

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (APPROVED)**  
**Wednesday, December 19, 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, Tomás Montgomery, Lara McCoy Roslof, Julie Clements Smith, and Ted Swett; Corinna Gilmore (Youth Representative). Woodfen McLean (Youth Representative) did not attend.

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

**Others Present:** Barbara Manard (Diocesan Delegate), Tom Jansen and Paul Brewster (parishioners).

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

**Opening Prayer:** Tom Gustafson read the following prayer:

*Lord, as we anticipate the coming of Jesus, help us to discern through the thicket of celebrations and travel, parties and presents, what is ultimately important, so that we may align our lives and our beings with Your will.*

*This evening, we pray for wisdom and energy as we consider the concerns of the church, its budgets and buildings. But help us to recall that we – and indeed the church itself – are your servants.*

*Grant that we may be ever mindful of how you sustain us and furnish our compass, and fill our souls with gratitude and joy.*

*Through Christ our Lord. Amen.*

**Approval of Minutes:** Upon motion seconded, the Vestry approved the minutes of its November 28, 2018 meeting.

**[VESTRY ACTION 2018-12.1]**

**Discussion of Reports by Vestry Members:** The Vestry discussed Lara McCoy Roslof's report on Youth Formation, Julie Clements Smith's report on Planned Giving and Tomás Montgomery's report on the Youth Program. (The latter two reports were

submitted for the November meeting but consideration of them was deferred on that occasion to leave time for the Vestry phonathon.) Issues receiving attention included the integration of young families into the broader parish community and potential means of acknowledging the generosity of parish benefactors. The current cohort in the Youth Program is halfway into the second year of a two-year rotation and has jelled nicely.

**Treasurer's Report:** The Treasurer presented the monthly financial report. He stated that spending on maintenance is on track under the Junior Warden's leadership. It appears that the annual stewardship campaign will end up in the range of a 7.5% year-over-year increase, a healthy uptick albeit shy of the 10% goal. Endowment funds are fully invested, with 65% in equities and 35% fixed-income securities.

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

**[VESTRY ACTION 2018-12.2]**

**Clergy Housing Allowances:** The Rector presented and explained proposals to allocate part of clergy compensation for 2019 as housing rental allowances. Such an allowance does not increase the parish's compensation expense but allows the recipient to exclude the allowance from gross income for tax purposes. This benefit is available to ministers of the Gospel under the Internal Revenue Code. The proposed amounts are based on information provided to the parish office by each of our priests.

Upon motions seconded, the Vestry approved the following:

a housing rental allowance of \$92,000 for Geoffrey Hoare;

**[VESTRY ACTION 2018-12.3]**

a housing rental allowance of \$30,000 for Jim Quigley;

**[VESTRY ACTION 2018-12.4]**

a housing rental allowance of \$25,000 for Emily Griffin;

**[VESTRY ACTION 2018-12.5]**

a housing rental allowance of \$34,000 for Debbie Kirk.

**[VESTRY ACTION 2018-12.6]**

**Preliminary Budget for 2019:** The Rector led discussion of a preliminary draft of an operating budget for 2019. The Finance Committee continues its work on this budget, which will be refined, balanced, and presented to the Vestry for final review and approval in January 2019. It was noted that, for the first time, Outreach is being included as a

budgeted program, rather than being left dependent on the proceeds of the Gala. The Outreach Committee commends this change as a big step forward.

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

**Report of the Junior Warden.** The Vestry received a written report from the Junior Warden on the progress and status of maintenance spending and facilities projects.

**Report of the Music Director.** The Vestry received a report from Jeremy Filsell, Director of Music. The Rector has asked Dr. Filsell to attend the Vestry's January 2019 meeting to provide an update on a consultant's advice about the church organ.

**Reports of Associate Clergy.** The Vestry received written reports from Emily Griffin and Jim Quigley. Quigley offered brief remarks about his recent participation in a clergy group's pilgrimage to the U.S. border with Mexico. He described this as a powerful experience and stated that members of the group remain in communication with one another about potential ways of furthering their mission.

**Executive Session.** After closing prayers, the Vestry voted upon motion seconded to enter into executive session.

**[VESTRY ACTION 2018-12.7]**

**Adjournment.** There being no further business before the Vestry, the meeting adjourned at approximately 8:00 p.m.

Respectfully submitted,

Trevor W. Swett III  
Secretary