

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
**Wednesday, October 16, 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:** Adrienne Allison, Paul Brewster, Walker Carter, Leo Coco, Rachel Colson, Glenn Davis, Barbara Manard, Josepha Musabyemariya Nelson, Jane Schubert, and Dudley Winthrop. Also present was Corinna Gilmore, Youth Representative. Michele Bond and Youth Representative Woodfen McLean were unable to attend.

**Staff Members Present:** Jim Quigley, Emily Griffin, and Yoimel González Hernández (Associate Rectors); Douglas Dykstra (Director of Finance); Matthew Steynor (Director of Music).

**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 6:30 p.m. with an opening prayer. Glenn Davis provided a personal reflection inspired by the sermon delivered on the previous Sunday by Stephen Carlsen on the theme of “getting comfortable with being a little uncomfortable.” There followed a brief discussion on that theme.

**Approval of Minutes:** Upon motion seconded, the Vestry approved the minutes of its September 18, 2019 meeting, with corrections made previously by Michele Bond as Acting Secretary for that session.

**[Vestry Action 2019.10-1]**

**Treasurer's Report:** Hollis McLoughlin presented the monthly financial report, reflecting strong pledge income and other revenues for September and for the first three quarters of the year. However, expenses ran 3% in excess of budget for the nine months ended on September 30 (largely because of HVAC repairs), and substantial outlays are in prospect related to buildings and grounds. At the end of the third quarter, the Endowment stood at \$4,969,952 and the Reserve Fund at \$676,805. Mr. McLoughlin cautioned that although the parish's finances are healthy, it would be incorrect to view the church as “flush.”

Upon motion of the Finance Committee, the Vestry voted to allocate to the Endowment a bequest of \$22,299 from Loren Mead.

**[Vestry Action 2019.10-2]**

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

**[Vestry Action 2019.10-3]**

Whereupon Mr. McLoughlin left the meeting to attend to another commitment.

**Report on Children and Youth:** Glenn Davis supplemented his written report with an oral update on the parish's Christian education programs from children and youth and responded to questions posed by Vestry members. There is a need for volunteers to serve in a backup capacity as the "second adult" in classes at almost all levels.

**Annual Campaign:** Walker Carter reported that the 2020 stewardship campaign has been underway for about two weeks, with encouraging early results. Geoffrey Hoare urged all members of the parish leadership to support the campaign by submitting pledges without delay.

**Junior Warden's Report:** Lucy Fraser Cage summarized her oral report and elaborated on the maintenance and improvement projects that are the subject of funding requests noted below. A long course of investigation and consultations has led to decision on a course of action for dealing effectively with water infiltration issues at a level of expense that, although substantial, will be far below the cost of more drastic measures previously considered. The unresponsiveness of a contractor who submitted low bids on projects for improving certain spaces in the Rectory, in Trenbath Hall, and in the parish offices, coupled with some expansions in the scope of the work to be undertaken, necessitates some additional funding for those matters.

Upon motion of the Property Committee, the Vestry approved the expenditure from the Reserve Fund of up to \$150,000 for water infiltration remediation and prevention around Satterlee Hall and Nourse Hall.

**[Vestry Action 2019.10-4]**

Upon motion of the Property Committee, the Vestry approved the expenditure from the Reserve Fund of up to \$11,000 for renovation of the parish offices, over and above the \$16,000 the Vestry previously approved for this project.

**[Vestry Action 2019.10-5]**

Upon motion of the Property Committee, the Vestry approved the expenditure from the Reserve Fund of up to \$11,000 for repairs and improvements to the Rectory (including the addition of an access ramp), over and above the \$25,000 the Vestry previously approved for this project.

**[Vestry Action 2019.10-6]**

Upon motion of the Property Committee, the Vestry approved the expenditure from the Reserve Fund of up to \$100,000 for the renovation of Trenbath Hall.

**[Vestry Action 2019.10-7]<sup>1</sup>**

The Senior Warden submitted no monthly report, but stated that his recently circulated summary of Vestry members' responses to survey questions would be the subject of discussion in Executive Session.

**Other Reports:** The Vestry received written reports from each of the Associate Rectors, the Director of Music, and the Global Mission Committee. Emily Griffin noted that the parish will have a multicultural celebration of All Saints' Day, incorporating certain "Day of the Dead" customs commonly followed in parts of Latin America. Josepha Musabyemariya Nelson noted, among other things, that she and Marina Bühler-Miko are the new co-Chairs of Global Mission; that Awut, a graduate and now administrator of the Hope & Resurrection School will be speaking at St. Alban's on November 12, 2019, in connection with her participation in a Department of State conference; and that Global Mission is hoping to expand its activities by finding an Episcopal parish in Puerto Rico to partner with.

Paul Brewster noted that the Diocesan Council and Standing Committee of the Episcopal Diocese of Washington have approved a Strategic Plan to be presented at the annual convention of the Diocese next January. This document takes into account comments provided by the Vestry.

**Closing Prayers and Executive Session:** Upon motion seconded, the Vestry entered into Executive Session after closing prayers led by the Rector.

**[Vestry Action 2019.10-8]**

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

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<sup>1</sup> The limit of the Committee's initial request of \$95,000 for the Trenbath renovation was increased by \$5,000 at the suggestion of other Vestry members to make it unnecessary to seek supplemental funding if the project proves modestly more expensive than anticipated. After discussion, it was agreed that the Property Committee will continue to discuss whether carpet squares or some alternative kind of floor covering would be preferable in the hallways.