

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
**Wednesday, November 28, 2018**  
**Room 301 Satterlee Hall**

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

**Vestry Members Present:** Adrienne Allison, Michele Bond, Leo Coco, Lucy Fraser Cage, Walker Carter, Glenn Davis, Tom Gustafson, Julie Clements Smith, and Ted Swett; Corinna Gilmore (Youth Representative). The following were not in attendance: Tomás Montgomery, Lara McCoy Roslof; Woodfen McLean (Youth Representative).

**Staff Present:** Jim Quigley and Emily Griffin (Associate Rectors); Douglas Dykstra (Director of Finance). Debbie Kirk (Associate Rector) was unable to attend.

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

**Call-to-Order:** A quorum being present, the Rector called the Meeting to order at 6:35 p.m.

**Approval of Minutes:** Upon motion seconded, the Vestry approved the minutes of its October 17, 2018 meeting.

**[VESTRY ACTION 2018-11.1]**

**Treasurer's Report.** The Treasurer presented the monthly financial report. He noted that 75% of anticipated pledge income for the year has been received and expenses are in line with the budget. The parish has received a second distribution of \$200,000 from the Griest bequest and a bequest of \$53,222 from Christopher Larsen, of which the Executive Committee has recommended that 80% be allocated to the Endowment Fund and 20% to the Reserve Fund for purposes discussed later in the meeting.

The Treasurer explained certain matters decided by the Finance Committee, as minuted in his attached written summary of actions taken in the committee's meetings held on September 26 and October 17, 2018. Commencing with the 2019 budget, the annual approved draw upon the Endowment Fund will be reflected in the monthly endowment report in equal monthly installments. The monthly accrual will be set forth as a pending transfer to the Operating Fund but will not result in an actual movement of cash until the money is actually needed for operations (thereby maximizing the amount of time during which the funds can remain invested). Also, because investment returns in the marketplace are not expected to keep pace with the rates investors have enjoyed in recent years, the total draw upon the Endowment Fund next year will be reduced from 5% of the three-year rolling average balance of the endowment to 4.0% thereof. As an interim step in that direction, the draw for 2019 will be 4.5% of the three-year rolling average.

The Finance Committee has received and approved the report and clean audit opinion of the outside auditors with respect to the parish's financial statements for the prior year.

After discussion led by the Treasurer and the Rector, the Vestry took the following actions:

Upon motion by the Finance Committee, the Vestry voted to accept the auditors' report.

**[VESTRY ACTION 2018-11.2]**

Upon motion seconded, the Vestry adopted the Treasurer's Report as submitted.

**[VESTRY ACTION 2018-11.3]**

Upon the motion of the Executive Committee, the Vestry voted to establish the "John LeMoyne Ellicott and Beatrice Berle Meyerson Fund" for general purposes within the St. Alban's Endowment Fund, and to assign to said fund \$50,000 in gifts received.

**[VESTRY ACTION 2018-11.4]**

Upon the motion of the Executive Committee, the Vestry voted to allocate 20% of the second distribution from the Griest bequest and 20% of the Larsen bequest to the Reserve Fund and to earmark the resulting sum (\$50,644.37) for use, if needed, in addressing the water infiltration problem affecting parish buildings, with the proviso that funds that prove unnecessary for that project will be reallocated to the Endowment Fund.

**[VESTRY ACTION 2018-11.5]**

**Reports of Vestry Members Received for Discussion at a Later Date.** The Vestry received written reports from members on the Annual Appeal, Planned Giving, and Youth Formation. Discussion of these subjects was deferred to leave time for Vestry members to carry out a "phonathon" this evening in support of the Annual Appeal.

**Report of the Nominating and Elections Committee.** The Vestry received the written report of the Nominating and Elections Committee, which proposed a slate of candidates for the election of Wardens and Vestry members in January 2019 and a set of proposed ballot procedures for the same. After discussion of the committee's recommendations, including steps for filling certain vacancies on the Vestry, the Vestry took the following actions:

Upon motion by the Nominating and Elections Committee, the Vestry accepted the proposed slate of candidates.

**[VESTRY ACTION 2018-11.6]**

Upon motion by the Nominating and Elections Committee, the Vestry voted to appoint Ted Swett to fill the remainder of the term of Vestry membership, ending in January 2021, which was vacated when Lucy Fraser Cage became Junior Warden.

**[VESTRY ACTION 2018-11.7]**

Upon motion by the Nominating and Elections Committee, the Vestry approved balloting procedures for the 2019 parish elections pursuant to Article VI, Section 2 of the bylaws.

**[VESTRY ACTION 2018-11.8]**

**Rector's Report.** The Vestry received a written report by the Rector. In brief remarks, the Rector stated that Jim Quigley will participate in December in a pilgrimage of clergy who are traveling to El Paso, Texas, and Laredo, Mexico, to meet with Central American refugees and local clergy.

**Report of the Junior Warden.** The Vestry received a written report from the Junior Warden on the status of maintenance and facilities projects. There was discussion of the need to remind parishioners that Charles Porter, Director of Operations, is the person to contact if they spot problems with the parish buildings that require attention.

**Report of the Music Director.** The Vestry received a report from Jeremy Filsell, Director of Music, which includes an initial report from Shantz Organ Builders Tonal Director, Jeffrey Dexter. Dr. Filsell will be invited to attend the Vestry's January 2019 meeting to update the Vestry on the consultation concerning the organ.

**Reports of Associate Clergy.** The Vestry received written reports from each of the Associate Clergy.

**Prayer.** Julie Clements Smith recited the following prayer she had composed for the meeting:

*Dear Lord,*

*Thank you for convening us in the comfort of our Parish among our brothers and sisters in your image.*

*As we appreciate our warm refuge from the frigid weather outside, we ask for your guidance in personifying your image in all we do and choose not to do.*

*Help us to help our brothers and sisters in California who have lost their homes to raging wild fires. Help us to support our brethren across America who have lost their lives to destructive gun violence. Help us to speak for those who have had to unwillingly abdicate their voices after advocating vociferously for human rights and freedom. Help us use the gifts you've instilled in us as living beings who can uniquely reason to demonstrate respect for truth, through honoring rule of law, findings in peer-reviewed scientific studies, and facts discovered through the judicial process.*

*Help us to extend our embrace, so our arms and hearts may be outstretched to those who are hurt physically, mentally, and/or emotionally. Help us to be accepting of all humankind, regardless of an individual's race, religion, disability, sexual orientation, socio-economic or immigration status. Help us remember that a joyous holiday season for some may also be a tragic reminder of loss for others.*

*Let us be grateful for the gifts you have given, and continue to give, us. Let us thank you for the power we have as your sheep to exercise our talents and to care for our neighbors, family, friends, and strangers, whom we don't yet know. Let us know that we are not alone, and that we alone cannot fix it.*

*Show us the light of Jesus Christ. Let us anticipate Jesus's arrival at the start of this Advent season, remembering the innocence of Mary as she traveled far in primitive conditions to birth our Lord Jesus Christ.*

*Invoke in us the true meaning of Christmas, as evidenced by the wise men who brought the baby Jesus gifts and provided him and his parents with among the greatest gifts of all, unconditional love and fellowship.*

*Lead us to remember all that we have and strive to share it. Lead us to rejoice in your spirit, making known through our thoughts and actions the reason for this joyous and blessed Christmas season. Lead us to all sing Hallelujah together.  
In your name, we pray.*

*Amen.*

**Executive Session.** Following closing prayers led by the Rector, the Vestry voted upon motion seconded to enter into executive session.

**[VESTRY ACTION 2018-11.9]**

**Adjournment.** There being no further business before the Vestry, the meeting adjourned at approximately 7:45 p.m.

Respectfully submitted,

Trevor W. Swett III  
Secretary