

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
**Wednesday, September 19, 2018**  
**Room 301 Satterlee Hall**

**Vestry Officers Present:** Geoffrey Hoare (Rector), Laura Ingersoll (Senior Warden), Lucy Fraser (Junior Warden), and Hollis McLoughlin (Treasurer). Ted Swett (Secretary) was away.

**Vestry Members Present:** Adrienne Allison, Michele Bond, Walker Carter, Leo Coco, Glenn Davis, Tom Gustafson, Tomás Montgomery, Lara McCoy Roslof, Jane Schubert, Julie Clements Smith. Not in attendance were Ted Swett, and Corinna Gilmore and Woodfen McLean (Youth Representatives).

**Staff Present:** Jim Quigley, Emily Griffin, and Debbie Kirk (Associate Rectors); Douglas Dykstra (Director of Finance); Rebecca Kellerman (Music Associate).

**Others Present:** Barbara Manard and Heather Sondel (Diocesan Delegates), and Robin Rudd (Chair, Workers of St. Alban's).

**Call-to-Order:** A quorum being present, the Rector called the Meeting to order at 6:30 p.m. Lara McCoy Roslof offered a "Prayer at the Opening of a Sacred Council" from the Orthodox Church in America:

*O God, our God! You have adorned us with Your image and given us a free will. When You entered the Temple in the middle of the feast, O most compassionate Master, You taught the people who were amazed at Your doctrine, for David says, "Come to me, children, and I will teach you the fear of the Lord."*

*You also taught wisdom to Solomon. Look down even now, O Maker and Creator, upon this Sacred Council, and grant them wisdom and understanding that they may learn Your holy will; warm their hearts in love for You and for their neighbors; guide them on the way of truth and righteousness, keeping their hearts from all evil; unite them in one mind and in one heart, and let mutual brotherly love abide in their midst; bless them for the doing of good and useful things.*

*We pray You, O most merciful Lord our God, the God of every compassion and consolation: Do not turn away Your face from them, nor deny them their longing, for they have set their hope on You.*

*Grant them peace and serenity, a unity of spirit, concord and fruitful action, and all those things needful for their temporal and eternal life.*

*You know our needs, and grant and fulfill our requests even before we make them. For You are the God powerful in mercy and gracious in strength, and to You are due all glory, honor and worship: to the Father, and to the Son, and to the Holy Spirit, now and ever and unto ages of ages. Amen.*

**Introduction of Music Associate.** The Rector presented to the Vestry our new Music Associate, Rebecca Kellerman, who was enthusiastically welcomed by all present. Ms. Kellerman spoke of her background as a soprano performing on stage and in groups such as the Washington Bach Consort, and her work in teaching voice to youth. She expressed great enthusiasm for the prospects of building a strong children’s music program at St. Alban’s, and the Vestry members invited her to call on them for any support she wishes. Ms. Kellerman was then excused from the meeting.

**Approval of Minutes:** Upon motion seconded, the Vestry approved the minutes of its August 15, 2018 meeting.

[VESTRY ACTION 2018-09.01]

**Treasurer’s Report.** Treasurer Hollis McLoughlin presented the Treasurer’s Report, including the monthly financial report. He noted that pledge income continues to trend strongly. He reported that the annual financial audit is underway and the Vestry will likely have it at the October meeting. There was discussion of the annual draw from the Endowment and Geoffrey Hoare noted that it is taken as a matter of course as a tool for the ministry of St. Alban’s. Upon motion seconded, the Vestry accepted the Treasurer’s Report.

[VESTRY ACTION 2018-09.02]

**Appointment of Nominating & Elections Committee.** Upon motion from the Executive Committee, the Vestry approved appointment of the following as members of the 2018 Nominating and Elections Committee: Laura Ingersoll, outgoing Senior Warden (chair); Julie Clements Smith, Tom Gustafson, Tomás Montgomery, and Lara McCoy Roslof, outgoing Vestry Members; Mary Beth Albright and Heather Sondel, parishioners.

[VESTRY ACTION 2018-09.03]

**Report to the Vestry: Newcomers.** Vestry Member Glenn Davis presented a written report on how newcomers are being welcomed and integrated into the parish. In oral remarks, he noted that the “Welcome Card” is now on the website and enables people to provide their contact information online. He noted that the periodic reception to welcome newcomers will be held on the evening of Sunday, October 21, at the Thorne’s home. Geoffrey Hoare commended the efforts by Vestry Members and other parishioners to offer warm hospitality, and commented that “it’s an art, not a science . . . and we’re getting better at it.”

**Report to the Vestry: Personnel.** Vestry Member Tom Gustafson, who chairs the standing committee on personnel, presented a written report and orally noted that the committee is working on a comprehensive review of the Employee Handbook, which in recent years has been updated piecemeal. He and Geoffrey Hoare noted that annual reviews of employees have been conducted and position descriptions have been revised.

**Report to the Vestry: Annual Appeal.** Vestry Member Walker Carter presented a written timetable for the upcoming annual pledge/stewardship campaign. He reported that Geoffrey Hoare would be sending a “teaching letter” regarding the spiritual practice of generosity, and that stewardship messages would be directed to a variety of segments within the parish, including

youth and children. Social media will be an increasing tool for this ministry. The Vestry expressed gratitude to Ashley and Dominic Bianchi, who are co-chairing the annual appeal for the second year running, and to Walker Carter and Suzy Mink, who are “shadowing” the Bianchis this year and will succeed them as co-chairs for the next two years.

**Proposed Revision of Parish Bylaws.** Senior Warden Laura Ingersoll re-presented the proposed bylaws that were presented to the Vestry for discussion during the two prior Vestry meetings, noting that following comments made at the September meeting, the draft was changed to provide that a vacancy in the office of Junior Warden – like that of Senior Warden – would require election at the next following Annual Meeting, rather than having the Vestry appoint a successor to serve out the term. The Senior Warden reminded the Vestry that the proposed new bylaws would be published to the parish immediately after the Vestry meeting, and parishioners would be invited to discuss them at open meetings to be held on Thursday, September 27, and Sunday, September 30, and to submit any comments in writing. Thereafter, the final bylaws would be submitted to the Vestry for final ratification at its October 17 meeting, and to the parish at large for enactment a Special Meeting to be held on October 28.

**Rector’s Report.** The Rector presented a written report that was previously sent to the Vestry.

**Senior Warden’s Report.** The Senior Warden presented a written report that was previously sent to the Vestry. She offered the following motion, on behalf of the Executive Committee:

**MOTION:** To allocate to the Reserve Fund 20% of the first distribution (\$450,000) of the bequest to St. Alban’s from the estate of Guinevere L. Griest.

It was decided to defer voting on this motion until after the Junior Warden’s presentation of certain capital projects, which would explain the rationale for the motion. The Vestry expressed gratitude and deep appreciation for the lives and legacies of Guinevere Griest and her sister Jeanne, who predeceased her; the two were longtime parishioners and lived out their final years at Goodwin House in Alexandria.

**Junior Warden’s Report.** Junior Warden Lucy Fraser presented a written report, previously sent to the Vestry, detailing recent progress made in identifying and resolving critical deferred maintenance and infrastructure projects. She particularly described three items requiring capital expenditures. One is the need to repair crumbling flagstone and mortar in the walkways between the Church and Satterlee Hall, which have not been addressed in many years and which present a significant potential liability to pedestrians. Second is the need to replace corroded wiring in the Church/Nourse Hall air conditioner and repair a leak in the coolant system, and then to recharge the coolant. Third is the decision to upgrade the planned audiovisual system for Nourse Hall, to make it suitable for long-term use with emerging technology. The Junior Warden offered the following motion, which had been developed with participation of the Rector, Director of Operations Charles Porter, and Director of Finance Doug Dykstra, and which was seconded:

**MOTION:** To approve the expenditure of the following, from the Reserve Fund:  
(1) up to \$30,000 to repair the flagstone walkways between the Church and Satterlee Hall;

- (2) up to \$18,000 to repair air conditioning units in Satterlee Hall and the Church building; and
- (3) up to \$9,000 to complete the audiovisual project in Nourse Hall (in addition to the previously-approved \$6,000).

The Vestry then discussed infusing the Reserve Fund with the 20% of the Griest bequest, both to cover the three proposed capital expenditures and to bring the Reserve Fund at an optimal level of between \$500,000 and \$600,000. The Rector noted that a principled approach to identifying that optimal level is to consider the Reserve Fund as being capable of covering three months' worth of operating expenses – approximately \$500,000. The Vestry then voted to approve the Griest bequest allocation motion.

**[VESTRY ACTION 2018-09.04]**

The Vestry then voted to approve the motion authorizing the three expenditures from the Reserve Fund.

**[VESTRY ACTION 2018-09.05]**

**Other Reports.** The Vestry previously received written reports from the three Associate Clergy and from Director of Music Jeremy Filsell. Jim Quigley orally informed the Vestry that longtime parishioner Heather Hunt – who provided piano accompaniment to Children's Chapel – had died after a long battle with cancer; her memorial service will be at the Cathedral's Bethlehem Chapel, because she had long been a Cathedral volunteer, but a reception would be held at St. Alban's. He also asked for prayerful support to Dee Dykstra, whose sister is battling a virulent form of cancer, and to David Wolfe, whose mother recently died. Emily Griffin orally highlighted the increased numbers of children participating in Children's Chapel and Sunday School, and she announced that Rebecca Kellerman would be providing music leadership to Children's Chapel two Sundays each month.

**Closing Prayer and Executive Session.** The Rector led the meeting in closing prayers, following which it was moved, seconded, and voted that the Vestry enter executive session.

**[VESTRY ACTION 2018-09.6]**

**Adjournment.** Emerging from executive session, and there being no further business at hand, the meeting adjourned at approximately 8:00 p.m.

Respectfully submitted,

Laura Ingersoll, Secretary *pro tem*,  
for  
Trevor W. Swett III  
Secretary