

## Amended April 27, 2020 Vestry Meeting Minutes

Present at the virtual meeting: Patty Alexander, Vince Leonard, Sue Carroll, Karen Edwards, Robin Reed, Chuck Cash, Frenchie Gogos, Joanne Comstock, Walter Douglas, Cliff White, Fred Bentley, Rosi Sweeney, Donna Alvarez. March 2020 Vestry Meeting minutes were approved pending the correction of Vince Leonard's name. Chuck will be timekeeper, Sue will do the opening prayer in May, and Frenchie will do the evaluation. Patty asked us to check in by saying a few words on how we are doing at this difficult time. The Dwelling in the Word discussion was on 1 Peter 5:1-4.

### Rector's Report

Patty started with thanksgivings for Rosi, Sue, Joey Arkfeld, Robin and Kim Matthews for their special contributions during Holy Week and Easter. Volunteer callers were thanked and reminded that they can take the initiative to call members of the congregation. A thank you also to Chuck and John Wyss for all their work on the grounds. On the topic of being a church in the time of a Pandemic, Patty drew our attention to the letter from Bishop Mariann, which had been included on Vestry email. The first closing of churches was until May 17, 2020, but this date is open to change. Bishop Mariann said that when parishes open, church may be different from pre-Pandemic days in the number of services and accommodations for social distancing. She is developing a check list which she will publish. Rosi commented that since the Episcopal church is associated with the first reported case of COVID-19 in our area, we do not want to open too early and receive more adverse publicity. Patty said that she would insert some of Bishop Mariann's message in her daily emails. Karen said that she thought that online virtual church may continue to be a good option for some. On another matter, Patty said that there are COVID-19 Emergency Relief Funds available, so please let her know privately if you know of anyone in the parish struggling financially. For now, Patty is connecting virtually through her daily email, the Compline service every night for the present, Morning prayer on Tuesday and Friday, the Sunday service, Wednesday Bible Study, and the Wednesday children's message. Patty reminded the Vestry that people at Brighton Gardens would like cards or notes. Rosi asked for specific names so that we know where to direct the cards or notes. Robin said that Virginia Theological Seminary has a popular virtual coffee hour. Patty said that if you have suggestions for a virtual coffee hour or happy hour for our parish, please let her know by email. She is open to other creative suggestions as well. Elin Botha contacted Patty about KIND—Kids in Need Distributors—which needs extra help now that they cannot collect perishable food. Jessica Ault will take the lead with KIND when we get back to normal. Sue reminded us that Bethesda Cares is in need, too.

On another matter, Wonders and Manor have asked for a reduction in rent for the next month. In April Wonders and Manor Montessori paid only 50% of their rent. Cliff explained that that figure was a reflection of the amount that the church saved because the building required reduced cleaning and other services. He feels that it would be OK to offer the schools 50% off for the month of May. He feels it is good to go forward on a month to month basis because he does not know for sure how much we are saving by not using the building. There was Vestry support for Cliff's opinion and no opposition. Patty also reported that the McMillan family in the Rectory would like to extend their lease through the end of 2028. While this is good news, Cliff suggested that he and John Wyss confer about that since the term is so long.

Patty reminded the Vestry of their Ministry Liaison assignments and said that Vestry members would be point people only, not responsible for the whole area of ministry. Patty said that the church will be cleaned, not deep cleaned when it reopens. Our cleaning service, Tru-Clean, has been unsatisfactory, and Kim has given them notice. She is getting bids, but the bids appear to be high. She will continue to negotiate with the services she likes. Patty filled us in on the Romero Landscaping situation. There has been no further news on the suit, so hopefully that problem has been resolved.

## Wardens' and Vestry Members Reports

### Buildings and Grounds

Chuck reported that Ruppert has been chosen and completed three tasks. The bank near the sidewalk to the parking lot has been seeded. An underground pipe now takes the water from near Patty's office down to Ft. Sumner Drive. Third, a swale has been constructed near the Rectory. Aerotech cleaned the gutters and did a good job. Capitol Tree has identified some problem trees; one fell down in a storm and has been removed, and there has been tree trimming near the Rectory. There are other projects that need to be done in the future.

### Stewardship

Rosi and Sue addressed the Stewardship Campaign for this year, both how to approach it and when to begin since the Pandemic has changed so much. Rosi thought the timing of the campaign should be similar to other years. Sue felt that she would like guidance from the Diocese and felt that we will be getting guidance as we have in other years. Sue and others felt that our congregation does not seem to be in financial distress, but we must keep our eyes and ears open for signs of families in distress who haven't made their situation public. Karen said that people need to be informed about all that is going on with virtual services and especially how St. Dunstan's supports the broader community. Sue suggested that a phone tree would be effective, and Walter suggested that we have young people in our church community who would be good at making an effective Stewardship Campaign video.

### Treasurer's Report

Cliff supplied the March 2020 financial report and month-to-date April 2020 cash receipts. Both were available in Vestry emails and on-screen at the virtual meeting. Cliff said we are ahead on income thanks to pledges which have been paid ahead of schedule. Expenses are running at or below normal since the building is not being used. There was no snow removal expense because of the mild winter. In the second half of March, there was a dramatic drop in revenue collected. The April income was \$40,000 which included the bequest of \$10,000 from Audrey Rosselot. Our usual expenses are \$40,000 per month. The endowment account is looking good. All in all, there were no adverse surprises.

On another matter, St. Dunstan's is eligible for a loan of a little more than \$30,000 under the Payroll Protection Program. Cliff has applied for funds notwithstanding some delay on the part of Capital One, and it is under review at this time. We have also submitted an application to the Maryland Small Business COVID-19 Emergency Relief Fund for a \$10,000 grant and for a Montgomery County Public Health Emergency grant of about \$12,500 (but that one seems to be a long shot). We are waiting for responses.

### Seminarian's Remarks

Robin said it is great to be part of a family of willing shepherds. She will be with us at least through the month of May 2020.

The next virtual Vestry meeting is May 18. Patty adjourned the meeting with a prayer. The meeting was adjourned at 9:03PM.

Respectfully submitted,  
Donna Alvarez