it resolved, the Vestry approves the hiring of the architectural firm Geier Brown Renfrow Architects, LLC for conceptual drawings and related services. The Vestry approves the creation of a budget line item, Architect, with \$60,000 to come from Undesignated Altar & Special Funds/Allen Bequest.

The motion was seconded by Marcia Devens and passed unanimously.

The Building Possibilities Fundraising Committee (BPFC) is seeking permission to put out a Request for Proposals (RFP) for a fundraising consultant. The consultant would conduct a parish survey, providing a realistic, independent assessment of what the project would cost and St.

George's capacity to raise the money. The goal is to have a feasibility study by the end of April. David Grahn estimates the consultant will cost up to \$45,000.

Several Vestry members expressed sticker shock. David Grahn said St. George's will likely receive bids for much less than \$45,000. He didn't want to present the Vestry with an overly optimistic estimate. He added that the BPFC would get an itemized breakdown of expenses to help the parish determine the services it needs.

Brian Bonnet observed that the projected cost of the fundraising consultant is only for the feasibility study, not the actual fundraising. David Grahn replied that he does not envision hiring a consultant to do the fundraising. The study should give the BPFC what it needs to execute the plan.

Kathie Panfil asked where the money for the consultant would come from. George DeFilippi said it would come out of Altar & Special Funds.

Nathan Harpine made the following motion:

Resolution 12.18.2013-2: Be it resolved that the Vestry authorize the Chair of the Building Possibilities Fundraising Committee to issue a Request for Proposals and based on the response recommend to the Vestry the selection of a firm to be the fundraising consultant to determine the fundraising capacity of the St. George's community to support a renovation project of the St. George's facilities contemplated by the Building Possibilities Committee.

The motion was seconded by Marcia Devens and passed unanimously.

Review of Budget, George DeFilippi and Robert Panfil

The Vestry received copies of the proposed 2014 budget, along with a note from Ben Keseley explaining each item the music ministry was requesting.

The proposed budget calls for a two percent salary increase, while anticipating a pledge increase of six percent.

There are a couple significant changes from the projections presented at the November meeting:

1. The Rev. Stephen Rorke's contract will expire at the end of March and will not be renewed, reducing expenses by about \$18,000.
2. The projected transfer out of Altar & Special Funds is now \$33,521 instead of \$53,000.
3. The projected building and grounds subtotal is now approximately \$128,000 instead of almost \$143,000.

The projected deficit for 2014 is almost \$97,000. St. George's will exhaust its accumulated surplus and will need to supplement that with around \$55,000 from Altar & Special Funds. George DeFilippi reminded the Vestry that the parish typically overestimates its expenses by between \$10,000 and \$30,000.

Joan Pepin asked if the six percent pledge increase level would be realized. The Very Rev. Shearon Williams said there were 14 people who submitted pledges last year that had yet to do so this year. George DeFilippi added that St. George's had not yet reached its goal of \$534,000 in pledges, but was on the glide path to get there.

Nathan Harpine asked if income was expected to keep rising. George DeFilippi said there was no way to know for sure, but now that the staff is in place, expenses should remain relatively stable. If income continues to increase by five to seven percent each year, St. George's should have a balanced budget in about five years.

George DeFilippi made the following motion:

Resolution 12.18.2013-3: The Vestry approves the Financial Management Committee's proposed 2014 budget as presented.

The motion was seconded by Toby Walter.

Several Vestry members expressed discomfort with dipping into savings. At the same time, there was widespread sentiment that the parish was growing by leaps and bounds, and every effort should be made to stay on that trajectory. The Very Rev. Shearon Williams spoke of the via media: on one hand, it's necessary to spend money in order to grow the parish; on the other, St. George's can't just offer blank checks to each ministry area. She proposed having Vestry liaisons work with their respective committee

chairs in next year's budget process to determine what their ministry needs and what it can do without.

Elena Keydel asked if the budget could be published in Dragon Bytes. George DeFilippi said he periodically posts articles with the top-level information there. The articles direct those interested in the complete budget to a PDF on St. George's secure website.

Resolution 12.18.2013-3 passed unanimously.

Leadership Reports

Rector, Very Rev. Shearon Williams

St. George's Annual Meeting will immediately follow the 8 am service on January 12. The Building Possibilities Committee will deliver its report. The parish will honor the four departing Vestry members and elect four new ones.

Bishop Gulick will visit St. George's on January 19. He will confirm, receive, or reaffirm 11 parishioners.

The Vestry will hold its annual retreat on January 31-February 1 in Roslyn.

The Very Rev. Shearon Williams recognized Brian Bonnet, Loretta Goodwin, Bart Naylor, and Allison Otto, whose terms expire in January, for their service on the Vestry.

Sr. Warden, Loretta Goodwin

Loretta Goodwin thanked everyone she had served with on the Vestry, especially the ones rotating off.

Associate Rector, Rev. John Shellito

The Rev. John Shellito and his wife Haley have recently purchased a new house. He is grateful to be at St. George's for this part of its journey.

Resolutions

Brian Bonnet made the following motion:

Resolution 12.18.2013-4: Be it resolved to spend a total of \$1,400 to pay members of a professional string quartet to accompany the St. George's Choir in its offering of Vivaldi's Gloria at St. George's Christmas Eve

festival service, December 24 at 9:30 pm; money to be drawn from available funds in the Music Ministry/Altar & Special Funds.

The motion was seconded by George DeFilippi and passed unanimously.

Dennis Fish made the following motions:

Resolution 12.18.2013-5: Whereas the Rev. Shearon Sykes Williams is employed as a minister of the Gospel by St. George's Episcopal Church, Arlington, Virginia, which does not provide a residence for her, the Vestry resolves that of the total annualized compensation (total amount) to be paid to the Rev. Williams, that \$48,000 (housing amount) be designated a parsonage allowance to which Section 107 of the Internal Revenue Code of 1986 (as amended by the Clergy Housing Allowance Clarification Act of 2002) applies. This stated parsonage allowance will remain in effect unless modified and approved by the church.

Resolution 12.18.2013-6: Whereas the Rev. John Ellis Shellito is employed as a minister of the Gospel by St. George's Episcopal Church, Arlington, Virginia, which does not provide a residence for him, the Vestry resolves that of the total annualized compensation to be paid to the Rev. Shellito that \$33,000 (housing amount) be designated a parsonage allowance to which Section 107 of the Internal Revenue Code of 1986 (as amended by the Clergy Housing Allowance Clarification Act of 2002) applies. This stated parsonage allowance will remain in effect unless modified and approved by the church.

The motions were seconded by Joan Pepin and passed unanimously.

Closing Prayer

After Closing Prayer, the meeting adjourned at 9:30 pm.

Respectfully submitted,
Toby Walter, Register