

July 27, 2020 Vestry Meeting Minutes

Present at the virtual meeting: Patty Alexander, Vince Leonard, Sue Carroll, Karen Edwards, Robin Reed, Chuck Cash, Frenchie Gogos, Walter Douglas, Cliff White, Fred Bentley, Rosi Sweeney, Donna Alvarez, Carl Adams. After an opening prayer lead by Walter and a welcome to Robin who was observing, June 2020 Vestry Meeting minutes were approved. Fred will be timekeeper, Sue will do the opening prayer in August, and Karen will do the evaluation. The Dwelling in the Word discussion was on excerpts from Romans 8, verses 31-37.

Rector's Report

Patty started with two pastoral matters. Kim Matthews tested COVID-19 positive and is quarantined in her home away from her husband and children. She is free of symptoms but in our prayers. Joanne Comstock and John Wyss will not be with us tonight because of family illness and are in our prayers also. Patty reviewed scheduled virtual events and asked for Vestry presence, participation and prayers. The planned opening of St. Dunstan's first outdoor worship on August 9, 2020 at 10:00AM will be an important subject of discussion tonight. Patty asked that the Vestry members read regular email updates.

Patty reviewed two recent events. The American Red Cross Blood Drive, which took place in the parish hall, was successful. The virtual book discussion on Seeing My Skin was thoughtfully moderated by Mark MacCarthy and was attended by Cricket Park and one other person from Holy Redeemer as well as a good turnout from St. Dunstan's.

Patty spoke about the Rectory lease and matters concerning Manor Montessori. The McMillans would like an extension, and John Wyss would have given us legal advice; but, since he has a family emergency, we will wait until he can be with us or perhaps deal with the subject through email. Sue and Chuck thought we should try to grant the McMillans the lease, and there was general agreement. Patty reminded us that Manor has had a 50% reduction in rent for the last two months, and we need to decide about August. (Wonders does not need a reduction.) Cliff said that his opinion is to give them the reduction since the church has had fewer expenses and can pass the savings on to them. There was general agreement. Cliff said that in September we could go back to collecting full rent if Manor occupies the building. Patty said that Manor plans to open on September 8, 2020. Patty briefed the Vestry on Manor's plan. There will be reconfigured classrooms to enable social distancing with fewer children in each room. Manor's cleaning company will sanitize all the spaces they use. Manor staff will wipe down playground equipment each morning and evening. The school is seeking approval of a 10 x 20 foot tent with clear sides in the parking lot or on the playground pending a consultation with the rental company. The rented tent would be extra space for Manor so that there would be fewer children in the building. If the tent is in the parking lot, Manor will allow us to use it to facilitate outdoor worship. All plans are contingent on County, State, CDC and Health Department regulations. Sue raised liability concerns, which were considered. There was general agreement to give permission for the tent for one month with further consideration at the end of the first month. Patty said that perhaps Manor could use the Youth Room. Patty went on to review the new proposed plans for Wonders. Since Montgomery County has announced virtual learning through January 29, 2021, Wonders wants to provide a safe, supervised space for socially distanced learning. They want to use the Parish Hall from 8AM to 6PM with the children in the building from 8:30AM to 5:30PM. In accordance with Phase 2 guidelines, there would be seven people in the Parish Hall: two supervisors and five children. There would be staggered arrival and pickup. All children and staff would wear cloth masks and proper hand washing would be enforced. All staff and students would be screened on arrival. No parents would be allowed in the building. Lunches would be brought from home in disposable containers. Wonders has a licensing requirement that they have access to a kitchen, but they hope not to have to use our kitchen. The Vestry would be more comfortable if the kitchen were not used. Kim is looking into having the hall and bathrooms disinfected daily. Karen asked whether we needed more internet bandwidth to accommodate any virtual learning. Patty said that more bandwidth would be needed. That problem will be addressed at the same time that our present problems with Verizon Fios are addressed. There will probably be no extra charge. Carl wondered whether there

should be a change to Wonders's lease, and Cliff said that something should be put in writing about the new accommodations.

Patty moved on to regathering and revisited the survey results. Patty said we need to get permission from the Diocese. There is a draft of the Regathering Plan which is to be submitted to the Bishop tomorrow. Under the plan, parishioners would make a reservation to come to worship. John Wyss has said the agreement would be a covenant and that no full waiver would have to be signed. (Some large urban churches have required the signing of waivers before return to worship.) In advance of return to worship, Kim has verified that touchless faucets have been installed in all bathrooms. The church has switched from Xfinity to Verizon Fios on the recommendation of Curtis Chatman, AV consultant. Curtis is working to get us a proposal for upgrades needed to livestream from church. Vince has been working with him. Patty asked Chuck to speak to the matter of a needed tree inspection before outdoor worship begins. Chuck said that an arborist has been consulted. There are dead or compromised trees which belong to the County. He has had little luck communicating with the County but will continue to work to get through to them to get a commitment to take down the compromised trees. The Vestry approved of Patty's submission of the Regathering Plan to the Bishop on July 28, 2020.

Stewardship Report

Sue is chairing the Stewardship Committee along with Karen and Rosi. They displayed a document which compared last year's stewardship calendar with the proposed calendar for 2020 based on suggestions from EDOW. While last year's theme was planting seeds, this year the theme is doing what love requires. All material and activities must be adapted to the restrictions that COVID-19 places on us. For instance, while last year there was a Vestry cocktail party kick-off, this year gift bags with campaign materials could be delivered to Vestry homes. The committee needs to determine how to present financial requirements when we don't truly know what our projected expenses will be. Some possible dates are October 12—materials presented to Vestry; October 16—Vestry pledges due; October 18—campaign launch; November 15—Consecration Sunday. It was suggested that Phoebe Eliopoulos might be helpful in recording personal testimonials, which could go out on church online communication. Rosi suggested that the outdoor service be filmed as a demonstration of a safe worship style. Walter suggested that some congregants are not very familiar with Patty and that her presence should be featured in campaign communications. Vince suggested that before making a pledge, givers want to know what our plans are. Walter suggested that a book he is reading on St. Dunstan may provide inspiration. Cliff suggested person to person appeals. Sue said we will take time at the next Vestry meeting to discuss the launch.

Report from Rosi

Rosi said that since she is based in North Carolina now, she will be selling her Bethesda residence and will have to go back on her intention to serve as Senior Warden during the next term. She said that St. Dunstan's will be her parish home and that she will continue her financial support. Rosi was warmly thanked and praised for all she had done for the church, and Patty also thanked her for her service.

Treasurer's Report

Cliff displayed a detailed monthly report for the Vestry. Cliff said that during the month of June, pledges have slowed down; but we anticipated this as the summer months are traditionally slower. Thankfully, pledges are ahead by \$30,000 compared to last year at the same time. We are \$20,000 under budget on other income sources, primarily due to our rent forgiveness for Manor Montessori. On the expense side, we have had some expected savings under the categories of choir, snow removal and building maintenance. Thus, to date, our shortfall is balanced by savings. Cliff said that, at this point during a Pandemic, we don't know whether we will have the annual audit, or the expenses associated with an audit. We have \$130,000 between checking and savings. The endowment account performed well in May and June; it is up about \$33,000 and recovered from all of its losses in the first quarter. Overall, we

are in a better cash position compared to last year at this time. Cliff will apply to have the PPP loan forgiven because of the way the church has used the money.

Faithfully submitted,

Donna Alvarez
Registrar