

St. Alban's Episcopal Church
Minutes of Vestry Meeting (APPROVED)
Wednesday, January 23, 2019
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, Jane Schubert, Julie Clements Smith, and Ted Swett; Woodfen McLean (Youth Representative). Glenn Davis and Corinna Gilmore (Youth Representative) did not attend.

Staff Present: Emily Griffin, Debbie Kirk, Jim Quigley (Associate Rectors); Jeremy Filsell (Music Director)

Others Present: Barbara Manard and Heather Sondel (Diocesan Delegates), Tom Jansen and Paul Brewster (parishioners).

Call-to-Order: A quorum being present, the Rector called the Meeting to order at approximately 6:30 p.m.

Opening Prayer: The Senior Warden offered the opening prayer:

*May I live in the world as one who always seeks to serve.
May I live as one who knows the love of God.
Lord, teach me how to live and how to serve.
With my ears may I hear. With my eyes may I see.
With my lips may I speak. May your Word be heard through me.
Thus as I live each day may love sustain the will to serve. Amen.*

Discussion of Organ Consultants' Report: Dr. Filsell elaborated upon the report dated November 16, 2018, submitted by Schantz Organ Company concerning the church's organ. He stated that the organ is much bigger than the space can easily accommodate and explained that certain technical aspects of the instrument and the way it and the choir are situated create challenges. There followed a discussion of Vestry members' questions and possible adjustments for consideration in the long term. Dr. Filsell expressed his appreciation for the chance to make music at St. Alban's and his regret that he will have only one program year with us in view of the position he has accepted at St. Thomas Church in New York City.

Approval of Minutes: Upon motion seconded, the Vestry approved the minutes of its December 18, 2018 meeting.

[VESTRY ACTION 2019-1.1]

Treasurer's Report and Proposed Budget: The Treasurer presented his monthly financial report along with the Finance Committee's budget proposal for 2019 and provided comments on the same. The proposed budget balances income and expenses at \$1,758,822. Among other notable features, the proposal calls for a \$6,000 increase in Diocesan Support and for other Outreach expenses equal to total Diocesan Support; treats God's Work in the World and other Outreach ministries as budgetary line items rather than leaving them dependent on the vicissitudes of Gala revenues; allocates funds for the hiring of part-time clergy for the Youth Ministry, increases in health insurance premiums, the creation of a pool of money for COLA and merit-pay increases in clergy and staff compensation, and—a new item—the periodic cleaning of the kitchen.

Upon the motion of the Executive Committee, the Vestry ratified the Executive Committee's resolution of January 2, 2019, which authorized continuing spending to cover expenses in line with the 2018 budget pending the Vestry's approval of a budget for 2019.

[VESTRY ACTION 2019-1.2]

Upon the motion of the Finance Committee, the Vestry approved the budget for 2019 as proposed.

[VESTRY ACTION 2019-1.3]

Upon the motion of the Finance Committee, the Vestry allocated to the Endowment the remaining balance of accumulated gifts for 2018, the precise amount to be determined later (net of \$79,822 in accumulated gifts allocated to the 2019 budget).

[VESTRY ACTION 2019-1.4]

The Treasurer explained several initiatives for 2019: (1) The Finance Committee will track in subaccounts the three restricted funds that presently form part of the Endowment, i.e., the Elizabeth Nolan Fund, the Memorial Lecture Fund, and the Diana Smith Fund. Vanguard has established the subaccounts, and the Finance Committee will review these funds from the perspective of legal and accounting requirements to ensure that they are handled in accordance with their restricted purposes. (2) The Finance Committee will recommend the establishment of a gift policy to encourage benefactors through the creation of named funds in the Endowment, perhaps with minimums of \$30,000 to \$40,000, to address needs and purposes in categories to be established by the Vestry. (3) The Finance Committee will work to gain a better understanding of the parish's cashflow and to maximize the efficient investment of available cash. (4) The Treasurer will carry forward work that has commenced in cooperation with Laura Ingersoll and Doug Dykstra to revise the reporting package the Vestry will receive monthly, with a view to making the package easier for the Vestry to use in oversight.

Rector's Report: The Vestry received a draft of the "State of the Parish" report that the Rector will deliver to the parish at large for its Annual Meeting to be held on January 27, 2019.

Senior Warden's Report: The Vestry also received the Senior Warden's draft of the annual report that will be sent to the parish for the Annual Meeting.

Junior Warden's Report: The Junior Warden provided a brief oral report on the status of deferred maintenance and other projects concerning the buildings and grounds. Of the c. \$53,000 previously earmarked for top-tier deferred maintenance items, close to the full amount has been spent or earmarked. Additional needs are being identified and the Vestry will be asked to approve an additional allocation for such purposes in the relatively near future, although the dollar amount of that upcoming request has not yet been determined.

Amendment of Previous Resolution for Calendaring Annual Meetings of the Parish: The Senior Warden explained a problem with the Vestry's resolution of July 19, 2017, concerning the regular timing of the parish's Annual Meeting. It was the intent of that resolution to provide for the Annual Meeting to take place in the first month of the calendar year. That resolution, however, expressed that timing in terms of the season of Epiphany, which sometimes extends into February.

Upon the motion of the Executive Committee, the Vestry voted to amend its resolution of July 19, 2017, to provide that the Annual Meeting will occur on the fourth Sunday of January.

[VESTRY ACTION 2019-1.5]

Vestry Correspondence: The Senior Warden read to the Vestry two letters she has prepared on its behalf. The first was a letter expressing the Vestry and the parish's profound gratitude to Beatrice Meyerson and John Ellicott for their generous gifts to the parish, which are now reflected in an Endowment subaccount that bears their names. The second was a letter to Paul Cooney, retiring Canon to the Ordinary of the Diocese of Washington, to congratulate him and express great appreciation for his long service to the Diocese and especially for the advice and support he has provided to our parish over the years.

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

Reflections: Departing members Julie Clements-Smith, Tom Gustafson, Lara McCoy Roslof, and Tomás Montgomery shared reflections as their Vestry service winds down. So, too, did the Senior Warden, whose term is likewise coming to an end. The Secretary will not attempt to replicate their thoughtful comments here. To each of these servants of the parish the Rector expressed great appreciation—his own and that of the entire parish—for the work they have done and the care they have taken of our faith

community. To mark the occasion, the Rector offered each of them a book of their choosing from a collection of ones that have had a particularly strong influence on his own life in Christ's church. (A brief celebration with cake and sparkling cider followed the meeting.)

Closing Prayers: The Rector led the Vestry in prayers to close the meeting.

Adjournment: The Vestry having waived Executive Session, and there being no further business at hand, the meeting was adjourned at approximately 8:00 p.m.

Respectfully submitted,

Trevor W. Swett III
Secretary