

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (Approved)**  
**Wednesday, February 27, 2019**  
**Room 301 Satterlee Hall**

**Vestry Officers Present:** Geoffrey Hoare (Rector), Ken Patterson (Senior Warden), Lucy Fraser Cage (Junior Warden), Trevor (Ted) Swett (Secretary). Hollis McLoughlin (Treasurer) was not present.

**Vestry Members Present:** Adrienne Allison, Michele Bond, Paul Brewster, Walker Carter, Barbara Manard, Josepha Musabyemariya, Ted Swett, Dudley Winthrop. Not present were Leo Coco, Glenn Davis, and Jane Schubert. Neither of the Youth Representatives to the Vestry, Corrinna Gilmore and Woodfen McLean, was able to attend.

**Staff Present:** Emily Griffin and Debbie Kirk (Associate Rectors).

**Others Present:** Robin Rudd (Chair, Workers of St. Alban's).

**Eucharist and Commissioning of New Members and Delegates:** This being the first monthly meeting of the new Vestry, the proceedings began with a Eucharist in the church. During the service, new members of the Vestry and new Diocesan Delegates were commissioned. Mr. Hoare gave a short homily the essential theme of which as "keeping the main thing the main thing" in our work for the church, remembering that Christ's teachings urge us to more abundant life.

**Call to Order and Introductory Reflection:** The meeting then moved to our usual gathering place in Satterlee Hall. A quorum being present, the Rector called the meeting to order. He suggested that we open each of our meetings this year with a personal reflection. Senior Warden Ken Patterson provided remarks to inaugurate this practice.

**Approval of Minutes:** Upon motion seconded, the Vestry approved the minutes of its January 23, 2019 meeting. [

[Vestry Action 2019-2.1]

**Report of the Senior Warden; Report on Governance Committee:** Mr. Patterson presented his written report for the month. He also gave a brief oral report concerning the Governance Committee.

**Appointment of Committees:** Upon motion by the Executive Committee, the Vestry appointed the following Standing Committees:

- **Governance**  
Ken Patterson  
Jane Schubert  
Ted Swett
  
- **Nominations and Elections**  
Michele Bond (Chair)  
Adrienne Allison  
Jane Schubert
  
- **Buildings and Grounds**  
Lucy Fraser Cage  
Barbara Manard  
Bob Witten
  
- **Personnel**  
Tom Gustafson  
Abel Smith  
Lisa Birchard  
Ted Swett (Vestry Liason)

[Vestry Action 2019-2.2]<sup>1</sup>

**Proposal to Appoint a Chancellor; Reference to Governance Committee:** The Vestry discussed the Executive Committee’s proposal to appoint a Parish Chancellor to succeed Mary Kostel. Upon motion seconded, the Vestry voted to refer to the Governance Committee, for its considerations and recommendations, the questions of whether the parish ought to have a Chancellor (pros and cons) and, if so, what the responsibilities of the position should be, the process by which a person should be appointed to the position, what the term of service should be, and whether there should be any limit on the number of terms an appointee should serve.

[Vestry Action 2019-2.3]

**Appointment of Vestry Member to Fill Vacancy:** The Vestry took up the question of filling by appointment the remainder of the term vacated by Emily Dibari, which will end in January 2020.

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<sup>1</sup> After the February 27 meeting, an error came to the Vestry’s attention in the motion it passed for the appointment of Standing Committees. By mistake, the motion failed to list two existing members of the Governance Committee who were meant to be proposed for continued service in that role for the new term: Glenn Davis and Bob Pinkard. This error will corrected by an amendment to be voted upon at the Vestry’s

Nominations were taken and, upon motion seconded, were closed.

[Vestry Action 2019-2.4]

By secret ballot, the Vestry elected Rachel Colson to fill the position.

[Vestry Action 2019-2.5]

**Appointment of Treasurer:** Hollis McLoughlin having expressed a willingness to continue to serve as Treasurer, the Vestry voted upon motion by the Executive Committee to appoint Mr. McLoughlin as Treasurer for the current term ending in January 2020.

[Vestry Action 2019-2.6]

**Appointment of Secretary:** Ted Swett having expressed a willingness to continue to serve as Secretary, the Vestry voted upon motion by the Executive Committee to appoint Mr. Swett as Secretary for the current term ending in January 2020.

[Vestry Action 2019-2.7]

**Appointment of Diocesan Delegates:** Our revised Bylaws call for lay delegates to the Diocesan convention (Diocesan Delegates), and an alternate Diocesan Delegate, to be elected by the Vestry for staggered terms of three years (with nominations invited from the Parish at large), rather than being chosen through Parish-wide elections. All Diocesan Delegates who were elected by the Parish before the new Bylaws took effect, and whose terms have not expired, have expressed a willingness to serve out their existing terms. It was the sense of the Vestry that the prior elections should be honored.

Accordingly, upon motion by the Executive Committee, the Vestry ratified the election of the following persons to serve as Diocesan Delegates for the balance of their existing terms:

Barbara Manard  
Ted Swett  
Heather Sondel  
Amie Vandersluis (Alternate)

[Vestry Action 2019-2.8]

**Appointment of Youth Representatives:** Corinna Gilmore and Woodfen McLean have expressed a willingness to continue to serve as Youth Representatives to the Vestry this year. Accordingly, the Vestry voted upon motion by the Executive Committee to appoint those two persons to serve in that capacity for the current annual term. The Rector stated that he will appoint members of the Vestry to serve as mentors to the Youth Representatives in order to make the latter's participation more meaningful.

[Vestry Action 2019-2.9]

**Financial Report:** In the Treasurer's absence, Dudley Winthrop presented the monthly financial report for January 2019. It reflects a 5% increase in the dollar amount of pledges for 2019 in comparison to last year, the best result for a stewardship campaign since 2005. Upon motion seconded, the Vestry accepted the financial report.

[Vestry Action 2019-2.10]

**Rector's Report:** The Vestry received the Rector's written report.

**Staff Reports:** The Vestry received written reports by Emily Griffin, Debbie Kirk, and Jeremy Filsell.

**Junior Warden's Report:** The Junior Warden presented her written report and updated the Vestry on progress toward the installation of the cable line, which involves coordinating with the Cathedral and other entities on the Close. She also summarized the status of investigation into the water infiltration problems affecting the church building and Satterlee Hall, including options identified so far for curing or mitigating the problems and current information on the range of expense that must be anticipated.

**Global Mission Report:** Josepha Musabyemariya and Adrienne Allison presented a written report on Global Mission, and Ms. Musabyemariya added oral comments. She stressed the desirability of finding ways to forge direct personal connections with the people being served by the Parish's support of the Hope and Resurrection School in South Sudan and Saviour's School in Jordan.

**Closing Prayers:** The Rector led the Vestry in closing prayers.

**Executive Session:** The Vestry voted upon motion seconded to enter into executive session.

[Vestry Action 2019-2.11]

**Adjournment:** There being no further business at hand, the meeting was adjourned at 8:55 p.m.