

All Saints' Parish Beverly Hills
Minutes of the Meeting of the Vestry on August 28, 2018

Attendees: Clergy: Bob Dannals
Vestry: Theresa Amy, Bob Craft, Marissa Flaxbart, Lisa Holguin, Susan Humphreville, Gerrie Maloof, Dennis McGuckian, Sydney Nichols, Maggie Reid, Gary Roberts, Ken Sulzer
Staff: Jason Franklin, Jennifer Hill
Guests: Steve Fleenor, Adam Jones, Crescent Rainwater

Excused: Chris Cook

Meal: Lisa Holguin

Minutes: Gerrie Maloof

Sydney Nichols called the meeting to order at 7:03 p.m.

Theresa Amy led the group in an opening prayer.

Susan Humphreville led the group in a meditation on Psalm 121.

Church Archives Presentation: Jason Franklin introduced Crescent Rainwater and gave a brief description of her involvement in accessing and reviewing church records. Crescent provided more detail about her proposed plan for organizing and preserving the historical material of the church noting that the records may be valuable to the city of Beverly Hills and the greater community as well as to the Church. Both Jason and Crescent referenced the anticipation of the 100th anniversary of the church (2025) and the value of creating a narrative of ASBH that could excite and engage the parish. Crescent referred to the document that was distributed as a part of the Vestry package and called attention to the list of materials needed for the project (page 7). Gerrie Maloof suggested that UCLA School of Library Sciences might be a source of unpaid interns for the project. Ken Sulzer volunteered to contact UCLA. Jason concluded the discussion by saying that the next step would be finding someone in the parish who would be willing to quarterback the project.

June Financial Report/2018 Projection: Susan Humphreville presented June year-to-date financial results. Expenses YTD are 3% below budget with Revenues over budget due to Special Gifts and the timing of pledge receipts. Susan raised concerns about how we will achieve our revenue budget for FY 2018. Although Unrestricted Special Gifts are projected to be substantially over budget for the full year (in large part due to allocation of a portion of the proceeds from the sale of the Comstock condo), Targeted Fundraising will be substantially under budget. With pledge income and unpledged offerings/plate cash somewhat under budget and given absence of Comstock rent for a portion of the year, and assuming \$50,000 of target fundraising prior to year-end, we are likely to end the year with a deficit of approximately \$90K approximately equal to the budgeted deficit. Susan reported on the discussions about how much money was appropriate to withdraw from the endowment, how money will be moved from the Youth Mission Fund to cover added staffing costs and Craig Phillips' decision to defer hiring additional musicians. Susan went on to talk about the budgeting process for 2019 emphasizing the need to focus on Revenue projections which must then in turn drive expense discussions. The Revenue

Budgeting Committee will be: Susan, Sydney Nichols, Chris Cook, Steve Fleenor, Bob Dannals, Jennifer Hill, Debbie Gauer, and Liz Ladizinsky. At this time, there are no identifiable bequests for FY 2019.

Vestry Nominations: Steve Fleenor introduced the Vestry Nominating Committee: Sydney Nichols, Theresa Amy, John Tan, Don Monroe, Colleen Dodson-Baker and Kyle Kim-Hays. The Committee has built a profile listing the characteristics and behaviors that describe a Vestry candidate. Steve reviewed the profile (attached to the Vestry package) and asked the Vestry members to give serious thought to possible nominees. Nominations should be submitted to him but not discussed with the nominee at this time. If the Committee decides to move forward, they will solicit the interest level of the nominee. Individuals on the Nominating and Rector Search Committee are not eligible. Individuals who served on the Parish Profile Committee are eligible.

Approval of Minutes June Meeting: A motion to accept the June minutes was made and approved.

Approval of the 2017 Audit: The Independent Auditors Report was presented by Susan. It was noted in accompanying letters that no internal control issues were identified. A motion to accept the 2017 Audit Report was made and unanimously approved.

Search Process Update: Sydney Nichols reported that the Rector Search Committee is meeting every other week. They have focused on 3 immediate action items: 1) the desire for parishioners to submit candidates for consideration, 2) the development of a specific search protocol and 3) the establishment of a working relationship with the Diocese, specifically Joanna Satorius. Sydney reminded the Vestry that we are to join the Search Committee on October 6th from 9:00 – 3:00 for a Diversity Workshop.

Rectors Report: Bob Dannals discussed plans for the September 8th Vestry retreat. We will meet from 4:00 – 6:00 at the Rectory to discuss the strategic initiatives that the staff has identified. While not wanting to preempt the new Rector, we need to be active in the interim and this will be an opportunity to plan for the appropriate activity. Dinner will follow.

Bob reported that Todd McKim and Jean Dillingham are doing well in their new positions.

We are reminded that Craig Phillips will be celebrating 30 years of service to All Saints' this fall. A discussion ensued regarding how to recognize him for his many years of service.

The Vestry was reminded that the dedication of Steve Huber's portrait is set for September 15th at 5:00 in the Chapel.

Bob is meeting with Nat Katz, Will Stanley and Jean Dillingham to review Outreach disbursements, particularly the \$28K that we receive from the city of Beverly Hills. The goal is to develop guidelines and accountability for disbursements as well as guidelines for the use of our property by homeless guests. To continue this oversight, an Outreach Committee will be formed with Dennis McGuckian as the Vestry representative.

Jennifer Hill is tasked with updating the Employee Policy and Procedures Manual (Handbook) with particular emphasis on more responsible policies for paid time off. Gerrie Maloof has agreed to oversee this process. Bob will also provide the Vestry with a draft of a proposed sabbatical policy.

Parish Administration: No report.

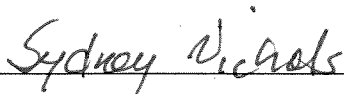
Other Business: Invite + Welcome + Connect Report: Dennis McGuckian distributed a report of the day's activities and budget and gave high marks to the success of the day. Fifteen churches participated. Dennis, Gary Roberts and Debbie Gauer were responsible for bringing this national program to ASBH.

Other Business: Transparency Presentation: There will be a “State of the Parish” update meeting on October 7th after the 10 a.m. service in the Parish Hall. Parishioners will be encouraged to attend. The goal is to ensure the “transparency” of all financial matters.


Other Business: Nat Katz’s housing allowance: A motion was made and approved to increase Nat’s housing allowance from \$22.5K to \$30K.

Other Business: Theresa Amy presented the proposal that Sydney Nichols, along with the Senior Warden who is appointed for 2019, continue as Vestry Liaison to the Rector Search Committee. The goal was to ensure continuity to the process. A motion to this effect was made and approved.

Adjournment: The meeting was adjourned at 8:53 pm.



Sydney Nichols, Senior Warden



Chris Cook, Clerk