There was a meeting of the Vestry of Saint Paul’s Episcopal Church, Chestnut Hill, on the above date at 7 p.m. in Dixon House.

There were present Ruth Desiderio, Rector’s Warden, presiding; also Interim Rector the Rev. Canon Albert J. Ogle, and Chip Butler, Steve Camp-Landis, Cheyenne DeMulder, Mark Duckett, Clark Groome, John Kimberly, Chuck Lower, Tabitha Oman, Steve Pearson, Kristen Poole, Louise Thompson, and Hugh Williamson. Adam Watson and Melissa Dunn from BBD, the parish auditors, were the Vestry’s guests.

Tim Albert, Lisa Budd, John Kimberly, and Amanda Scates-Preisinger were absent.

The meeting was called to order at 7:06 p.m.

I. Interim Rector Albert Ogle opened the meeting with a prayer.

II. The Listening Hearts Guidelines were read.

III. The minutes of the September 16, 2019 Vestry meeting were approved unanimously.

IV. Kristin Poole recommended that the parish change its electricity contract to one that relies on renewable sources of energy rather than fossil fuel. The proposal—endorsed by the finance and property committees, the interim rector, and the climate change reading group—will cost the parish about $1,000 more per year than the current contract and will remain unchanged for the next three years.

The recommendation was moved, seconded and passed unanimously.

V. Accounting Warden Steve Camp-Landis reported that the Finance Committee had met on Friday morning so the interim rector could attend. The roles of and relationships among the Finance Committee, the Budget Committee, the Investment Committee, the Stewardship Committee, and the Vestry were discussed. Steve announced that Nicole Tullo will chair the 2020 Budget Committee.

The projected budget deficit for 2019 is $90,000. The Finance Committee’s recommendation was that we borrow that money from the endowment and repay it
over the next five years, Clark Groome made the following motion, which was duly seconded:

“I move that we accept the Finance Committee’s recommendation that we borrow $90,000 from the endowment with the expectation that it will be paid back, with interest, within five years, and that this may be revisited as necessary.”

After much discussion the motion was passed with 11 approving and Tabitha Oman abstaining.

Steve also said that once the 2020 budget is set and approved by the Vestry we need to make sure it is complied with. Managing the budget, he said, has to be more organized and controlled than in the past.

While Steve reported that he would make regular monthly reports to the Vestry there was some thought that having quarterly reports might be more informative because of the seasonal nature of income and expenditures and the reality that sometimes bills aren’t received from suppliers in a timely manner.

He also said that if there was a significant (perhaps more than $1,000) unexpected expense then the Vestry needs to be involved in deciding where to get the money from to pay for it.

VI. Adam Watson and Melissa Dunn from BBD, the parish auditors, presented and reviewed the 2018 audit. They reported that the financial statements were all “fairly presented” and that the finances for 2018 were clean, which means that all was OK. There was much discussion. The questions were all answered to the Vestry’s satisfaction.

VII. Property Chairman Mark Duckett reported that the sewer project has not yet begun because the construction costs were two to four times higher than budgeted. He said that the project would be packaged with other work – on the flèche, the parish hall, the kitchen etc. – which should reduce the cost.

Mark said that the Property Committee had a preliminary design meeting with Jim Rowe of Studio Agoos Lovera.

He asked for Vestry approval of Delran Construction as the project’s construction manager. That approval was moved, seconded, and passed unanimously.
He also asked for the Vestry’s approval of dedicating a portion of the baptistry as a memorial chapel which will, initially, include a reframed World War II Roll of Fame and a votive stand. This will be a quiet place in the church for people to pray and meditate.

On motion duly seconded, the memorial chapel proposal was passed unanimously.

VIII. At the request of the Coordinating Committee, the interim rector’s report focused on development, stewardship, and fundraising in the coming year. His report is attached.

•The Rummage Sale, under the excellent guidance of Amy Soeffing, was a great success. It raised $48,000 and was generally felt to be well run, with the concern that it would be helpful if there were more volunteers during set up and especially during clean up. The feeling among those involved was that those working on rummage were an “awesome community,” and that it should continue.

•Albert met with Ted Swenson and Jennifer Shropshire of Edward F. Swenson & Associates, Inc., our fundraising consultants, to discuss the follow-up for the recently completed capital campaign. He reported that there is a “Thank You” page on the St. Paul’s website that includes a list of all donors and some photographs pertaining to the campaign. There will be a reception for all who gave $10,000 or more, the vestry, and the architects and construction manager on Wednesday, Nov. 6 from 6 to 8 p.m. A second reception is also being planned so all have the opportunity to meet the new team and give input.

•Albert has been meeting with several members of the parish about stewardship. He says that while there is still no stewardship chairperson many people are involved and enthusiastic about being part of our stewardship program, which, he noted, isn’t just about asking folks for money.

•This year’s Every Member Canvass (a/k/a annual giving) will kick off with a letter to the parish November 4 and will run until January 26, 2020, St. Paul’s Day. The goal is $625,000. [The Stewardship Committee subsequently recommended a 5% pledge increase for everyone if possible.]

He asked that 100% of the vestry make their contributions or pledges ASAP so that this can be announced in the November kickoff letter.
• Marissa Curcio is doing very well updating the website, including the capital campaign thank you page and designing the pledge cards and campaign materials. She is also helping Virginia Emlen get the parish directory and giving records up to date.

• Gifts to the annual fund should be able to be made online.

• Albert mentioned the importance of planned giving in any strategy for sustainable development at St Paul’s. While a number of people have already made arrangements for St. Paul’s in their estate plans, the parish should undertake a program to encourage others to do so as well. While much of this work will be done by the parishioner and his or her lawyer, St. Paul’s should offer ways in which a person can remember us in his or her estate plan. The church should also be available to help anyone interested in planned giving. A brochure should be developed. Steve Camp-Landis suggested that we might be able to get some help on all of this from Glenmede Trust, the folks who manage our endowment.

• Albert reported on the work to establish a space utilization joint property and finance subcommittee. There needs to be a concerted effort to bridge the gap between the estimated $287,000 needed to run the facility (excluding programs and capital improvements) and the current $30,000-35,000 in rental revenues. Michael Latini has agreed to lead this subcommittee.

• Albert said there were a lot of really capable and dedicated people stepping up to the plate to help with stewardship. He thanked all of them and noted that with the right leadership and support the parish should be able to insure a healthy financial future.

• Finally, Albert recommended we hire a development specialist to help manage the stewardship programs. Many parish members are not pledging or even giving, he said. If we are serious about a capital campaign to restore the organ in 2020, we cannot do this with the existing volunteer and paid staff. Albert will invite Pat Voigt and Lisa Budd to share their ideas on what would be needed for us to begin a campaign maximizing volunteer and existing leadership.

Overall, the Interim Rector felt the giving at St Paul’s was of a higher standard than at many Episcopal congregations. While 70% of the budget is dependent on 50 families, there needs to be more attention paid to developing relationships to create a balanced and sustainable funding base from pledges, rentals, events, and outside support like
rummage sales to cover the parish’s financial needs. If the parish is to embark on a serious organ repair program before the new rector begins, a development director will be needed.

IX. Rector’s Warden Ruth Desiderio reminded the Vestry to do their Safe Church Training. She also reported that she was working with John Rollins to recruit members for the Self-Study/Parish Profile Committee that he will chair.

X. Clark announced that former St. Paul’s assistant Ruth Lawson Kirk Beresford will be the St. Paul’s Day preacher on January 26.

XI. The next meeting of the Vestry will be **November 18, 2019 at 7 p.m. in Dixon House.**

XII. Following Albert’s closing prayer, the meeting adjourned at 9:19 p.m.

Respectfully submitted,

Clark Groome
Secretary

**Interim Rector Report October 2019 –Development issues 2019-20**

- Summer 2019 –Ensure Rummage Sale and partner relationships are successful. Update website and Outreach info.
- Meet with Consultants to close out Capital Campaign.
- Preliminary conversations on potential organ capital campaign (ongoing).
- Marisa help with web-based recognition for Cap Campaign Donors
- Event planned for CC Donors over $10k to mert architects and invite Vestry. Wed 6th Nov. 6-8
- Stewardship conversation at my home
- Marisa design Stewardship materials and Vestry approval
- Stewardship Committee meet Wed. 23rd Oct. Letter approved and mailed after Nov 3
- Monthly testimonies between now and Jan. 26th..end of campaign
- Review Planned Giving strategy in 2020 –need an event.
• Hire Development Director in 2020 once decision is made on organ campaign (split work between stewardship/planned giving and organ).
• Income from rentals –joint committee (Finance and Property) M Latini.