

## **ANNUAL PARISH MEETING OF ST. ALBAN'S PARISH, WASHINGTON DC**

**Sunday, January 30, 2022**

**10:10-11:00 a.m.**

- 10:10 a.m.      Call to Order and opening collects: Geoffrey Hoare, Rector
- Confirmation of Vestry approval of the minutes of the 2021 Annual Meeting:  
Carol Aschenbrener, Secretary
- Confirmation of quorum for online voting
- Reminder about online voting for vestry candidates and by-law changes: Ken  
Patterson, Senior Warden
- 10:20 a.m.      The State of the Parish Report: Geoffrey Hoare, Rector
- 10:25 a.m.      Report of the Senior Warden: Ken Patterson
- 10:30 a.m.      Report of the Junior Warden: Ted Swett
- 10:35 a.m.      Report of the Treasurer: Hollis McLoughlin
- 10:40 a.m.      Report of the Governance Committee: Ken Patterson, Chairperson

Including: **Motion: To amend the ST. ALBAN'S BYLAWS ARTICLE VI, Section 1 on for Qualifications for Office by deleting the final sentence as follows:**

Wardens, Vestry Members, officers of the Vestry, and Delegates must be qualified voters as prescribed in Article II, Section 1, except that they must have reached their eighteenth (18th ) birthday by the date they assume office; and by the date of the Annual Meeting at which they are elected must be either confirmed or received in this Parish or must have submitted to the Parish a letter of transfer from another Episcopal church. ~~Candidates for Senior Warden must have completed at least two years of Vestry service in the Parish at any time before election.~~

And: **Motion: To amend the ST. ALBAN'S BY-LAWS ARTICLE VI, Section 5 on the Nominating Committee by adding the underlined language below:**

At least ninety (90) days before the Annual Meeting, the Rector and both Wardens, with the approval of the Vestry, will appoint a nominating committee composed of outgoing Vestry members, including any Warden, and such other Parish members who are qualified voters as the Rector and Wardens choose. Nominating Committee members will not be eligible for nomination; any outgoing Vestry member who wishes to be considered as a candidate for election for a Warden position may decline serving on the Nominating Committee. The Rector and both Wardens will designate an outgoing Vestry member to chair the Nominating Committee. No later than sixty (60) days before the Annual Meeting, the chair will report to the Vestry a list of candidates for vacancies to occur among Wardens and Vestry Members who are willing to be nominated and to serve if elected. There will be at least two candidates more than the number of vacancies to occur among Vestry Members, and at least two candidates for a vacancy among Wardens. If the Nominating Committee is unable to identify at least the prescribed number of candidates for an office, the Committee will report such candidates as the Committee is able to identify.

10:45 a.m.      Questions and Conversation

10:55 a.m.      Closing prayers and Adjournment

**St. Alban's Episcopal Church**  
**Minutes of the 2020 Annual Meeting, For Review**  
**Sunday, January 24, 2021**

**Parish Officers Present:** Geoffrey M. St. J. Hoare (Rector), Ken Patterson (Senior Warden), Trevor (Ted) Swett (Junior Warden), Hollis McLaughlin (Treasurer), and Carol Aschenbrener (Secretary).

**Vestry Members Present:**

**Staff Members Present:** Emily Griffin, Yoimel González Hernández, Jim Quigley (Associate Rectors). Charles Porter (Director of Operations).

**Opening and Collects.** Because of the COVID-19 pandemic, the annual meeting was conducted via Zoom conference and recorded. Rector Geoffrey Hoare called the meeting to order at approximately 11:02 AM with the reading of collects for the parish, the vestry and the vestry elections.

Before commencing the business meeting, Geoffrey declared a quorum present and reminded parishioners that all reports were available online in both English and Spanish and would not be read aloud. Associate Rector Yoimel González Hernández announced that he would provide real time translation to Spanish via a separate audio feed.

Senior Warden Ken Patterson reminded parishioners that all eligible voters who had provided accurate email in response to communications earlier this month would receive an email at 12:01PM today with instructions for voting electronically. He noted that 598 ballots would be emailed and that parishioners could submit their ballots anytime before 11:45PM tonight. He invited anyone who did not receive a ballot or encountered difficulty in voting to contact him and provided his email.

**Report from the Rector:** Geoffrey opened his remarks by expressing his gratitude for the “great work” of the clergy and St. Alban’s staff. He also thanked the many parishioners who helped maintain parish life despite restrictions on in-person gatherings.

In recent years we have restored and revitalized a flagship parish music program, built our membership and commensurate financial support, staffed our vibrant youth program and integrated the formerly independent San Albano congregation into St. Alban’s as we become one parish worshipping in two languages. We have developed a “path” to membership for those who want to explore living faith as a follower of Jesus including an Enquirers’ Class, a year-long Introduction to the Bible and a small group opportunity to reflect on life as a Christian which will often include some work on becoming aware of who we are in relation to the experiences of others. The main impact of the pandemic on the parish has been to slow the momentum of this growth.

For the first time in years pledge income fell below that anticipated and the growth in number of pledging households of the last four years has been reversed. The pandemic closing of buildings has also closed the Opportunity Shop and led to the suspension of our Senior Lunch Program managed by Iona Senior Services. This reality, in turn, reduces the physical and mental well-being of many of our neighbors as well as reducing the financial support we provide to the community through the Workers of St. Alban's. He reminded the group that this time in 2020, he reported that we were looking to see how we could more fully enter into personal relationships with those neighbors who were regularly on our property and in our buildings. That too has come to a halt.

There are bright spots, however. During this year we have found ways to stay connected with each other through Zoom and the telephone, offering classes, forums, coffee hours and now vestry elections and an annual meeting on-line. We have taken it upon ourselves to address some long-standing challenges that will allow us to re-gather safely by taking on the provision of proper and healthy air handling systems (up to now a mystery greater than the incarnation itself), bringing our kitchen up to code and making our buildings more secure for those who use them. In particular, we have responded to the renewed attention to issues of race in our nation following the killing of George Floyd and others at the hands of police officers, by exploring the utility of the "Sacred Ground" curriculum developed by the Episcopal Church and now beginning two or more additional groups for those who wish to use this as a means of personal and spiritual growth. Through the inventiveness of parishioners, we have found ways to continue the Grate Patrol and support for Tubman School.

He closed by thanking the outgoing vestry members Leo Coco, Walker Carter and Megan King (serving a one-year term) and expressed gratitude to all those standing for election this year.

**Approval of Minutes of 2020 Parish Meeting.** Upon motions seconded, the meeting participants dispensed with the reading of the minutes of the Annual Meeting of the Parish held on January 26, 2020 and approved said minutes as submitted.

**Senior Warden's Report:** Senior Warden Ken Patterson focused his comments on expressions of gratitude for the many people who contributed to the ongoing stability and connectedness of the parish during this pandemic: the outgoing and continuing members the vestry; the dedicated clergy who quickly and effectively developed online services; the very capable staff who have maintained essential activities; the members of the Regathering Team; and the many parishioners who, through their service and their financial support have kept us in "amazingly healthy status" during the disruption of the pandemic.

Ken noted that a capital campaign to finance facility improvements that are essential for safe regathering when that is possible will be initiated with a defined goal as soon as we have reasonably sound estimates of cost of improvements. The replacement and upgrading of the HVAC is the largest component in terms of both cost and complexity and, thus, the hardest estimate to pin down. He announced that we have already received pledges or contributions of

\$777,963 from 18 households. As he was speaking, another \$10,000 pledge came in and later in the meeting he announced a new pledge of \$50,000 for the capital campaign.

**Junior Warden's Report:** Junior Warden Ted Swett highlighted some of the major projects for maintenance and upkeep of Satterlee and Nourse Halls that were substantially completed in 2020 using previously budgeted funds. Improvements included mitigation of existing water damage around both halls and improvements to forestall water infiltration in the future. The latter caused some disruption to existing plantings so the Churchill Garden was relandscaped. Many enhancements to the interior of Satterlee include refinishing the floor in Trenbath, installing new flooring and carpets in some areas, and installing new fire doors linked to the alarm system.

Ted identified four priorities for getting the buildings in shape for safe regathering: (1) upgrading the HVAC system, replacing obsolete components thereof, and bringing air circulation up to standard in spaces where it now falls short; (2) replacing the range hood in the Satterlee kitchen; (3) installing contactless hardware in bathrooms in line with recommended sanitation measures; (4) enhancing security by expanding our closed-circuit TV monitoring system, adding security cameras in key locations, and installing equipment for remotely controlling entrances to Satterlee Hall and for converting the keying of certain doorways to a fob or keycard system. Much effort has already been expended and much more will be required to bring these projects to completion.

Ted closed with expressions of gratitude of some individuals who have contributed much to the care of St. Alban's buildings and grounds: Charles Porter (Director of Operations), Marc Fetterman, Linda Lear and John Nickum, Lucy Fraser Cage and her husband Ted.

**Treasurer's Report:** Treasurer Hollis McLoughlin described the complicated picture of St. Alban's financial status. Overall financial health continues to be strong thanks to the generosity of parishioners and the careful administration of clergy and staff. A surge of pledge income in December left us down only \$15,000 from budget. Some categories of income such as plate offerings dried up completely but parish support was over budget by 40%. Overall, income was slightly below budget and, with reduced expenditures, we ended 2020 in the black. About \$70,000 in accumulated gifts can be rolled into 2021, as can some designated funds that could not be spent in 2020 because of pandemic restrictions.

The church's endowment stood at \$5.3M at the beginning of 2020 rose to \$5.8M by year-end, after the vestry-approved draw for operations. The reserve fund, which had stood at around \$600,000 was reduced by necessary expenditures to around \$375,000. Given the major improvements planned for buildings and the capital projects already completed, a reserve fund of \$400,000 should be appropriate going forward, mainly for cash flow purposes.

Hollis thanked Lisa Garnett and Rachel Colson for leading the 2021 annual appeal, doing "an extraordinary job under very difficult circumstances." There will be some challenges in 2021 as we are about \$130,000 below pledges from the previous year campaign and will not receive the usual \$65,000 from WSA because of the pandemic-related closure of the Op Shop. He ended his comments by thanks to the members of the Finance Committee.

After a brief question and answer period, Geoffrey offered closing prayers.

The meeting was adjourned at 12:00PM.

Respectfully submitted,  
Carol A. Aschenbrener, Secretary

## THE STATE OF THE PARISH 2022

As best as anyone can tell, St. Alban's Parish is weathering the coronavirus as well or better than many of our peer parishes. When we combine the numbers of people who worship online with those who attend in-person, we are very similar to our average attendance of about 300 per Sunday before the pandemic. As you will hear later, our annual appeal shows a small drop off in participation but otherwise, along with our other financial indicators, we are holding steady. Newcomer growth has been low since March of 2020, but we have recently been blessed by several new people exploring and experiencing our in-person worship.

All of that said, acknowledged and celebrated, there are some more challenging signs of real change in the way we all live that we will need to address. We are prepared to offer livestreamed worship for the long haul. The reality is that our services are designed for larger numbers of people attending in person than is currently the case. What might we need to adjust if, for example, we emerge from covid at 60% or 70% of what we remember?

Our attendance at in person activities (formation and worship) for youth and children on Sundays are significantly lower than before covid. We have not succeeded in attracting potential participants to zoom options. This is often attributed to covid anxiety and to zoom fatigue, but I suspect is also shaped by changing priorities and rhythms of family life leading to new habits. On the other hand, our chorister program has grown during the pandemic with no one electing to come to rehearsal in person. What might these realities mean for the future of the ways in which we have been providing opportunities for Christian formation in the future?

As we have found our rhythms and priorities in life necessarily adjusted in the past two years, we can expect some reluctance to return to over-full and demanding schedules. Will that affect our volunteer ministries and in what way? These are the kinds of questions we will be called up on to answer in the next few years and our answers might result in needing to re-think how we engage formation, Christian social ministries, other parish functions and even staffing. We will continue to need the kind of courage and imagination that has brought us thus far.

Among those who have brought us thus far are, of course, my colleagues on our staff. Our Senior Warden will be highlighting some of our work, but I do want to report that beginning in May, **Emily Griffin** will be taking a well-earned sabbatical leave that will take her, God willing, to Uruguay, Italy and upstate New York, teaching Godly Play, practicing her Spanish and above all, enjoying some rest. Of course, we will manage while she is gone, but I expect she will return to a parish and to colleagues who will have newfound appreciation for all that she offers us. She has supported the leadership of our worship guilds and groups who have shown fantastic flexibility and adaptability in these days of covid. Along with Yoimel González Hernández she has steered our increasingly vibrant worship in Spanish and supported our dedicated youth and children's formation leaders. One other group among many that merits a special thank you is our WeCare team who have worked with Jim Quigley to help keep us connected in this time of

so much disconnection, so a heartfelt shout out to Margie Delaney and Marcy Fisher and their team as well.

I also want to thank our hard-working Vestry. You will hear more about the results of our Annual Appeal in due course, but the leadership of **Lisa Garnett** has been extraordinary. She has operated with the support of her colleagues on the Vestry including Matt Cunningham who will take the lead in the year to come, but with no significant committee membership. We need to change that in the year to come, but for now let me say what an extraordinary gift Lisa has given us with her formidable and compassionate organizational skills. She is a good deed in a naughty world as they say. While I would like to name every individual member, I will confine myself to mentioning our retiring members (and ask you to hold any expression of the thanks of a grateful parish until I have acknowledged the contributions of all five. **Annie McLean** has served as a youth representative to our body, speaking out not only on concerns of our population of emerging adults, but also on matters of concern more generally. She has been a real contributor along the way. **Susan Morris** was elected to fill the term of Barbara Mannard and has been a worthy successor continuing the work of overseeing our Christian Social Ministries and especially keeping our participation in Grate Patrol vibrant. There is little that Susan has not done in the way of serving others through the ministries of our parish and we could not have been better served. **Paul Brewster** has served many roles with us, all the while also serving on the Executive Board of our Diocese. None has been more important or demanding than serving as chair of our nominating committee, made up of our retiring vestry members, this year joined by Laura Ingersoll, Joe McLean and Bob Witten. Together, they have recruited an outstanding group of parishioners willing to offer themselves for service during what will be a key period in the life of our parish. **Josepha Musabyemariya Nelson** has brought her passion for our Global Ministries to our attention on a regular basis. The Global Missions Committee is a hardy and hard-working group who shepherd some of the ministries of our parish that have the greatest impact in the lives of many people. Last, but not least, **Dudley Winthrop**, best known perhaps as our head verger, has been a reliable and invaluable support to our Treasurer through his service on the finance committee and a wise counselor on the Vestry as a whole. I will miss working with each one of these servants of God and ask you to join me in expressing our thanks.

Before I finish, there is one more person to whom I wish to offer my heartfelt thanks as well as speaking on behalf of every one of us. I have been privileged to work with many wonderful Senior Wardens in more than 35 years of rectoring, but none better than **Ken Patterson**. Ken has been friend and counselor through thick and thin, cajoler of vestries, recruiter of volunteers, superstar annual appeal volunteer, governance maven, communicator of vestry work to the rest of us and perhaps most significant for the future of our life together, visionary co-chair with Suzy Mink of our Halleluiah Homecoming Capital Campaign, the effects of which are already taking shape as we can worship in beautiful and SAFE spaces with proper circulating and filtered air. It is said that raising money for HVAC is not sexy, but no one told Ken that. So, thank you, Ken for all that you have given of yourself in these last three years in particular and especially for the gift of being my friend. Please join me in offering heartfelt thanks to our retiring but not shy, Senior Warden.



In conclusion, allow me to thank all of you for the privilege of serving among you. We have work to do in the months to come, including the new vestry searching for and calling your next rector, but also continuing to shape our ministries as we emerge from the pandemic and adjust to whatever the new realities will be. I am confident that as God has laid tasks before us, God will also grant us grace to accomplish them.

In thanksgiving for all of you, I offer this in the name of the Father and of the Son and of the Holy Spirit.

**REPORT OF THE SENIOR WARDEN  
ST. ALBAN'S ANNUAL PARISH MEETING  
January 30, 2022**

I pleased to begin my final report to you by saying that we are a well-supported, energetic and engaged parish at a time when many churches are struggling. We are rising above the turbulence of the last two years, one unlike any other upheaval in recent history. It did not involve internal discord but rather an attack by a microscopic force felt fervently by everyone in our parish. It hit us at the heart of what it means to be a church; to paraphrase Paul in chapter 10 of his letter to the Hebrews, "in order to stir up love and good works, do not forsake the assembling of ourselves together." We are slowly making our way out of this period of separation, and today it seems fitting to recognize all those who have kept our church alive and well.

The pandemic created unique and often difficult challenges for our clergy that required decisions, actions, and adjustments outside of the ordinary scope of ministry. Such challenges often brought about extra stress, extra risk, and on occasion tension as they navigated maintaining our safety across a wide range of views on how soon to regather in person. Our clergy, in partnership with their lay leaders, carefully sought direction from the Holy Spirit faithfully and continue to lead our congregation through the Covid-19 pandemic, learning to engage their people and communities in new ways and through online forums. Under their guidance and through their creativity, we learned to do things a different way.

The need to isolate and social distance, especially during the early stages of the pandemic and the stressful administrative aspects of ministry hampered our clergy from giving the in-person care for their flock that satisfies their pastoral hearts and sustains our parish. To the rescue were the callers who reached out to individuals, particularly those who lived alone, to check on them. This was followed by the We Care ministry who share ways each week on how we can better look after one another.

From mastering the art of Zoom singing as a group while miles from one another to braving the Delta and Omicron variants by coming back to church in force, the choir, led by the brilliant and intrepid Matthew Steynor, has been a principal contributor to joyous worship and nurturing our hearts during the stages of the pandemic.

On the topic of showing up amid the contagion, I want to particularly thank the members of the guilds and other ministries who rose to the occasion of making worship run smoothly and beautifully: the altar guild, the ushers, the vergers, lay readers, Eucharistic ministers, and acolytes. It will come as no surprise that I especially thank our Flower Guild, having made myself their official publicist on Facebook.

Nothing has been as important to where we are today as good communication. I want to recognize Charles Porter, and our newest staff member Mery Montenegro for helping the clergy and lay leadership get the messages out in timely fashion, and Mery and Yoimel Gonzalez Hernandez for accurately and rapidly translating communications into Spanish. As we have moved from recorded services to streamlining, Charles and Mery have been and remain technology rock stars. And, in a time where we had to watch our income and expenses so

carefully, Doug Dykstra never missed a beat in ensuring our financial well-being. We also give thanks to God for the return to our midst of Virginia Munoz and Armando Pineda; having them back and well not only improved the appearance of things but seeing them buzzing around on Sunday is one more part in our slow but steady return to normalcy.

Because you can never say “thank you” too many times, let us daily feel and show gratitude for our clergy, lay leaders, staff and volunteers for their hard work, diligence, and faithfulness in navigating these seasons of fear and uncertainty with grace, love, and patient endurance.

Finally, I hope that all St. Albanites are celebrating one another for keeping the faith, honoring their pledges, and tuning in when tuning out might have been easier. Because of what you gave, what you did and what you shared, we are slowly able to reopen in a healthy place financially, spiritually, and in all other ways.

On that note of appreciating the generosity of our people, I have to once more celebrate the Hallelujah Homecoming Capital Campaign. The import of the success of the capital campaign (or as I like to call it showing “love in the time of Covid”) when evaluating the vitality of St. Alban’s at this time is significant. In a time of uncertainty, more than 160 households contributed to this campaign in amounts that ranged from \$50 to over \$300,000. I want to once again express my gratitude to my chair Suzy Mink, our Rector, the Leadership Committee for the campaign, and all the donors. I will leave it to our Junior Warden to remind you of how much progress we have already made in using that money to improve our facilities and make us safer.

I also join Geoffrey in expressing my appreciation to Lisa Garnett for our formidable leadership in the stewardship campaign this year; despite uncertain times we have exceeded our pledge amount from 2021. I also want to thank all of you in the parish who were able to raise your pledge amounts for this year, and in my waning days of having this bully pulpit, entreat those among you who have not yet pledged to show some love this week and join the financially faithful!

I want to share a few updates on priorities of mine:

**Governance.** As chair of the Governance committee, I can say that it is generally good news at the end of a year that the committee was not called into action as this generally indicates a lack of a controversy that requires resorting to the Bylaws to decide. The Governance Committee, supported by the Executive Committee and the Vestry, has proposed two amendments which are on the ballot today for approval or disapproval. These amendments have been explained to the Parish in emails and will be separately discussed on the Annual Meeting agenda. Let me say that, from my perspective, these amendments arise not from controversy but for the purpose of making the job of future Nominations committees easier when tasked with finding candidates for one of the Warden positions. Both amendments have the impact of increasing the number of eligible candidates for these positions. Our parishioners are often the types of folks who serve in other volunteer or board capacities, and this fact together with the demand of jobs often limit potential candidates’ availability to take on a job like Senior or Junior Warden. In addition, eliminating the “prior Vestry service” requirement may promote a more diverse pool of candidates who are eligible. Please note that, while the current Bylaws limited eligible

candidates this year, this obviously had no effect on the quality of our slate for 2022; I have the utmost confidence in both candidates for Senior Warden. We are extremely lucky, and I want to thank again Paul Brewster and the members of the Nominating Committee for working so diligently this year to find outstanding candidates for all leadership positions.

**Pet projects.** Many of you know that I focused my end-of-term energies on a couple of projects. While Covid once more reared its ugly head and delayed the finishing of complementary custom altars for the Spanish-language and Children's Chapel services as a memorial to Ron Hicks, I am pleased to say that these should be done and ready for consecrating some time in February. My thanks to Geoffrey for helping us find the Rev. Joe Clark as our craftsman, and to Jim Quigley and Emily Griffin for their help with design ideas and suggestions to make the altar tables more useful. I know that many of you were delighted to see the announcement that our staff, led by Mery and Emily with help from volunteers Deborah Potter and Stephanie Curcuru, will soon kick off production of a new online church directory.

I will close with a few more notes of appreciation. I cannot express enough what a pleasure and honor it has been to work with the Executive Committee of our Rector, Junior Warden, Treasurer and Secretary. I quickly learned that I was fortunate to be surrounded by folks who are committed completely to our parish and who could do their jobs without any interference from the Senior Warden. I wish all future Senior Wardens a dream team like Geoffrey Hoare, Ted Swett, Carol Aschenbrener and Hollis McLoughlin.

When studying up on how to be an acceptable Senior Warden, one pervasive lesson from all the experts is that one should focus on building an authentic relationship with the rector. I have been blessed in having Geoffrey as my partner, adviser, steady hand, and friend. He has not "sweated the little things" or failed to step up to handle the big things, in particular those areas that my predecessor told him were priorities when he arrived: the music program, our youth ministry and our Spanish language service. There will be plenty of opportunities to celebrate the Hoare family over the next few months, but while I have still have the imprimatur of being the Senior Warden, let me say that Geoffrey, you have made this position manageable, fulfilling and quite often, surprisingly fun!

While I will not miss writing the Warden reports and Vestry news on deadline, I will very much miss working with the Vestry members from this year, who very much like the groups from preceding two years of my term were responsive and dedicated to making St. Alban's all this it is. I especially wish to thank the three people who were on the Vestry with me during my entire term: Paul Brewster, Josepha Musabyemariya, and Dudley Winthrop. Your contributions and collaboration will be remembered with appreciation and fondness. While their terms were shorter, I so appreciate the contributions made by Vestry member Susan Morris and Youth Representative Annie McLean who are also ending this aspect of their service to St. Alban's.

In closing, St. Alban's has a rich and storied history, and I am humbled by the fact that I was entrusted to be your Senior Warden. I wish my successor a tenure as fulfilling as mine, save for the pandemic which we all could have done without. I wish the next Vestry the very best as they take on the formidable task of finding our next Rector, but because of the hard work, love and dedication of all of you in this parish, we stand in a position to attract a priest worthy of us.

With hopes for a bright future together, and love, I remain,

Yours sincerely,

Ken

## **ANNUAL REPORT OF THE JUNIOR WARDEN JANUARY 30, 2022**

Last January, the Rector's and church officers' annual reports announced that St. Alban's would embark on a program of ambitious but targeted improvements to the church, Nourse Hall, and Satterlee Hall and initiate a capital campaign to pay for these enhancements. The immediate aim was to provide a more healthful and safer environment for regathering our parish community once the Covid pandemic had receded; for the longer term, our goals included reducing the costs of maintaining and operating our buildings and increasing our energy-efficiency so as to place St. Alban's on a sounder footing for decades to come.

One year later, it is gratifying to report that the planned improvements are well on their way to completion, funded by more than \$2.0 million in contributions to the Hallelujah Homecoming Capital Campaign and a modest draw on the endowment. In particular, a rebuilt HVAC system now serves the church and Nourse Hall, with reliable temperature controls, greater inflow and circulation of fresh air, and active filtration and anti-microbial technologies cleaning the air. Meanwhile, Satterlee Hall is abuzz with activity as construction of a completely new HVAC system proceeds apace. The new design will make it possible to control the temperature separately in each of that building's more than thirty rooms.<sup>1</sup> Satterlee Hall's kitchen has been fitted out with a new range (stove and ovens) and a specially designed venting and fire-suppression system; these will be ready for use once final adjustments are made to satisfy inspection requirements. New security cameras have been placed in selected locations, and we await the installation of closed-circuit TV monitoring and electronic access controls for Satterlee Hall and a buzz-in system for the Opportunity Shop and the northern entrance to Satterlee Hall.

Getting this far has involved many steps. To illustrate, the HVAC upgrade alone called for engaging a professional Project Manager; choosing between competing approaches to designing the HVAC upgrades; hiring a mechanical engineer to create the designs; selecting an HVAC contractor and negotiating a construction contract for removing the old equipment, procuring new machinery, building out the systems and acting as general contractor to line up subcontractors for ancillary needs; arranging for environmental inspections and remediation to protect against hazardous materials; working through local permitting processes; and, not least, hammering out a budget and a schedule for getting the job done. Of course, the kitchen and security upgrades have entailed similar steps, albeit on a small scale. The upshot: We are on track to wrap up the capital improvements program on budget by the time spring turns to summer.

During these major projects, we have made other improvements to our premises as well. Audio/visual equipment installed in the church and in Nourse Hall has made possible the live-streaming of our services. Converting to LED lightbulbs in the chandeliers throughout the church has brightened our worship while cutting future costs. New plantings grace the Columbarium,

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<sup>1</sup> An idea contemplated early on for installing touchless hardware in bathrooms was discarded in view of the cost and unreliability of such devices.

bringing greater beauty and dignity to that space. The west side of Satterlee Hall has benefitted from pruning overgrown trees and bushes, while the health of the great old oak tree on the east side of the church has been safeguarded by thinning out its branches after a season of drought. The Rectory now boasts a bespoke storm door (amazingly, only two manufacturers in the entire United States were capable of making what was required), its roof has been patched up to prevent water damage, and its porch has been repainted.

Prominent on the agenda for 2022 is repurposing spaces throughout Satterlee Hall to accommodate various functions that in recent times have been conducted in the Rectory. An important goal is to devise a plan for the future use and upkeep of that house in the context of a realistic assessment of our needs and resources.

We owe debts of gratitude to the many who contributed to the care of our built environment in 2021. Foremost among them is Charles Porter, our Director of Operations, whose calm diligence has proved key to managing the creative disruption involved in capital improvements. Marc Fetterman lent architectural expertise and institutional memory in vetting the HVAC design proposals and has kept a watchful eye on the construction, helping to overcome problems and avoid errors. Bob Pinkard contributed his knowledge of good business practices in organizing our construction project. Opportunity Shop Manager Melody Knight, with the faithful support of Robin Rudd and Susan Morris, coordinated with the HVAC contractor to keep the shop functioning as much as possible despite the turmoil of construction and the constraints imposed by the pandemic. Noell Sottile signed up to work with the clergy and staff as they rethink how the various spaces within Satterlee Hall can best accommodate myriad parish activities, and Bob Witten assisted in preliminary soundings on how we might improve Saint Alban's signage (a matter that will call for further attention now that a winter storm has destroyed our pole sign on Wisconsin Avenue). John Nickum negotiated the purchase of our new kitchen range. The exemplary generosity of John and his wife Linda Lear accounts not only for that transaction but also for the purchase and installation of LED lightbulbs throughout the church. Lucy Cage designed and carried out the replanting of the Columbarium, made possible by a gift of the Strimple family in memory of Karen Strimple and by the labor of a small cadre of volunteers led by Lucy's husband, Ted Cage.

Truly, God has lavished blessings upon St. Alban's through the time, talent, and treasure of these and other individuals. Let's return heartfelt thanks for their stewardship of our buildings and grounds.

Respectfully submitted,

Trevor (Ted) Swett  
Junior Warden

## **TREASURER'S REPORT FOR THE 2021 CALENDAR YEAR**

St. Alban's, once again, finished the year in a strong financial position. Not only did the members of the Parish support the annual pledge campaign but pledged \$2 million in support of the important and necessary capital campaign. This financial support clearly demonstrates the vitality of St. Alban's.

### **2021 Year End Results**

The church ended the year with an annual operating budget at break even. Operating income was \$1,712,173 which was 9.4% below the budget of \$1,901,609. The only reason for this shortfall, however, was because two significant payments totaling close to \$150,000 were not received until January, 2022. These funds will be rolled over into the new fiscal year and will be included in the 2022 budget. On the expense side there was a corresponding reduction in expenses \$1,712,172 vs. the budget of \$1,890,634 or 10% due to sound financial management and limited programming as a result of the pandemic. The reductions in income and expenses offset each other and the result was another year in which the church was able to finish the year with a balanced financial statement.

### **Endowment**

The Endowment was able to benefit from another up market. The funds which are held at Vanguard are invested in a variety of their mutual funds with a 65%/35% equity/bonds allocation. The Endowment ended the year at \$6,330,618 up \$434,060 which represents a 7.4% increase over 2020.

### **Bequests**

St. Alban's received two generous bequests in 2021. Barbara Yeoman's estate donated \$59,000 while Sam and Sallie Lewis' estate contributed \$200,000. By Vestry resolution \$50,000 was placed in the reserve fund and the remaining amount of \$209,000 was added to the capital campaign. We are grateful for the support from these long-time parishioners.

### **Reserve Fund**

The Reserve Fund finished the year up at \$432,519 which is up for the year and is a direct result of the contribution of \$50,000 from the Bequests.

### **Capital Campaign**

The Parish embarked upon an ambitious Capital Campaign in 2021 to raise the funds to fix much needed repairs to the infrastructure of the church. The Campaign successfully raised \$2,012,934 in pledges. In addition, the Vestry approved, after the proper notification to the Parish as required by the By-Laws, using up to \$300,000 from the Endowment for the capital projects. Thus, a total of \$2.3 million is available.

Contributors were given the opportunity to pay their pledge over a three-year period. To date, \$1,317,316 of that amount has been received. The Finance Committee recommended and the Vestry has agreed that the church should self-finance any temporary cash shortfall that might result from unpaid pledges. The church has over a \$1 million in operating cash and we can also temporarily borrow from the Endowment, if necessary. The Finance Committee will manage this process and report to the Vestry so that as pledges are received the appropriate amounts will be returned to the proper accounts.



We are very fortunate to have the financial strength to be able to do this and avoid any outside financing.

**2022 Pledge Campaign**

The 2022 Pledge Campaign led by Lisa Garnett and Matt Cunningham has raised to date \$1,231,689 which is a 3% decrease from 2021. The larger concern is that the number of pledgers has dropped to 228 which is a 12% decrease from 2021. As noted above, there will also be approximately \$150,000 available from funds which will be rolled over from 2021. As a result, I am confident that we will be able to present a 2022 budget to the Vestry in February which will be able to fully support the Parish.

St. Alban's is a blessed to have a congregation which fully supports the church and thanks to the generosity of so many people, past and present, we have a solid financial picture.

Respectfully Submitted

Hollis S. McLoughlin  
Treasurer

January 30, 2022

Prepared by Douglas Dykstra, Director of Finance