

# MINUTES OF THE REGULAR MEETING OF THE VESTRY OF SAINT MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

**March 21, 2012**

The regular meeting of the Vestry of Saint Michael and All Angels Episcopal Church was held March 21, 2012.

Vestry members in attendance were: Christine Ashmore, Tony Briggie, Cindy Carter, Cliff Miercort, Stephanie Pearson, Grady Schleier, Van Sheets, Nancy Skochdopole, Ron Staffieri, Tom Stewart, Stewart Thomas, Donnell Wiggins, Scott Wilson, Sheryl Wylie, and Clerk, Blair Richert. Auxiliary members included Matt Waller, Giffin Weinmann and John Wilson. Guests included Rob Baber, Lowell Duncan, Tracy Helms, Kimberly Hughes, Rev. Greg Pickens and Katie Riley.

The Rector called the meeting to order at 4:38pm. He opened the meeting by welcoming the newly elected Vestry members.

## MINUTES OF PRIOR MEETING

Upon motion duly made and seconded, the minutes of the February 15, 2012 meeting were unanimously approved.

Upon motion duly made and seconded, the minutes of the February 19, 2012 meeting were unanimously approved.

### Early Childhood Ministry Report

The Reverend Greg Pickens reminded the Vestry of the 3 personal and spiritual values which would be at the heart of his work and efforts in our parish.

1. Invitation to the church.
2. The telling and sharing of our personal faith story.
3. A need for prayer and study.

Rev. Pickens highlighted that ECM serves children 6 weeks to 5 years of age. There are currently 10 classrooms and 19 full-time teachers. This ministry also aims to provide free childcare for all activities parishioners wish to participate in.

Tracy Helms, Chair of the School Board noted that the school currently serves 175 children a week, employees a staff of more than 20 and hosts events such as Barnyard Bash, Easter Egg Hunt and other Fellowship events. Mrs. Helms also noted that the school had been in existence for 20 years. When the school first opened its doors, it served children ages up to 2 years of age. Since that time the school has expanded to serve children up to 5 years of age. However, in that time, no additional outside age-appropriate play equipment has been provided. This will now change. The recent "Chairish Our Children" Fundraiser raised \$20,000. Additionally, the event received \$60,000 in underwriting and received 2 grants. All of the money raised will go towards building a new playground which will serve the needs of all of the children attending the school. Mrs. Helms introduced the newly hired Head of School, Mrs. Katie Riley. Mrs. Riley's resume is attached as **Exhibit A**. She is working part-time at the school 3 days a week until the end of

May, at which time she will become full-time. Mrs. Riley shared that a personal passion is working with kids with disabilities. Until she is full-time, she will primarily focus on evaluation of current practices. She has already held a listening session with the staff and created an online survey. These have not yet been set-up as a continuous, ongoing process, but plans to do this. Reverend Dannals commended Tracy Helms for her willing lay leadership and also commended with thanksgiving the leadership and professionalism of Barb Wynn, especially during the time of transition.

### **Finance Report**

Mr. Matt Waller reviewed the 2012 actual operating income statement through February 2012 (**Exhibit B**). Pledge and unpledged revenue is almost \$100,000 over budget. Prior year pledge payments are below budget, but 2011 reminders will be sent in April with quarterly statements. Additionally, since the Annual Meeting, some parishioners have increased their pledges totaling \$21,300 and new pledges have been made totaling \$56,670. These new and increased pledges are not yet accounted for in the actual income statement. Overall, expenses are below budget primarily due to timing differences. Ministry area spending is usually lower in January as programs are just getting underway. Our audit kicked off Monday, March 19<sup>th</sup>. We are working with a new firm this year.

Van Sheets noted that in 2009 the parish appealed to the Diocese for financial relief. Mr. Sheets suggested that if we do not appear on course to make up the budgeted deficit the Vestry may need to consider making this request again. Reverend Dannals indicated the formal deadline to make this request had passed. Mr. Waller and Mr. Sheets are to update the diocesan treasurer informally regarding the church's 2012 budget.

Mr. Waller put forth a motion to approve a grant request to the SMAA Foundation which had been approved by the Finance Committee (**see Exhibit C**). The request is for Adult Formation in the amount of \$7,000 to cover the expenses for Diana Butler Bass who recently spoke in the Distinguished Lecture Series. The motion was moved and seconded and unanimously approved.

### **Stewardship Report**

Mr. John Wilson began by thanking the Vestry for all the support they have already shown to him and his wife, Kelly, who will be co-chairing the Stewardship Committee this year. He noted that they had served on this committee in 2004-2005. They have held their initial turnover meeting with Nancy and Kyle Moore and are anxious to hear J. Puckett's April 10<sup>th</sup> presentation from the Giving Council. Mr. and Mrs. Wilson look forward to working with the Vestry this year.

### **Foundation Report**

Mr. Weinmann highlighted the recent and upcoming work of the Foundation. On February 21, 2012 they held a special meeting to make decisions regarding the grant requests submitted by the Vestry. These were all approved. Five new trustees have recently been appointed. These 5 new trustees along with anyone else interested is invited to attend a workshop being held on March 31<sup>st</sup> from 10-12pm in the Coke Room which will serve as a primer on the Foundation and the work that it does. The primary near term project the Foundation will be working on is the Columbarium.

### **Building & Grounds Report**

Mr. Tom Stewart noted that the Building and Grounds Committee has been working on the plan for the new playground which Mrs. Tracy Helms had mentioned earlier as well as the Columbarium which Jay Grogan will present an update on later in the meeting.

### **Junior Warden's Report**

Mr. Tony Briggie began by thanking the Vestry for entrusting him in this position. He listed the people and committees he has met with to gain greater insight into church matters. Mr. Briggie has met with the Junior Wardens of the last 3 years and some senior ones as well to gain perspective on the history as well as where we are headed. He met with the Decade Committee, Finance Committee, Building and Grounds Committee, J. Puckett, Bill Bancroft, Lowell Duncan, Tish Visinsky and a few others. He noted the Diocesan Convention will be held November 16<sup>th</sup> and 17<sup>th</sup> and ask the Vestry to please plan to attend. He also encouraged the Vestry to attend the Evensongs in the next couple of weeks. He noted Acolyte training will be held Saturday, March 31<sup>st</sup> from 9-10:30 and encouraged all to consider participating. He also encouraged everyone to attend a Maundy Thursday service and/or a Saturday service. Reverend Dannals suggested considering attending one service each day during Holy Week. It will change your life if you do this.

### **Senior Warden's Report**

Mr. Van Sheets commended the work and effort of Marta Holden in the area of Engagement. The recent Sunday focused on Getting Plugged In was a successful culmination of her dedication to this important ministry. The Vestry needs to continue to make it a priority to help parish members find a place within our church.

Mr. Sheets noted that the structured Vestry-hosted dinners for the Rector and Mrs. Dannals will be discontinued. If a Vestry member has a group of parishioners that he/she would like to introduce to the Rector, then he can host and schedule the dinner with the Rector, but there will be no formal attempt to schedule these throughout the year.

Marla and Tony Briggie will host the Vestry and their spouses at their home on April 23<sup>rd</sup> from 5-7pm. We hope everyone can attend.

### **Rector's Report**

The Rector began by emphasizing the importance of the work in the area of Engagement. He noted that the parishioner "My Stories" which can be viewed on the website will evolve and grow to not just sharing what you do at the church, but what you do as a profession and how that too is a ministry. He asked Vestry members to participate if called upon.

He reminded Vestry members that the monthly Vestry Meetings officially begin at 4:30pm but that a devotional and Eucharist are offered beginning at 4pm. All Vestry members are invited to attend.

The Rector noted that the search for a new priest was going well. The formal good-bye party will be held for Reverend Patty Willett in the garden cloister on May 20<sup>th</sup> at 12:15pm.

Reverend Jemonde Taylor's Lilly Fellowship officially ends in June 2012. When there is more information about his future plans, we will share the news with the parish. In the meantime, a

new Lilly Fellow has accepted our offer. She finishes seminary in May and will be ordained in July. She will start work at the church on June 5<sup>th</sup> and her first sermon will be June 10<sup>th</sup>. The new fellow will be announced to the parish on April 1<sup>st</sup>.

The Rector passed out Vestry Liaison assignments (**Exhibit D**). He asked members to please contact Vestry members who had served as liaisons to the ministry areas in prior years. Contact Kay Allred for this information if you do not have it.

The Vestry retreat will be held Saturday, June 16<sup>th</sup> from 9am to 3pm. Bill Bancroft will present gratis and this is the date that worked for his schedule. Mr. Bancroft will need information from each of you prior to the retreat. Please respond promptly. On Friday, June 15<sup>th</sup> Vestry members are invited to Mr. Van Sheets home for a casual dinner. Business will be discussed so spouses are not invited. Kay Allred will provide Vestry Members with full schedule of events once it is finalized.

Lastly, The Rector highlighted a potential new initiative the church may become involved in. SMAA is evaluating the idea of hosting a farmers market 29-30 Saturdays per year. The proposal is to hold it in the green space on the north side of the river near the new playground. Bracken is checking into an outdoor bathroom facility. It could begin as early as May 2012. Guy Griffiths has an extensive laundry list of items to address before moving forward. The model being reviewed as a best practice is St. Stephens Episcopal Church in Richmond, Virginia.

## **Other Business**

### **Columbarium Report by Mr. Jay Grogan**

Mr. Grogan began his presentation by noting that a previous Vestry had approved the development of the Columbarium Project, and now it has reached the stage to be approved to go forward with niche marketing, financing and construction. He provided an updated rendering of the project (**Exhibit E**), a one page summary of the project (**Exhibit F**) and a brochure sample (**Exhibit G**). Mr. Grogan commended the work of the Columbarium Committee as they have now raised \$1,700,000 in underwriting pledges, with other pledges close to being committed. The project is estimated to cost about \$2,000,000. In order to move forward, additional Vestry approvals are needed at this time.

1. Vestry approval to apply to the SMAA Foundation for necessary funds for "current costs" for the Columbaria Expansion Project, which include a landscape plan provided by Naud Burnett, architectural detailed drawings updated to current plans and brochure printing for an estimated cost of \$35,000. The motion to approve an application to the Foundation to cover the current costs up to \$35,000 was moved and seconded and approved unanimously.
2. Vestry approval to enter into "Tri-Party Foundation/Church/Donor Agreements" to provide for the receipt of gifts by the Foundation the grant of such funds by the Foundation to the Church, and the "re-contribution" of such advances by the Church to the Foundation out of niche sales (so long as the form of such agreement is acceptable to the President of the Foundation, the Senior Warden and the Chancellor). The resolution for Tri-Party Agreements was moved, seconded and approved unanimously.
3. Vestry approval to make updates to the Rules and Regulations as may be necessary, subject to the approval of Chairman of Columbarium Committee, the Rector, Chancellor and Senior Warden. The resolution for Columbarium Regulations was moved, seconded and passed unanimously.

4. Vestry approval to seek further Foundation funds for and proceed with construction of Columbarium Expansion and Nave Court (including the execution of necessary construction agreements, consulting agreement, and other documents, applications, etc. as well as the payment of all costs) so long as:
  - a. Final costs (estimated at \$2.0mm) equal to or less than the sum of
    - i. Funds contributed to Foundation Columbaria funds plus
    - ii. Niche Presale proceeds
  - b. Rector, Senior Warden, Chairman of Building & Grounds and Treasurer approve final budget, final plans, final construction agreements and related items.The resolution to proceed with the Columbarium Expansion under the guidelines listed above was moved, seconded and approved unanimously.

The Rector adjourned the meeting at 6:35pm.

Respectfully submitted,



Blair Richert  
Clerk

# Katie Riley

## EXPERIENCE

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### Good Shepherd Episcopal Church Parents' Day Out

August 2011-Present

- Co-director of three-year-old classroom

### Independent Educational Consultant

August 2006-August 2011

- Conducted training and presentations for staff development related to teaching social skills, behavior management, and appropriate academics for early childhood classrooms

### Dallas Independent School District

August 2002-May 2004

- Director, Total Communications Parent In-home Training Program

### Chicago Public Schools

August 1999-May 2002

- City-wide Autism Itinerant Teacher

## EDUCATION

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### Northern Illinois University, Chicago, Illinois

- Masters of Education
- Educational Administration

### Texas Woman's University, Denton, Texas

- Bachelor of Science in Education
- Major: Interdisciplinary Studies, Special Education/Elementary Education

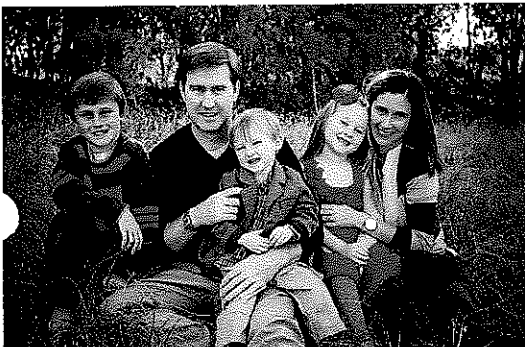
## PERSONAL

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Married for 12 years to my husband, Matt

Mother of 3 children: Aidan – 8, Claire (CJ) – 5, Gavin – 2

Parishioner, St. Rita Catholic Community



**Saint Michael and All Angels Episcopal Church**  
**Income Statement**  
**February 29, 2012**

<u>Description</u>	<u>Budget Annual</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>YTD Actual Less Budget</u>
<b>Operating Revenues</b>				
Current Year Pledges	4,311,000	1,229,923	1,355,771	125,848
Prior Year Pledges	225,000	140,851	75,615	(65,236)
Unpledged Contributions	285,000	81,310	51,371	(29,939)
Plate	100,000	17,341	19,767	2,426
Other Income	58,000	9,667	10,620	954
Credit Card Fees	(45,000)	(12,839)	(9,423)	3,416
Stock Fees & Adj.	0	0	(331)	(331)
<b>Total Operating Revenue</b>	<u>4,934,000</u>	<u>1,466,253</u>	<u>1,503,391</u>	<u>37,138</u>
<b>Outreach</b>				
Diocese Assessment	(557,837)	(92,973)	(92,973)	0
ECUSA	(98,442)	(16,407)	(16,407)	0
Seminary Contributions	(7,000)	0	0	0
Outreach Grants	(145,000)	0	0	0
<b>Total Outreach</b>	<u>(808,279)</u>	<u>(109,380)</u>	<u>(109,380)</u>	<u>0</u>
<b>Total Revenue Available</b>	<u>4,125,721</u>	<u>1,356,873</u>	<u>1,394,011</u>	<u>37,138</u>

<u>Description</u>	<u>Budget Annual</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>YTD Actual Less Budget</u>
<b>Operating Expenses</b>				
Administration	(1,132,068)	(224,289)	(219,735)	4,555
Adult Education	(290,299)	(56,260)	(53,774)	2,486
Bookshop	4,051	(384)	(380)	5
Children & Family Ministry	(223,612)	(41,073)	(38,076)	2,998
Communications	(118,910)	(17,810)	(17,700)	110
Congregational Care	(9,025)	(1,300)	(1,838)	(538)
Early Childhood Ministry	(385,609)	(52,727)	(51,387)	1,340
Lay Ministry Engagement	(7,460)	(3,593)	(328)	3,265
Liturgy & Worship	(32,100)	(5,050)	(4,132)	918
Ministry	(750,545)	(145,584)	(143,750)	1,834
Music	(257,902)	(45,267)	(42,862)	2,406
Operations	(664,918)	(106,029)	(89,679)	16,350
Outreach	(26,000)	(7,417)	(4,908)	2,508
Parish Life	(27,200)	(3,575)	(1,690)	1,885
Pastoral Care	(21,875)	(3,455)	(1,436)	2,019
Stewardship	(34,447)	(2,256)	(977)	1,279
Welcome Ministries	(10,000)	(1,142)	(608)	534
Young Adults 20..30	(7,500)	(950)	(772)	178
Youth Ministry	(206,548)	(38,535)	(36,657)	1,878
<b>Total Operating Expense</b>	<u>(4,201,967)</u>	<u>(756,698)</u>	<u>(710,690)</u>	<u>46,008</u>
<b>Revenue Over/(Under) Expense</b>	<u>(76,246)</u>	<u>600,175</u>	<u>683,321</u>	<u>83,146</u>

**Notes**

1. Pledge and Unpledged revenue is almost \$100K over budget. Prior Year Pledge Payments are below budget. 2011 Reminder to go out in April with Quarterly Stmt's.
2. Overall, expenses are below budget primarily due to timing differences. Ministry Area spending is usually lower in January as programs are just getting underway after the Christmas Break.
3. Compared to 2011, the expenses are higher due to the month of February having three payperiods in 2012 and two in 2011.

St. Michael and All Angels Foundation of Dallas  
Internal Grant Request

*"Seeking and managing funds to enhance the ministries of the church we love"*

Thank you for applying for a grant from the Saint Michael and All Angels Foundation. The purpose of the Foundation is to support the mission of Saint Michael and All Angels Episcopal Church of Dallas, Texas (The Church). Please provide the information requested on the enclosed form and return it to the Parish Administrator. The Foundation generally meets quarterly. You will be notified of the decision regarding the subject grant request.

Based on available funds, The Foundation generally funds projects that support The Church in its mission. Specific areas of interest include:

- Properties - *To construct, furnish maintain, repair, purchase, rent, or otherwise deal with any type of property used by The Church;*
- Outreach/Mission - *To support and benefit the Christian mission of The Church outside the parish;*
- Education - *To support and benefit the Christian educational activities of The Church;*
- Worship/Music - *To support and benefit the Christian worship activities of The Church;*
- Evangelism - *To support The Church's efforts to spread the Good News;*
- Administration - *To support The Church's efforts for new programs and initiatives;*
- Pastoral Care - *To provide for the people of our parish.*

If your request falls within the scope of the Foundation's mission, please return your completed request along with the following:

- Your organizational structure including staff members & volunteers;
- A brief description of your programs and the needs served;
- A budget for the proposed program or project if applicable.

The attached Funds Summary outlines the various funds with the Foundation. Please note that some are restricted for specific purposes as outlined and grant procedures for each fund are listed. If your request is for a specific fund, please note that on the Grant Request. **The Foundation does not support requests to fund The Church's operational expenses.**

Please include any additional information that might help the Foundation in making a decision. If you have any questions, please feel free to contact the Foundation's current President. Please return your request and support materials to:

St. Michael and All Angels Foundation of Dallas  
Attn: Parish Administrator  
8011 Douglas Avenue  
Dallas, TX 75225

Name: Shelly Vescovo, Adult Formation

SMAA Department or Organization Adult Formation

Phone: (214) 363-5422 Fax: 214-363-8062

E-mail: svescovo@saintmichael.org

Does the Vestry have knowledge of this request to The Foundation?

Yes  No Explain:  
(Will be taken to the March 21 Vestry meeting)

Has this request been submitted to or approved by the SMAA Finance Committee?

Yes  No Explain: (will be before the next Vestry meeting)

Does this request implement or supplement an activity currently funded in the annual budget?

Yes  No Explain:

*The operating budget for Adult Formation includes the Distinguished Lecture Series. One lecture each year is "The Robert E. Ratelle Lecture" funded from the fund housed at the SM Foundation. The Finance Committee this year asked that the fund underwrite \$7,000 instead of the past requests for \$3,000.*

Have you ever previously made a grant request to the Foundation?  
 Yes  No

If you received a grant: How much? \$3,000 Date: each of past several years since 2002

How did you spend the money?:

*Underwriting Distinguished Lectures*

How much money are you requesting? \$ 7,000 Date Needed: as soon as possible. Speaker Diana Butler Bass is March 3, 2012. This money will reimburse the Adult Formation (church) operating budget as underwriting for the first lecture of 2012 budget year.

From which Fund (see attached Funds Summary) are you requesting a grant? The Robert E. Ratelle Speaker Fund

What is the purpose of the request? See above. Underwriting (reimbursement of the church budget) for Diana Butler Bass, March 3, 2012 Distinguished Lecture.

If this request is for only a portion of the total cost required:

What is the total cost of the program or project? Estimated cost is \$8,850 (honorarium, transportation, lodging, hospitality)

How will the remaining money be collected? Fees (about \$600-800) and the Adult Formation operating budget

Please classify the nature of your request as (check all that apply):

- Properties
- Outreach/Mission
- Education
- Worship/Music
- Evangelism
- Administration

Please classify the category of your request as (check all that apply):

- A new project previously unfunded
- A capital item
- Specific supplies or aids
- A one-time project or program
- An expansion of current programs currently funded
- Other : Continuation of exiting program/lecture series

Please tell us a precisely as possible how the grant would be used:  
To cover most of her honorarium and total expenses costs of \$8850.

Please describe any special needs the program addresses and number expected to benefit from this grant:

This is an ongoing program at SMAA, benefiting the public and our parish re. current events/issues and faith. Numbers attending approximately 100

Attach any information or materials that would help us understand the need and use.

<b>Vestry Liaisons</b>		
Adult Formation		Stewart Thomas
Diocese of Dallas		Tony Briggie
SMAA Foundation		Ron Staffieri
SMAA Bookshop		Ron Staffieri
Strategic Planning		Scott Wilson
Mission/Outreach		Grady Schleier
Engagement		Sheryl Wylie
Decade Committee		Stewart Thomas
Parish Life		Christine Ashmore
Pastoral Care		Donell Wiggins
Communications/mktg/electronic		Nancy Skochdopole/Paige Wilbur
Stewardship		Cliff Miercort/Nancy Skochdopole
Youth		Donell Wiggins
Finance		Sheryl Wylie
Fifty Plus		Cindy Carter
Worship/Music		Christine Ashmore
Children and Families		Stephanie Pearson
College/Young Adults		Cindy Carter
Early Childhood/Preschool		Stephanie Pearson
Buildings and Grounds		Tom Stewart
Welcome and New Members		Paige Wilbur

# COLUMBARIA EXPANSION AND NAVE COURT PROJECT

(updated 3/1/12)

**Existing Columbaria:**

Outdoor	393 niches
<u>Chapel</u>	<u>96 niches</u>
Total	489 niches

We are 100% "sold out" of all niches, with a current waiting list of parishioners for more than 100 needed niches as of the end of February, 2012.

**Proposed Expansion Project:** More than just a new columbarium, there are six distinct components:

- Renovate and update existing Outdoor Columbarium
- Renovate and update adjacent south Narthex entrance facing Colgate
- Construct new outdoor columbarium project per Max Levy design adding 860 new niches
- Construction of a new "Nave Courtyard" (with green interment area) for outdoor worship and columbarium-related services
- Include new "green interment" area in Nave Courtyard with unlimited capacity for the "spreading of ashes" as well as a "Memorial Wall" for name-only remembrances
- Installation of new pivoting stained glass doors on the south Sanctuary wall, opening on to the Nave Courtyard, adding enhanced Sanctuary access and natural light

**Project Economics:**

Source

	<u>Base Price</u>		<u>Possible Average Price With Increases</u>	
• Niche Sales:				
"Single" Niches	558@ \$3000/niche	\$1,674,000	558 @ \$4000/niche	\$2,232,000
"Double" Niches	302@ \$5000/niche	\$1,510,000	302 @ \$6500/niche	\$1,963,000
Total Niche Proceeds Over Time		\$3,184,000		\$4,195,000

- "Green Interment" proceeds...unlimited but difficult to forecast (\$1,000 each)
- "Memorial Wall" proceeds...difficult to forecast (\$500 each)
- Total proceeds, adding in proceeds from Green Interment and the Memorial Wall as well as likely increases in niche pricing over time, should generate in excess of \$4 million over time.

Uses

- Plans for all six components of the Project have been "value-engineered" and carefully reviewed, resulting in a cost estimate of approximately \$2 million.
- Proceeds will also be used to provide additional funds, to be added to the existing maintenance, operating and "perpetual care" fund.
- After paying development costs and providing additional funding for the "perpetual care" and operating reserve at the Foundation, the Columbaria Expansion should generate more than \$2 million in "excess proceeds" over time.

**Timeline:**

Once commenced, the overall project will take 6 to 9 months to complete.

