

St. Alban's Episcopal Church
Minutes of Vestry Meeting, As Approved
Wednesday, June 16, 2021

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, Rachel Colson, Matt Cunningham, Lisa Garnett, Suzy Mink, Josepha Musabyemariya Nelson, Karina Rodriguez Dudley Winthrop.

Absent: Vestry Members Stephanie Curcuru and Megan King; Youth Representatives Hana Keenan and Annie McLean.

Diocesan Delegates: Candice Brown

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

Call to Order: Rector Geoffrey Hoare called the meeting to order via Zoom conference call at approximately 6:36 PM and led the vestry in prayer.

Opening Meditation: Vestry member Ted Swett shared some of his recent musings about Christianity, one of which is the challenge of relying on the writings from an ancient world to understand what the Gospel means today. He recommended a book by Amy Jill Levine, Short Stories by Jesus. Levine suggests that the parables are meant to challenge and perplex, rather than to assuage or comfort, and that we can best grasp these stories by hearing them as Jesus's original audience would have done, i.e., in the cultural context of Second Temple Judaism.

Approval of Minutes of Regular Meeting: Upon motion seconded, the Vestry unanimously approved the minutes of its regularly scheduled meetings held on April 21 and May 19, 2021 and two special meetings May 1 and May 10, 2021.

[Vestry Action 2021.8-1]

Treasurer's Report: Treasurer Hollis McLoughlin highlighted several items and directed vestry members to Doug Dykstra's clear narrative for more detail. Pledge income typically fluctuates but is on target for the year. Closer attention is directed at the pattern of income from collections. Expenses are as expected for mid-year. The endowment stands at \$6.3M, 7% above its value same time in 2020. He suggested that vestry members begin to focus on the capital funds exhibit as we move toward initiation of the construction projects for regathering safely.

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

[Vestry Action 2021.8-2]

Proposed Resolution from the Executive Committee: Discussion of proposed resolutions was initiated with a detailed written project update from Junior Warden Ted Swett and comments from the Rector and Treasurer. Ted noted that the new kitchen range and range hood had been purchased for a combined total of \$128,000 and that security enhancements are estimated to be about \$60,000.

Two potential contractors have been approached: Shapiro & Duncan and Interstate Service Co., Inc. To date, Shapiro & Duncan have failed to submit requested information despite repeated requests over an extended period of time, leading the project planning group to lose confidence in their level of interest in this project. In contrast, the Interstate team “led by Kenneth Ashen has dedicated very substantial and productive time to scoping out the project with Gary Baker, our Project Manager, and Potomac Energy Group (PEG), our mechanical engineering firm. Interstate has substantial experience working with PEG. In addition to its services as mechanical contractor, Interstate is prepared to act as general contractor for the purpose of engaging other trades whose services will be needed in the course of the HVAC work, such as carpenters and painters.” Therefore, we propose to engage Interstate Service as the mechanical contractor and general contractor for the HVAC project. With the Vestry’s approval at an earlier meeting, we have hired the law firm of Akin Gump to represent St. Alban’s in negotiating a construction contract with Interstate Service and also in finalizing our previously authorized arrangement with PEG.

Ted further reported : “Our Project Manager estimates that the hard costs of the HVAC project (equipment purchases and the contractor’s and subcontractors’ fees) will probably fall in the range of \$1.7 million and that we should anticipate associated soft costs of roughly \$300,000 (for permitting, design fees, project management, attorney’s fees, etc.). ***It bears emphasis, however, that these figures are just estimates and that the overall costs of the HVAC project remain indeterminate at this point; accordingly, there can be no assurance that \$2 million will cover the full costs of the project as eventually ascertained.*** ”

A formal budget for capital improvements cannot be developed until a construction contract for the HVAC has been finalized and the requisite equipment priced. In the interest of timeliness, efficiency and convenience, the Executive Committee requests that the Vestry “take action now to authorize (1) the engagement of Interstate as mechanical contractor and general contractor for the HVAC project, subject to formalizing a construction contract, and (2) the spending of up to \$2 million to fund the HVAC project, subject to the Executive Committee’s determination that the economic terms thereof are reasonable in the circumstances. The Executive Committee and the Project Manager will develop a formal budget for the HVAC project when detailed cost information is available.”

Upon motion seconded, the vestry unanimously approved the following actions:

Resolved, *that the Vestry hereby authorizes the Director of Operations to engage Interstate Service Co., Inc., as mechanical contractor and general contractor for the HVAC project, pursuant to a construction contract to be negotiated as soon as possible with the assistance of counsel, upon economic terms determined by the Executive Committee to be reasonable in the circumstances; and*

Further resolved, that pending the development of a formal budget for the overall capital projects planned (i.e., the HVAC, kitchen, and security upgrades), the Vestry hereby authorizes the funding of up to \$2 million to cover costs of the said project; and

Further resolved, that in due course the Executive Committee, in consultation with the Project Manager, shall develop a reasonably detailed budget for the above-mentioned capital projects and report the same to the Vestry when the information needed for this purpose becomes available.

[Vestry Action 2021.8-3]

Report on the Hallelujah Homecoming Campaign: Campaign co-chairs, senior warden Ken Patterson and vestry member Suzy Mink reported that, as of this date, \$1,857,050 has been pledged or donated to the capital campaign, coming from 112 families in the parish. The public campaign will end Sunday, June 20 but campaign committee members will continue to reach out to the more than 50% of households that have not contributed. They still aim to reach the \$2M goal; even so, that would not cover anything beyond the HVAC project.

Report on Spanish Language Worship and Community: Vestry member Karina Rodriguez reported that the Spanish service has had a consistent average of 15 to 20 people since services resumed this spring, including a small group of young adults who are new to the community. In addition, relatives living in other countries have watched the recorded services. With the support of Geoffrey and the people of this community, over the past year, there have been more bilingual services for the whole congregation, and more documents have been translated into Spanish - bulletins, emails, the annual report and other important mailings. Karina noted that the document translations have been a huge benefit for those whose primary language is Spanish. Plans are underway for new promotions of the Spanish speaking service to attract more people. The younger adults in the group are looking forward to Omar Rodriguez de la O joining St. Alban's as a seminarian this fall to help with more fellowship and education opportunities. Karina expressed gratitude to Yoimel and Emily for their many efforts to keep the congregation together.

Report of the Nominating Committee: As Committee Chair, vestry member Paul Brewster recommended, on behalf of the committee, that Susan Morris be appointed to fill the remainder of Barbara Manard's term on the vestry, serving until January 2022.

Motion approved by acclamation.

[Vestry Action 2021.8-4]

Junior Warden's Report: Junior Warden Ted Swett provided a comprehensive written report on the status of the various renovation projects.

Rector's Report: Rector Geoffrey Hoare expressed his deep appreciation for the creativity of the capital campaign leadership and the generosity of the parishioners who have already contributed. He shared plans for his upcoming vacation and study leave.

Other Reports: There were a number of additional written reports, with highlights as follows.

Associate Rector Emily Griffin reported that she and Lauri Fitz-Pegado are working on developing a Lay Support Team for our seminarian, Omar Rodriguez de la O, who will officially be with us for his middler year at VTS starting in September 2021. Omar will be working with both our English and Spanish speakers. On June 27, she and Yoimel will host a fellowship lunch Omar, his husband Edwin, and the younger adults who have joined our Spanish service.

Associate Rector Yoimel González Hernández noted that the first of monthly summer Youth Game Days will follow the bilingual St. Alban's Day service in the Cathedral Amphitheater on June 20.

After closing prayers, the vestry went into executive session at 7:45 PM.

The meeting was adjourned at 7:49 PM.

Respectfully submitted,
Carol A. Aschenbrener, Secretary