

**St. Alban's Episcopal Church  
Minutes of Vestry Meeting, As Approved  
Wednesday, November 16, 2022**

**Officers Present:** Trevor (Ted) Swett (Senior Warden), Stephanie Cucuru (Junior Warden), Hollis McLoughlin (Treasurer), and Carol A. Aschenbrener (Secretary)

**Members Present:** Michele Armitage, Carol A. Aschenbrener, Ted Cage, Rachel Colson, Matt Cunningham, Lisa Garnett, Brian Glosch, Tom Gustafson, Megan King and Suzy Mink

**Members Absent:** Erin Bowers and Gloria Manzo

**Youth Representatives Absent:** Hana Keenan and Alex Mello

**Diocesan Delegate:** Candice Brown and Mary Beth Albright

**Staff Members Present:** Associate Rectors Emily Griffin, Yoimel González Hernández and Jim Quigley; Director of Finance Doug Dykstra

**Others:** Robin Rudd (WSA) and Tom Roth (Chancellor)

**Call to Order:** Associate Rector Emily Griffin called the meeting to order via Zoom conference call at 6:30 PM and led the vestry in prayer.

**Opening Meditation:** Vestry member Megan King shared a beautiful silent meditation of varied art works that she found inspiring. This striking visual presentation sparked a number of reflections by vestry members.

**Approval of Minutes of Regular Meeting:** Upon motion seconded, the Vestry unanimously approved the minutes of its regularly scheduled meeting held on October 19, 2022.

**[Vestry Action 2022.11-1]**

**Treasurer's Report:** Treasurer Hollis McLoughlin referred the vestry to Finance Director Doug Dykstra's detailed written report and commented on key points. Through October, St. Alban's is still on target to end the year on budget. This is dependent, however, on having parishioners fulfill their pledges by year end as they usually do. Pledge income stood at 67% of amount budgeted after the first ten months of this year. Operating expenses were 2% below budget but 10% above 2021. Pay increases to clergy and increases in employee health insurance premiums, both in accordance with diocesan guidelines, accounted for most of the increase. Capital projects are close to completion and expected to come in under budget. This may take some pressure off the amount of money we anticipated taking from the endowment per prior approval by the vestry at its November 21, 2021, meeting.

Hollis alerted the vestry that the 2023 budget is likely to be challenging. The endowment is down 22% (\$1,383,161) for the year to date. Most of this decrease resulted from market volatility during the first three quarters of the year. In addition, \$214, 513 was transferred from the Endowment Fund to the church's PNC bank account on April 14, 2022, to bridge the anticipated gap between Capital Campaign contributions and actual cost of the capital projects. The current budget assumes an additional 4-6% withdrawal from the endowment by year end. Hollis emphasized the importance of a strong pledge campaign, reminding the vestry that the church's pledging population for this year is down 8% from 2021. Doug and Hollis are working with Associate Rectors Emily Griffin and Jim Quigley to reduce expenses. Work on development of a budget is ongoing but year-end numbers will not be available until January. Hollis anticipates presenting a draft 2023 budget at the January 2023 vestry meeting. The 2021 audit is not yet ready for vestry review.

Hollis presented a motion from the Executive Committee requesting that the vestry authorize the Director of Operations to expend up to \$10,000 (estimate \$8,860) for badly needed repairs to the Lych Gate. Since the expenditure exceeds \$5000, vestry approval is required.

The vestry voted unanimously to authorize expenditure of up to \$10,000 to repair the Lych Gate.

**[Vestry Action 2022.11-2]**

Upon motion seconded, the Treasurer's Report was unanimously adopted as presented.

**[Vestry Action 2022.11-3]**

**Annual Appeal Report:** Vestry members and Campaign co-chairs Matthew Cunningham and Suzy Mink updated the vestry on progress of the Annual Appeal. The goal for the campaign is \$1,350,000, a 6% increase over 2022. To date, pledges stand at 52% of that goal. The campaign has reached 49% of its participation goal of 250 pledging households (126 pledges). Nearly 40% of households increased their pledges over last year while 16% decreased their pledge. Eight new pledges have been received. Matt distributed assignments to vestry members for calls to parishioners who have not yet pledged and urged them to complete their assignments by the following Sunday.

**Report of the Nominating Committee:** Vestry members and co-chairs of the Nominating Committee Rachel Colson and Lisa Garnett reminded the vestry that the congregation will be asked to elect four vestry members for 3-year terms and one junior warden. They presented the following slate of candidates:

- For junior warden: Ted Cage (current vestry member) and Amie Vandersluis
- For vestry: Gloria Manzo (appointed earlier this year to serve the remainder of Karina Rodriguez' term); Armis Sadri, Dustin Schade, Amie Vandersluis, and Melanie Williams.

Balloting procedures will be communicated to the congregation by November 30, candidate bios and qualifications by December 15, 2022.

The vestry unanimously confirmed the slate proposed by the Nominating Committee.

**[Vestry Action 2022.11-4]**

**Approval of Balloting Procedures:** Senior Warden Ted Swett distributed a description of the proposed balloting procedures in advance of the vestry meeting. The annual meeting is likely to take place in person with live streaming on the St. Alban's YouTube channel. Since conducting a "live" election in a such a hybrid situation would violate the "secret ballot" required by the Bylaws, the 2023 election will be conducted using election software as was done in the two previous years. All votes will be cast and received electronically.

On behalf of the Executive Committee, Ted presented the following addition to existing balloting procedures to address the situation of a candidate for junior warden who is also willing to serve as a Vestry Member if not elected as warden. The proposed addition builds upon language used in 2018, the last time the election involved a candidate who stood for election as warden but was also willing to serve as a Vestry Member if elected.

"A candidate for Junior Warden who is willing in the alternative to serve as a Vestry Member will be listed on the ballot for each of those positions. If they so choose, Voters may vote for that person for the warden position and separately for Vestry membership. A winning candidate for Junior Warden will be dropped off the list of candidates for Vestry membership, and any votes he or she receives in the election of Vestry Members will be disregarded. The remaining candidates for Vestry membership will be ranked by votes received and elected accordingly."

The vestry unanimously affirmed the proposed modification to the balloting procedures.

**[Vestry Action 2022.11-5]**

**Rectory Update:** Vestry member and chair of the Rectory Rehabilitation Committee Ted Cage identified committee members as Bob Pinkard, Lucy Fraser, Stephanie Cucuru and Ted Swett. The rectory will be maintained as a single-family dwelling for a rector or other tenant from the Close. They currently are developing a budget, conducting a title search, and checking zoning specifications and will submit a memo to the vestry in December with goals for their work. They will explore options for financing to address the considerable deferred maintenance.

**Senior Warden's Report:** Senior Warden Ted Swett provided a detailed written report on vestry support for the stewardship campaign and voting procedures for election of wardens and vestry members.

**Junior Warden's Report:** Junior Warden Stephanie Cucuru provided a written update on the status of building and grounds issues.

**Highlights from other reports:** There were additional reports from the associate rectors with highlights as follows:

Associate Rector Emily Griffin reported that all staff and most Sunday School teachers have completed or been recertified in the Diocesan-mandated Safe Church, Safe Communities Abuse Prevention Training. The curriculum was revised significantly during the pandemic and is now completely online. All staff and anyone who works with children must complete the training and recertify every three years.

Associate Rector Yoimel González Hernández reported that the young adult group has developed a program for the rest of the year, with Sunday announcements of activities and inclusion in TWASA. They met with Bishop Mariann Budde recently to discuss themes of vocation and personal discernment. The Growing Young group continues participation in the diocesan cohort and attended a cohort summit in late October.

Associate Rector Jim Quigley happily reported that Courtney Cunningham will assume the role of OP Shop Manager on Dec 1 and preside over the official public reopening of the shop on December 3. Jim noted that the Annual Thanksgiving Dinner will resume, thanks to the capable leadership of Phoebe Jane Winthrop. He also commended the work of WeCare volunteers who support the clergy's work with parishioners needing pastoral care. Three new Stephen Ministers – Amanda Gilman, Virginia Schofield, and Linda Vitella – have completed their training and will be commissioned at the January 29<sup>th</sup> bilingual service. He also announced that the 2023 Memorial Lecture Series will take place Friday evening to Sunday service, April 21-23. Keynote speaker Rev. Christopher Carter, PhD is the energetic and highly engaging author of the book The Spirit of Soul Food: Race, Faith and Food Justice.

After closing prayers led by Yoimel, the vestry went into executive session.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,  
Carol A. Aschenbrener, Secretary