

**St. Alban's Episcopal Church
Minutes of Vestry Meeting, Approved
Wednesday, November 18, 2020**

Officers Present: Geoffrey Hoare (Rector), Ken Patterson (Senior Warden), Trevor (Ted) Swett (Junior Warden), Hollis McLoughlin (Treasurer) and Carol A. Aschenbrener (Secretary).

Members Present: Carol A. Aschenbrener, Paul Brewster, Walker Carter, Leo Coco, Rachel Colson, Lisa Garnett, Megan King, Barbara Manard, Josepha Musabyemariya Nelson, Dudley Winthrop. **Youth representatives:** Annie McLean, Ruthie Rhodes.

Members not Present: Glenn Davis and Karina Rodriguez.

Staff Members Present: Jim Quigley, Emily Griffin and Yoimel González Hernández (Associate Rectors), Doug Dykstra (Director of Finance), Charles Porter.

Others Present: Robin Rudd (WSA).

Call to Order: Rector Geoffrey Hoare called the meeting to order via Zoom conference call at approximately 6:35 PM and led the vestry in prayer.

Opening Meditation: Vestry member Josepha Musabyemariya shared a poignant and inspiring meditation about the lessons of courage and resilience that she learned from her parents, who moved with their two young children to Uganda in 1959. They, like thousands of other refugees from Rwanda, were in search of a safer, more promising life for themselves and their families. But Uganda was a country they did not know. The move required the young family to learn a new language and new customs. Although Phillip, Josepha's father, was an elementary school teacher, it was difficult to find steady income. Her mother, Mukamusoni had only a second-grade education. Both clearly knew the importance of a good education, so when Josepha and her other siblings were born in Uganda, the commitment to education was strong. Today, by God's grace, Josepha and her five siblings all have college educations, most with advanced degrees. In Uganda, before returning to Rwanda in 1994 after war and genocide against the Tutsi left more than 1 million dead, the family joined the Anglican Church and found a strong foundation in God that remains with them to this day. Josepha emphasized the relevance of courage and resilience which are vital for the conditions we now face in the United States. She stressed the importance for individuals to be strong and to address things that need to be done.

Approval of Minutes of Regular Meeting: Upon motion seconded, the Vestry approved the minutes of its regularly scheduled meeting held on October 21, 2020.

[Vestry Action 2020.10-1]

Treasurer's Report: Treasurer Hollis McLoughlin remains hopeful that we will end the year on or close to budget but emphasized that November and December are critical months for people to fulfill their pledges. Our cash position continues to hold up and the endowment continues to grow due to favorable market conditions. He encouraged vestry members to read the report that Finance Director Doug Dykstra circulated several days earlier for detailed information.

Upon motion seconded, the Treasurer's Report was adopted.

[Vestry Action 2020.10-2]

Report on the Annual Appeal: Vestry member Rachel Colson reported that 136 pledges had been received as of November 16, 2020 with a total increase of 6% pledged by this group. Of the 113 households that pledged both for 2020 and 2021, 88% have either increased their pledge for 2021 (66) or maintained the same level (44). The mean pledge amount for this group is \$5,440, an 18% increase from last year. Overall, however, the campaign is running behind where the 2020 campaign was at the same point in November 2019 by 43 pledges and \$186,376.

Rector's Report and Junior Warden's Report: Geoffrey's report dovetailed with that of the Junior Warden and focused on the critical infrastructure issues that must be addressed before we are able to safely regather in the church buildings and begin to resume our common life as a parish committed to serve those around us. There are four major projects, in decreasing order of complexity: 1) bringing HVAC and air handling systems up to compliance with standards for regathering; 2) replacing the kitchen hood to comply with city codes; 3) security issues; and 4) upgrading bathrooms to "contactless" to prevent spread of communicable diseases. While we do not yet have final bids on all projects, the likely total is \$1.250-1.500M. A second round of contacts will be made to those who have yet to pledge.

Junior Warden Ted Swett provided an update on the challenges of getting 3 bids for the HVAC system from comparable perspectives, e.g. one firm would include an engineering analysis, another would require analysis by a third firm. The HVAC project is the most complex and will require the longest period for completion so it would be very helpful to complete the engineering analysis and bidding process in order to begin the work of installation as soon as possible. Ted also noted the generosity of certain parishioners who have undertaken to provide the kitchen with a new commercial-grade oven. As background for the security measures, we have the benefit of a thorough report prepared by Tom Jansen several years ago.

After presentation of the information about these essential infrastructure needs for regathering safely, the vestry had an extended discussion of how to finance the projects. After much discussion, it was the sense of the vestry that St. Albans should plan a capital campaign for the limited purpose of re-gathering safely in person when circumstances permit. This campaign would focus on raising funds for overhauling the air handling systems, bringing the kitchen up to city codes, providing security at the Satterlee Hall entrances and retrofitting the bathrooms to meet current public health requirements. While the campaign will likely begin officially in early 2021, we have already received extremely generous donations on which to build.

Geoffrey noted that Satterlee likely could accommodate all the meetings currently scheduled in the Rectory once the infrastructure improvements are made. He commended Charles Porter, Ted Swett, Barbara Manard and the Facilities START work group for their dedicated efforts to define essential infrastructure needs for safe regathering.

Senior Warden's Report: Senior Warden Ken Patterson offered a detailed report about plans for conducting the 2021 annual parish meeting virtually, sharing insights gleaned from the EDOW virtual training he attended in October. St. Alban's bylaws require only that the Annual Meeting be conducted "at a time, and at a place, to be determined by the vestry" and do not require in-person attendance. The bylaws also stipulate that voting procedures be set by the vestry and provide for absentee ballots. He recommended that the vestry affirm January 24, 2021 as the date for the Annual Meeting to be conducted as a virtual meeting on Zoom and publish voting procedures that allow for ballots to be collected via election software (Election Buddy is the preferred option in the diocese to date.) There will be no need for absentee ballots for this virtual meeting but options will be explored for those who are unable to vote by computer. Ken emphasized that the meeting will be focused on items of essential business. He will send out notification of the date and time of the virtual meeting soon in compliance with bylaws for notification and will guide a process of voter registration.

Report of the Nominating Committee: Vestry member and Chair of the Nominating Committee Leo Coco noted that three members of the vestry will complete their service and that Megan King will run for a full 3-year term. On behalf of the Nominating Committee, he recommended the following slate of candidates, who have met all requirements to stand for vestry at the January 2021 election: Matt Cunningham, Stephanie Curcuru, Amanda Gillman, Megan King, Suzy Mink and Scott Russell. Candidate statements with photos will be sent to the parish in late December or early January and the candidates will make virtual presentations on January 10, 2021. The Nominating Committee, in their conversations with many parishioners, found overwhelming support for the parish, even among those not willing to stand for vestry now, and recorded a list of those interested in vestry service in the future. Leo thanked the members of the Nominating Committee for their dedicated service: Walker Carter, Glenn Davis, Karina Rodriguez, Michele Armitage, and Matt Reeder.

Other Reports: Associate Rector Jim Quigley shared a number of updates about adult formation and pastoral care. Six youths were confirmed at the Cathedral on October 3, along with three adults who made affirmations of faith. Wednesday Morning Bible Study continues and remains strong and the new Sunday Morning Bible Study boasts 11-12 participants via Zoom each Sunday. The pilot group for the Sacred Ground Anti-Racism Curriculum offered by TEC will complete the 10-session curriculum in early December and one or more new Sacred Ground groups will form in January 2021. St. Alban's Engages offered three adult online forums this fall and will host a series related to issues of social justice in early 2021 that will include a presentation by Katrina Browne, author of the Sacred Ground Curriculum. Jim thanked Barbara Manard for effectively organizing St. Alban's efforts to continue the Grate Patrol Mission in the midst of pandemic; he related a story illustrating that the need for this service has grown during the pandemic.

The Lay Pastoral Care network known as WeCare continues to evolve under the co-leadership of Marcy Fisher and Margie Delaney. The group has identified the need for another effort to call “every parish member” as a means of checking-in and reinforcing community during this period when we cannot gather in person. Planning is also underway to create a pastoral care framework that will increase shared information between St. Alban’s clergy and recognized parish caregivers in support of both our English and Spanish speaking members. Jim also noted that he and his lay support group have completed the required post-sabbatical reports and he will share the reports as requested.

After closing prayers, the vestry went into executive session at 8:20 PM.

The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Carol A. Aschenbrener
Secretary