

St. Alban's Episcopal Church
Minutes of Vestry Meeting (Approved)
Wednesday, June 26, 2019
Room 301, Satterlee Hall

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

Members Present: Michelle Bond, Paul Brewster, Leo Coco, Rachel Colson, Glenn Davis, Barbara Manard, Jane Schubert, and Ted Swett. Not present were Adrienne Allison, Walker Carter, Josepha Musabyemariya, Dudley Winthrop, and Youth Representatives Corinna Gilmore and Woodfen McLean.

Staff Members Present: Jim Quigley (Associate Rector); Douglas Dykstra (Director of Finance).

Others Present: Heather Sondel (Diocesan Delegate), Robin Rudd (Chair, WSA).

Call to Order and Introductory Reflection: A quorum being present, the Rector called the meeting to order at approximately 6:30 p.m. and delivered an opening prayer. Michelle Bond gave a personal reflection.

Approval of Minutes: Upon motion seconded, the Vestry approved the minutes of its May 22, 2019 meeting.

[Vestry Action 2019.6-1]

Treasurer's Report: Mr. McLoughlin presented the monthly financial report. It reflected a slowdown in pledge receipts, which was anticipated in light of the unusually rapid pace at which pledge money came in earlier in the year. The balance of the endowment fluctuated in line with the capital markets. Vanguard's reports now break out separately each of the four named accounts contained within the endowment. The parish has engaged accountants to perform the annual audit.

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

[Vestry Action 2019.6-2]

Vestry Election Cycle: Michelle Bond presented a proposed schedule for the Vestry election cycle for 2020, setting forth deadlines for voting and the various interim procedures leading up to the election. Key dates will include (1) October 16 -- appointment of Nominating Committee and Vestry review of ballot procedures to consider whether any changes are needed; (2) November 27, 2019 -- Nominating Committee to deliver its report to the Vestry listing two candidates for Junior Warden and

six candidates (plus names in reserve) for four Vestry member vacancies, and, on the same date, the church office to publish balloting procedures for the parish; (3) December 12, 2019 -- announcement of candidates and their qualifications; (4) December 27, 2019 -- voter list to be finalized (the preliminary list having been made available for inspection and correction on the three previous Sundays in December); (5) January 12, 2020 -- candidate forum; and (6) January 26, 2020 -- election and annual parish meeting. In line with past practice, the Nominating Committee should include three parishioners not on the Vestry; present Vestry members are asked to suggest parishioners who might serve.

Rector's Report: The Vestry received the Rector's monthly written report, circulated in advance. There followed extensive discussion of the results of the "360 Review" of the Rector, which he recently underwent with the aid of an executive coaching firm. The review involved detailed feedback on topics relevant to managerial performance as provided by Vestry members, parish officers, staff, and adult members of Mr. Hoare's family.

Senior Warden's Report: The Vestry received a written report from Ken Patterson.

Associate Clergy Reports: Also received were written reports submitted in advance by Emily Griffin and Jim Quigley.

Junior Warden's Report: Lucy Fraser Cage elaborated briefly on her previously submitted written monthly report. The Comcast line essential for the internet upgrade is not yet in place but will, it is hoped, be ready soon. With respect to evaluation of cost-effective solutions to the water infiltration problems, Marc Fetterman is assisting by providing information about the history of the affected buildings and background on the issues involved.

Closing Prayer and Executive Session: The Vestry voted to enter into executive session following closing prayers led by the Rector.

[Vestry Action 2019.6-3]

Adjournment: There being no further business before the Vestry, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Trevor W. Swett III
Secretary