

**St. Alban's Episcopal Church
Minutes of Vestry Meeting (As Approved)
Wednesday, December 18, 2019
Room 301, Satterlee Hall**

Officers Present: Geoffrey Hoare (Rector), Ken Patterson (Senior Warden), Lucy Fraser Cage (Junior Warden), Hollis McLoughlin (Treasurer), Trevor (Ted) Swett (Secretary).

Members Present: Adrienne Allison, Paul Brewster, Walker Carter, Leo Coco, Rachel Colson, Glenn Davis, Barbara Manard, Josepha Musabyemariya Nelson, Jane Schubert, Dudley Winthrop, and Ted Swett. Also present was Youth Representative Woodfen MacLean. Member Michele Bond and Youth Representative Corinna Gilmore did not attend.

Staff Members Present: Jim Quigley, Emily Griffin and Yoimel González Hernández (Associate Rectors); Douglas Dykstra (Director of Finance).

Others Present: Heather Sondel (Diocesan Delegate).

Call to Order and Introductory Reflection: At approximately 6:30 p.m., the Rector called the meeting to order, a quorum being present, and gave an opening prayer. By way of a personal reflection, Paul Brewster led readings, contemplation, and discussion of the poem "The Empty Church" by R.S. Thomas.

Approval of Minutes of Regular Meeting: Upon motion seconded, the Vestry approved the minutes of its regularly scheduled meeting held on November 13, 2019.

[Vestry Action 2019.12-1]

Approval of Minutes of Special Meeting: Upon motion seconded, the Vestry approved the minutes of its special meeting held by telephone on November 25, 2019 meeting.

[Vestry Action 2019.12-2]

Amendment of Slate of Vestry Candidates for Parish Election: On behalf of the Nominations and Election Committee, Jane Schubert explained that it has been necessary for Brian Keane, who was previously named as a candidate, to withdraw his candidacy because he is not yet confirmed or received as an Episcopalian. Ms. Schubert reported that Lisa Garnet is willing and able to stand for election to the Vestry in the place and stead of the person who has withdrawn. There followed a brief discussion of Ms. Garnet's qualifications. It was noted that the substitution of a candidate upon less than the 60 days' notice would not be in strict conformity with the schedule laid down in the Bylaws. The Senior Warden stated that, under the circumstances, this departure from the norm would not warrant postponing the Parish election. The Vestry concurred.

Upon motion of said Committee, the Vestry added Lisa Garnet to the slate of Vestry candidates for the Parish election that will take place in January 2020.

[Vestry Action 2019.12-3]

Financial Report for October 2019: The monthly financial report for October 2019 having been distributed at the Vestry's regularly scheduled meeting in November, but consideration thereof having been postponed on that occasion, the Vestry voted upon motion by the Finance Committee to adopt the financial report for October as submitted.

[Vestry Action 2019.12-4]

Financial Report for November 2019: Mr. Hollis presented the monthly financial report for November. Pledge income held strong for the year-to-date. To meet the pledge income projected in the 2019 budget, it will be necessary to collect \$154,929 in December, which compares to average collections of \$223,958 for that month over the last five years. The Endowment Fund stood at \$5,188,650 at November 30, 2019, reflecting strong market gains for the year-to-date. Given substantial spending authorized in October for maintenance and improvements to the Parish buildings, the Reserve Fund will be drawn down to \$342,286 from its current level of \$676,805. The Rector noted that, in the past, the Vestry has sometimes used accumulated gifts after year's end to build up the Reserve Fund.

Upon motion by the Finance Committee, the Vestry after brief discussion adopted the financial report for November as submitted.

[Vestry Action 2019.12-5]

Clergy Housing Allowances: Mr. Dykstra presented the housing allowances elected individually by the Rector and the Associate Rectors. These allowances are allocated from what would otherwise be salary; they do not increase the Parish's compensation costs but enable each electing clergy person to obtain a tax deduction provided under the Internal Revenue Code.

Upon a consolidated motion, seconded, the Vestry adopted resolutions providing for the following clergy housing allowances:

For Mr. Hoare: \$92,000

[Vestry Action 2019.12-6]

For Mr. Quigley: \$30,000

[Vestry Action 2019.12-7]

For Ms. Griffin: \$25,000

[Vestry Action 2019.12-8]

For Mr. González Hernández: \$30,000

[Vestry Action 2019.12-9]

Authorization of January Expenditures Pending Adoption of 2020 Budget. Although the annual budget is not promulgated until late January of the budget year, spending must go forward in the ordinary course throughout that month. Therefore, it has been the Vestry's practice to authorize in advance such routine spending as may be necessary or appropriate during the coming January, in amounts reasonably consistent with monthly spending under the approved budget for the expiring year's budget.

Upon motion of the Finance Committee, pending the adoption of a budget for 2020, the Vestry authorized in advance such spending in January 2020 as may be reasonably consistent in categories and amounts with those provided for in the approved budget for 2019.

[Vestry Action 2019.12-10]

Discussion of Draft Budget for 2020: Distributed in advance of the meeting was a revised draft of the proposed budget for 2020, which reflects changes to the earlier draft distributed to the Vestry in November. Mr. Hollis led a discussion of the draft, underscoring the priorities built into the figures, i.e., placing the Youth Ministry, the Music Ministry, the Spanish Liturgy, and Outreach functions on a sound financial footing through budgetary allocations. Vestry members are asked to vet in timely fashion with the Finance Committee any issues or concerns that may emerge from further study and discussion of the draft budget, so that the Vestry will be in a position to adopt next year's budget at its regularly scheduled meeting in January 2020.

Clergy Reports: The Vestry received written reports, circulated in advance, by the Rector and each of the Associate Rectors. The related discussion called attention to the following events that will take place during the next two months: January 5 – Candidates Forum; January 12 at 4 p.m. – Bishop Budde to meet with the Vestry; January 26 – Annual Meeting of the Parish; February 7-8 – Vestry Retreat; February 23 – Rowan Williams to visit and preach at St. Alban's. The Rector noted that the Williams visit would be an excellent occasion on which to invite friends to visit our church. Also, in anticipation of Martin Luther King Day, Terry McAuliffe, former Governor of Virginia, will speak at the Adult Forum on his recent book, *Beyond Charlottesville: Taking a Stand Against White Nationalism*, and on January 17 Marian Wright Edelman, president emerita and founder of the Children's Defense Fund, will speak at Washington Hebrew. Mr. González Hernández mentioned that the new telephone system enables callers to access greetings and messages in Spanish, which should make it easier for Spanish speakers to connect with clergy for pastoral care and other purposes.

Wardens' Reports: The Vestry received written reports, submitted in advance, by the Senior Warden and the Junior Warden. The Senior Warden expressed special thanks to those who have assisted in the Stewardship Campaign. The Junior Warden's report outlined the expected steps, timing, and costs for remediation of water infiltration affecting Satterlee Hall and Nourse Hall and the "refresh" of Trenbath Hall and the Parish office corridor.

Executive Session: Upon motion seconded, the Vestry voted to enter into executive session following closing prayers.

[Vestry Action 2019.12-11]

There being no further business before the Vestry, the meeting was adjourned at approximately 7:58 p.m.

Respectfully submitted,

Trevor W. Swett III
Secretary