

St. Alban's Episcopal Church
Minutes of Vestry Meeting (AS APPROVED)
Wednesday, June 20, 2018
Room 301 Satterlee Hall

Vestry Officers Present: Geoffrey Hoare (Rector), Laura Ingersoll (Senior Warden), Diane Adams (Junior Warden), Trevor Swett (Secretary). Unable to attend was Hollis McLoughlin (Treasurer).

Vestry Members Present: Adrienne Allison, Leo Coco, Lucy Fraser, Tomás Montgomery, Lara McCoy Roslof, Jane Schubert, Trevor Swett. Unable to attend were Michele Bond, Walker Carter, Glenn Davis, Julie Clements Smith, Corinna Gilmore (Youth Representative), and Woodfen McLean (Youth Representative).

Staff: Emily Griffin (Associate Rector), Debbie Kirk (Associate Rector), Jim Quigley (Associate Rector).

Others Present: Barbara Manard (Diocesan Delegate), Heather Sondel (Diocesan Delegate), Robin Rudd (Chair, Workers of St. Alban's), Charles Porter (Director of Operations), Douglas Dykstra (Director of Finance), and Tom Jansen (parishioner).

Call-to-Order: A quorum being present, the Rector called the Meeting to order at 6:30 p.m. Lucy Fraser delivered the opening prayer:

A Summer Prayer

In celebration of the Summer Solstice and the warmth of our season, we give thanks. As the sun rises high and lingers momentarily in that perfect pitch, we remember that nothing is permanent and that moments in our lives are fleeting and to be treasured.

Thank you, dear God, for our good Earth, for the bounty and the beauty that surround us.

Let us never take for granted the gifts of the Earth and the lessons of renewal that we take from Nature.

Thank you for this body of dedicated individuals who gather to do work in your name.

Thank you for your grace and understanding that we are not a perfect species, but one that needs care and love, like a garden, so that we do not diminish and wither and instead, like the flowers, we emerge stronger and more resilient for another Season.

Amen.

Approval of Minutes: Upon motion seconded, the Vestry approved the minutes of its May 16, 2018 meeting.

[VESTRY ACTION 2018-06.1]

Financial Report: On behalf of the Treasurer and other absent members of the Finance Committee, Douglas Dykstra presented the financial report. Pledge income for May was lower than in April but continued to outpace budget and results for May 2017 (by 3% and 30%, respectively). Gross sales at the Opportunity Shop have been strong (up by 7.5% compared to the period January through May 2017). The reserve fund stood at \$745,000 as of May 31, 2018, but has since been reduced by payment of the final bill for repair of the organ (\$22,000); it will be reduced by another \$10,000 to replace the compressor in Satterlee Hall. A donations page on the parish website is expected to launch in or about September 2018.

Upon motion seconded, the vestry adopted the Financial Report.

[VESTRY ACTION 2018-06.2]

Addition to Endowment: Upon the Executive Committee's motion, the Vestry voted to add to the endowment a bequest of a \$5,000 received from the Estate of Ellen Rudolph Marsh.

[VESTRY ACTION 2018-06.3]

Junior Warden's Report: Junior Warden Diane Adams presented her report, which showed progress in addressing items on the list of identified needs for maintenance or repair.

Walk-Through of Parish Buildings: Charles Porter then led us on a tour of the parish's buildings. In the course of this walk-through, the Rector emphasized that ministry should drive choices as to the use of space; that all such choices entail the setting of priorities and the making of trade-offs, as all space comes with an implicit cost; and that we should strive to put each space to a use at least commensurate in value to that cost.

Telecommunications Equipment Proposal: The Vestry considered a proposal put forth by the Executive Committee on the recommendation of the Director of Operations for an upgrade in the parish's telecommunications facilities. The proposal called for moving to an internet-based telephone system and a cloud-based system comprising email communications, a membership database, and a facilities-use calendar (accessible from off-site, with appropriate security). Purchasing the new telephone equipment rather than renting it would generate savings of more than \$200 per month. Senior Warden Laura Ingersoll noted that Walker Carter, an absent Member well-versed in technological matters, wrote in to express his view that the proposal made good sense.

Upon the Executive Committee's motion, the Vestry voted to approve the telecommunications upgrade proposal and authorized the expenditure of up to \$20,000 to purchase the recommended equipment and related services.

[VESTRY ACTION 2018-06.5]

The Vestry next considered a proposal for the installation of audiovisual equipment in Nourse Hall. The proposal reflected a great deal of work by parishioner Ed Roslof. It contemplated approaching several vendors for bids before choosing one and moving forward. In hopes that the equipment can be installed by the fall of this year, the recommendation was for the Vestry to approve the expenditure of up to \$6000 for this project at this stage, while discussions proceed with the potential vendors.

Upon the Executive Committee's motion, the Vestry approved the expenditure of up to \$6,000 to fund the purchase and installation of the recommended audiovisual equipment.

[VESTRY ACTION 2018-06.6]

Schedule for updating bylaws: The Senior Warden laid out a schedule for revising the parish bylaws. The Governance Committee will present a draft set of revisions for initial discussion by the Vestry at its July meeting, with a more substantive and detailed discussion to follow at its August meeting. Proposed revisions will then be circulated to the parish. Parishioners will be invited to provide written comments, and opportunities will be provided on two different days in September (a Sunday and a Thursday) for interested parishioners to meet with members of the Executive Committee to discuss the proposed changes. The Governance Committee will prepare a report summarizing and responding to comments received and will then present its final recommendations to the Vestry at its October meeting. The final proposal for bylaws revisions, as approved by the Vestry, will be submitted to parishioners for a vote in late October.

Rector's Report: The Vestry received the Rector's written report for May. The Rector noted that annual reviews of staff members would be completed on June 21, 2018.

Senior Warden's Report: Further to her written report on the subject, the Senior Warden led a discussion of a project for creating a digital parish directory accessible to parishioners via a password-protected website. Barbara Manard and Marcy Fisher (and perhaps others whom they recruit) will work with Charles Porter to formulate recommendations for this.

Reports of Associate Clergy: The Vestry received written reports from Emily Griffin, Debbie Kirk, and Jim Quigley.

The Rector led the Vestry in a closing prayer.

Upon motion seconded, the Vestry elected to go into executive session.

[VESTRY ACTION 2018-06.7]

There being no further business before the Vestry, the meeting concluded at approximately 8:35 p.m.

Respectfully submitted,

Trevor W. Swett III
Secretary