

St. Alban's Episcopal Church
Minutes of Vestry Meeting, As Approved
Wednesday, September 15, 2021

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

Members Present: Carol A. Aschenbrener, Rachel Colson, Matt Cunningham, Stephanie Curcuru, Lisa Garnett, Megan King, Suzy Mink, Susan Morris, Josepha Musabyemariya Nelson, Dudley Winthrop.

Absent: Vestry Members Paul Brewster and Karina Rodriguez, Youth Representatives Hana Keenan and Annie McLean and Associate Rector Yoimel González Hernández.

Staff Members Present: Emily Griffin, and Jim Quigley (Associate Rectors), Doug Dykstra (Director of Finance) and Omar Rodriguez de la O (Seminararian).

Others: Robin Rudd (WSA)

Call to Order: Rector Geoffrey Hoare called the meeting to order via Zoom conference call at 6:36 PM and led the vestry in prayer. He welcomed Susan Morris to her first meeting as a vestry member and introduced seminararian Omar Rodriguez de la O. Geoffrey noted that our new Director of Communications, Mery Montenegro will attend the October vestry meeting.

Opening Meditation: Vestry member Rachel Colson noted that it seems “a different lifetime” since Fall of 2019 when she was using Metro, enjoying casual conversations at work, eating lunch out and celebrating the first anniversary of adding the two children to their family. She misses the “weak-tie relationships” of work lost during the pandemic isolation but has experienced a new richness of neighborhood life. Rachel was in Cairo for a study semester during the 9/11/2001 terrorist attacks. She noted the recent convergence of the twentieth anniversary of 9/11, the third anniversary of having their children and a point of hope that the pandemic might soon ease. These events and her recent reading of The Body Keeps Score, a book about how traumatic experiences become embedded in the brain below the level of consciousness spurred her to several reflective questions about the potential collective impact of the COVID pandemic that she shared with the vestry: What will I carry forward from this time and how will it affect my relationships? What does it mean for a religious community? Two good questions for all of us to ponder.

Approval of Minutes of Regular Meeting: Upon motion seconded, the Vestry unanimously approved the minutes of its regularly scheduled meeting held on August 18, 2021

[Vestry Action 2021.10-1]

Treasurer's Report: Treasurer Hollis McLoughlin reported that we are experiencing the usual summer slow-down in pledge payments and may also be seeing some impact from the capital campaign. The endowment is at an all-time high of \$6.5 million, attributed to the combined effects of a number of generous gifts over the past decade and strong recent growth due to market appreciation. The Finance Committee periodically reviews asset allocation with account managers at Vanguard. To date, \$225,000 in unrestricted endowment funds has been moved to a cash fund to be readily available to supplement capital campaign contributions as needed.

The 2022 budget may be a challenge because of the combination of additional structural costs and the declining number of pledging households in the 2021 annual appeal. Senior Warden Ken Patterson stressed the importance of building momentum around the annual appeal and called on all vestry members to make their pledges as soon as possible.

Geoffrey noted that Doug continues to work on audit reports for previous years with the goal of submitting these reports to the vestry before the end of this calendar year.

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

[Vestry Action 2021.10-2]

Report on Children's Formation: Vestry member Rachel Colson reported that children's activities will continue to be held outdoors as parents of school children are minimizing contact with people outside immediate school and family bubbles in an effort to keep children in school. Children's Chapel with Communion will continue to be held the 2nd and 4th Sundays of the month at 9:00 AM around the Peace Cross, weather permitting. Children's Chapel leaders include the following: Annie and Kiki McLean, Amanda Gilman, Mary Beth Albright, Noell Sottile, Bill Edgar, Rachel Freytag, Julie Scott, Alex Stavitsky-Zeineddin.

Sunday School/Godly Play starts on September 19. There will be two classes: one for Pre-K – 2nd Grade and one for 3rd – 5th Grade. Classes will meet every week at 10:15 AM in the tent on the Little Field of St. Alban's School. Sunday School Leaders include the following: Julie Clements, Francoise LeGall, Hannah Phillips, Armis Sadri, Zoe Tron, Candice Brown, Freda Carmack, Tom Gustafson, Anton Vanderpool. Nursery care and the 2s and 3s class are on hold until we can move indoors.

The Choristers Program for children in elementary and middle school restarted with an in-person retreat on August 14th, followed by singing at the 9 AM service the next day. The full acolyte program will resume once children can be vaccinated or worship indoors.

Junior Warden's Report: Junior Warden Ted Swett once again provided the vestry with a clear and comprehensive update on the various capital projects. Some asbestos abatement has been completed; there is a possibility that more will be needed if additional asbestos is identified during installations in Satterlee. The security enhancements are underway. Installation of the kitchen range was disrupted because of personnel issue at the contractor (Hottel) but work is expected to resume soon.

Since we are very close to executing final contracts for major projects, the Project Manager Gary Baker has proposed a project budget of \$2.3 million of which 92% is allocated to replacement and upgrades to the HVAC system. The HVAC system in the church will be replaced in kind while the system in Satterlee will be completely redone and upgraded with more efficient technology that will allow for room-specific temperature control. The proposed budget for the kitchen project (replacement of range and hood) is \$135,000 and the security upgrades are projected at \$60,000. This budget provides just over 8% for contingencies and includes a fee of \$45,000 for the Project Manager, who will also be eligible for a \$10,000 incentive bonus at the discretion of the Executive Committee. A total of \$2,012,934 has been pledged for the capital projects as of the date of the vestry meeting, with \$1,172,018 already received. Since this budget exceeds the proceeds from the capital campaign, it may be necessary to tap the endowment for up to \$315,000 to cover the gap. As noted in the Treasurer's Report, \$225,000 has already been moved to a cash fund to facilitate this. In accordance with St. Alban's Bylaws, the need to tap the endowment for additional funds will soon be announced to the parish and will be subject to vote at the next two vestry meetings.

The Executive Committee now moves the Vestry to approve the proposed budget. The Executive Committee also proposes that the Project Manager be authorized, with the approval of the Director of Operations and the Junior Warden, to reallocate dollars among the various line items of the budget without increasing the total budget; except that neither the Project Manager's compensation (including any potential incentive bonus) nor the compensation budgeted for PEG, Interstate, Hottel, and Clear Connection, respectively, shall be increased over the budgeted amounts without the Vestry's specific approval.

The vestry considered the following resolutions from the Executive Committee together and unanimously approved them:

1. The Director of Operations and the Junior Warden are authorized to enter into a written agreement on behalf of St. Alban's with the Project Manager for his services in the capital projects, on such terms and conditions as the Executive Committee, with the assistance of outside counsel, shall deem fair and reasonable; **provided, however**, that, without the Vestry's specific approval, the Project Manager's compensation shall not exceed \$45,000 and the potential incentive bonus that may be awarded to him, in the Executive Committee's discretion, upon completion of the projects shall not exceed \$10,000.
2. The Vestry approves the capital projects budget that is Exhibit A to this Resolution. The Project Manager, with the approval of the Director of Operations and the Junior Warden, may alter the allocation of dollars as among the various line items of the budget, without increasing the total budget; **provided, however**, that neither the Project Manager's compensation (including any potential incentive award) nor the compensation budgeted for PEG, Interstate, Hottel, and Clear Connection, respectively, may be increased without the Vestry's specific approval.

3. The Vestry authorizes the Director of Operations and the Junior Warden, with the approval of the Executive Committee, to finalize and execute on behalf of St. Alban's the written agreement that is being negotiated with Interstate for its services as general contractor and mechanical contractor for the HVAC project.
4. The Vestry authorizes the Director of Operations and the Junior Warden, with the approval of the Executive Committee, to negotiate and execute on behalf of St. Alban's a written agreement with Clear Connection for its services with respect to the security project, upon such terms and conditions as the Executive Committee, with the assistance of counsel, may deem reasonable in the circumstances.

[Vestry Action 2021.10-3]

Rector's Report: Rector Geoffrey Hoare provided a detailed written report of personnel matters, services and technology upgrades in advance of the meeting.

Senior Warden's Report: Senior Warden Ken Patterson gave an oral report noting that models of the wood altar to be constructed in memory of Ron Hicks will soon be available. In addition, he is working with Doug Dykstra to install a mechanism to allow for online contributions during the service. Ken will soon be looking for volunteers to begin work on gathering photos for an online parish directory.

Other Reports: There were a number of additional written reports, with highlights as follows.

Associate Rector Emily Griffin reported that 22 children are registered for PreK to 5th Grade Sunday School, including 2 new families and 2 Cathedral families. She will preside at two weddings over the next few weeks.

Associate Rector Jim Quigley thanked vestry member Susan Morris for agreeing to serve as vestry liaison for St. Alban's outreach programs. In announcing the resumption of the Tubman backpack ministry, he recognized Tom Jansen, who founded this ministry, and thanked the new coordinator, Erin Bowers. Twelve enthusiastic parishioners are participating; others interested should contact Erin. Jim noted that a robust array of opportunities for Adult Formation was announced recently; enrollment has been sparse to date. Jim noted recent activities of the WeCare network and Stephen Ministry program, extending special thanks to WeCare coordinator Marcy Fisher, who is also scheduling readers for the online Prayers of the People. Jim is putting finishing touches on artwork based on his sabbatical experiences and hopes to schedule a "show" of some sort and gallery talk at Washington National Cathedral.

Associate Rector Yoimel González Hernández reported that Youth Leaders will be using a revised *Journey to Adulthood* curriculum that is more biblical and theologically sound, has a more current approach to issues of race, gender and sexuality, and is completely available online.

He and Emily will be offering Bible Study after Spanish-speaking service for four Sundays, with the theme “Immigrants in the Bible.”

Music Director Matthew Steynor expressed pleasure that the choir has been able to return to live weekly rehearsals and performances. He intends to continue providing links for a music list, a practice begun during recorded services. Finally, he noted that work has begun on the upgrades to the organ and should be completed in time for the first livestream service.

After closing prayers, the vestry went into executive session at 8:00 PM.

The meeting was adjourned at 8:03 PM.

Respectfully submitted,
Carol A. Aschenbrener, Secretary