

**St. Alban's Episcopal Church
Minutes of Vestry Meeting, As Approved
Wednesday, September 16, 2020**

Officers Present: Geoffrey Hoare (Rector), Ken Patterson (Senior Warden), Trevor (Ted) Swett (Junior Warden), and Carol A. Aschenbrener (Secretary).

Officers not Present: Hollis McLoughlin (Treasurer).

Members Present: Carol A. Aschenbrener, Paul Brewster, Walker Carter, Leo Coco, Rachel Colson, Glenn Davis, Lisa Garnett, Megan King, Barbara Manard, Josepha Musabyemariya Nelson, Dudley Winthrop. **Youth representatives:** Annie McLean, Ruthie Rhodes.

Members not Present: Karina Rodriguez.

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

Others Present: Robin Rudd (WSA) and Heather Sondel (Diocesan Delegate).

Call to Order: The Rector called the meeting to order via Zoom conference call at approximately 6:35 PM and led the vestry in prayer.

Opening Meditation: Vestry member Glenn Davis opened with a reflection on a recent Harvard Business Review article by two academics on coping with anxiety during the coronavirus pandemic. (<https://www.google.com/amp/s/hbr.org/amp/2020/08/anxious-about-whats-next-heres-how-to-cope>)

Glenn raised three pieces of advice from the article: letting go of “overthinking” during this period of uncertainty; turning the mind outward instead of inward; and finally, organizing our days with an awareness of our unique personality traits. Glenn closed his thoughtful reflection with St. Augustine’s reminder to all of us: “Our hearts are restless until they rest in Thee.”

Approval of Minutes of Regular Meeting: Upon motion seconded, the Vestry approved the minutes of its regularly scheduled meeting held on August 19, 2020.

[Vestry Action 2020.8-1]

Treasurer’s Report: In the absence of Treasurer Hollis McLoughlin, Director of Finance Doug Dykstra shared highlights from the comprehensive financial report delivered to vestry in advance of the meeting. Pledge income continued its momentum and through August 31st achieved 65% of the 2020 budget of \$1.35M. Likewise, parish support donations remained solid, reaching 72%

of the 2020 budget. As expected, income categories linked to the pandemic-related closing of church buildings continued to lag. Operating expenses were 3% below budget for the year at the end of August, but this is somewhat understated because of timing issues with incoming bills. Financial liquidity remains steady and the church continues to pay its bills, meet its payroll and manage its financial obligations without interruption.

As of the end of August, the St. Alban's Endowment Fund had gained 6% in value YTD. The church received a generous capital gift of \$300,000 to initiate development of a capital fund for the primary purpose of upgrading the church's HVAC ventilation system to ensure the level of circulation of fresh outside air necessary to re-opening church buildings safely. Estimates for this work are not yet final but assumed to be in the range of high six to low seven figures.

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

[Vestry Action 2020.8-2]

Senior Warden's Report: Senior Warden Ken Patterson distributed a lengthy update from the St. Alban's Regathering Team (START) subgroups in advance of the vestry meeting and highlighted key issues in his oral report. He emphasized that upgrading the HVAC ventilation to ensure adequate fresh air exchange is a critical requirement for re-opening with appropriate safety precautions during the coronavirus pandemic. As noted in the finance and junior warden's reports, this will be a costly process.

Geoffrey is requesting permission from the bishop to host two outside non-Eucharistic gatherings in the amphitheater. The subgroup on worship emphasized that the regathering plan must be practical in terms of balancing the needs of diverse groups with safety, financial impact, and responsibilities for clergy and staff. Given the patterns of contagion of coronavirus, it is likely that live choir performances will not happen until the coronavirus is contained. The Kitchen subgroup are considering options to safely maintain feeding ministries. The communication subgroup has begun considering ways to address the social needs of the parish and would appreciate creative ideas. The nominating committee is beginning to consider how parish elections could be conducted. Vestry member Paul Brewster noted that the diocese is considering a virtual diocesan convention. Ken shared the good news that the church's technology capability is better than it ever has been with enhanced streaming and recording. Decisions about worship would drive any new requests for technology. Ken plans to share more information about the planning for regathering with the parish soon.

Report on the Annual Appeal: Vestry members Rachel Colson and Lisa Garnett reported that they have finalized a calendar for the annual appeal, with a goal of making an initial call to every pledging household by the end of September, with all vestry members asked to make calls. Presentations about stewardship by parishioners will follow, with the campaign closing by the end of November.

Junior Warden's Report: Junior Warden Ted Swett provided a status report on the air quality issues and tree care. Once the air analysis is completed, Charles will obtain proposals for any new systems needed for Nourse Hall, the Sanctuary and the Rectory.

Other Reports: A number of other reports were received by the vestry. Highlights from those reports include the following:

Music: Director of Music Matthew Steynor shared some of the improvements that he and the choir continue to make in order to include music in the weekly services. He is now working with clergy to plan 4-5 Sundays ahead for the choral parts of the online worship, which allows the staff singers to record a week early and provide a listening track for the rest of the choir. The choir maintained semi-weekly Zoom socials during the summer and returned to weekly Zoom rehearsals in September. There has been some attrition, with departure of one staff singer and temporary reduction of the volunteer choir to around 30 singers.

After closing prayers, the vestry went into executive session at 7:54 PM.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Carol A. Aschenbrener
Secretary