

St. Alban's Episcopal Church
Minutes of Vestry Meeting (AS APPROVED)
Wednesday – January 18, 2017 – 6:30 pm
Satterlee Hall, Room 301

Vestry Officers Present: Laura Ingersoll (Senior Warden), Rich Turner (Junior Warden), Hollis McLoughlin (Treasurer), Emily DiBari (Secretary).

Vestry Members Present: Adrienne Allison, Julie Clements, Andrea Fraser-Reid, Ivan Fermin, Kristie Hassett, Marcus King, Sandy Kolb, Tomás Montgomery, Ken Patterson, Donna Palmer, Marty Welch.

Staff Present: The Rev. Jim Quigley (Associate Rector); The Rev. Debbie Kirk (Assistant Rector), Douglas Dykstra (Director of Finance).

Others Present: Catherine Zoeller (WSA First Vice President); Leo Coco and Sandy Loether (Diocesan Delegates); Stewardship co-chair Alexandra Johns; parishioners Tom Jansen, Rich Jensen, Barbara Manard.

Call-to-Order: A regular meeting of the Vestry was called to order at 6:30 pm by the Senior Warden, a Rector being absent and the Bishop having elected not to be present, pursuant to Article II, Section 2 of the Bylaws. A quorum was present. An opening prayer was offered by Andrea Fraser-Reid.

Approval of December 20, 2016, Vestry Meeting Minutes: Approval of the December 20, 2016, Vestry minutes were moved by Tomás Montgomery and seconded by Ken Patterson; all present voted in favor. [VESTRY ACTION 2017-01.01]

Consent Agenda: Acceptance of the Consent Agenda, consisting of reports by Associate Rector Jim Quigley and Assistant Rector Debbie Kirk, was moved by Tomás Montgomery and seconded by Sandy Kolb; all present voted in favor. [VESTRY ACTION 2017-01.02] (Attachments A-B) It was noted that Associate Rector Emily Griffin is on a long-planned vacation in New Zealand.

Treasurer's Report: Treasurer Hollis McLoughlin reported that as a result of the usual December surge in 2016 pledge income, we met our 2016 target of \$1.1 million and exceed it by \$9,000. We also received a \$42,000 payment from the Naselli trust, and plate income came in over budget. On the expense side, we came in substantially under budget. McLoughlin commended Jim, Emily and Doug for being prudent with expenses. As a result, the 2015 surplus was used to break even on the 2016 budget, without having to use any of the approved endowment income draws. The Endowment Fund continues to grow and is up 8% for the year. We continue to maintain the Endowment Fund at Vanguard with a 60/40 split between equities and bonds. The Op Shop continues to do very well. The WSA Board approved a total 2016 contribution of \$35,000 to the St. Alban's s operating fund, and will contribute \$5,500 to the

Appalachian Service Project. With respect to the 2017 Pledge campaign, Kristie Hassett asked if there were people who pledged for 2016 but have not so far for 2017. Ken Patterson responded there were 73, falling into three groups: those not known, those from whom pledges should be expected (about 30), and very elderly or ill parishioners who will not be approached because of their health. McLoughlin presented a final draft of the 2017 Budget, based on a reduction in 2017 pledge income \$1 million. The 2017 Budget adds no new programs but fully funds programs that were underfunded in earlier drafts of the 2017 Budget. Parish support to the Diocese has been restored to \$100,000 (as it was prior to the past two years). The Finance Committee cautions that we stay within our means. Every pledge dollar we receive above the budgeted \$1 million will improve the situation and give us breathing room. The Senior Warden noted that the Executive Committee is working with Parish Administrator Charles Porter and Director of Finance Doug Dykstra to establish proactive contract-based facility maintenance programs that can minimize expenses. Tomás Montgomery asked if the proposed 2017 budget assumes there will be a 2017 draw from the Endowment, and McLoughlin confirmed that it does. The Vestry will be asked to vote on the 2017 Budget later in the month, once the final 2016 figures are in.

Review of the Governance’s Committees Proposed Actions: Standing Governance Committee Chair Ken Patterson distributed a chart showing a proposed schedule for implementation of the actions recommended by the Committee in its prior report to the Vestry. (Attachment C.) He advised that comments in the “Notes” column were his own comments and not those of the committee. He stressed the importance of addressing the need to establish the length of time members serve on a committee. For the actions that do not require a bylaws amendment, the Vestry should develop an implementation plan in the near future. The Senior Warden asked that proposed revisions to the Bylaws be presented them to a plenary session of the Parish in May, and she asked Patterson to present revised Bylaws at the next regular Vestry meeting. Ingersoll also noted the importance of having clear written procedures for running the annual Parish elections, which until now have long been run by Ron Hicks.

Acceptance of Music Advisory Group Report: The Vestry accepted the final report of the Music Advisory Group, which will be available to the Parish on the St. Alban’s website. The Senior Warden commended the group for its good work, and noted that the MAG members will attend the Vestry’s regular meeting in February to answer the Vestry’s questions.

Approval of the Housing Allowance Resolutions: The Vestry was asked to approve the annual clergy housing allowance resolutions, which enable each clergy member to declare an elected portion of his or her total compensation as “housing allowance” for IRS purposes. Approval of each of the 2017 Housing Allowance Resolutions was moved and seconded by the following Vestry members, with all members present voting in favor of each: for Rev. Jim Quigley, moved by Tomás Montgomery and seconded by Sandy Kolb [VESTRY ACTION 2017-01.03]; for Rev. Emily Griffin, moved by Tomás Montgomery and seconded by Adrienne Allison [VESTRY ACTION 2017-01.04]; for Rev. Geoffrey Hoare, moved by Tomás Montgomery and seconded by Andrea Fraser-Reid [VESTRY ACTION 2017-01.05]; for Rev. Debbie Kirk, moved by Tomás Montgomery and seconded by Sandy Kolb [VESTRY ACTION 2017-01.06]; for Rev. Dr. Deborah Meister, moved by Tomás Montgomery and seconded by Adrienne Allison [VESTRY ACTION 2017-01.07].

Appointment of the Memorial Lecture Committee: Following prior discussion by the Vestry of the Memorial Lecture Committee established and funded by former parishioner Paul Cawein and others, the Wardens presented the following resolution, appointing candidates to serve as the inaugural Principal Members, pursuant to the terms established by Dr. Cawein:

RESOLVED: To implement the terms of the establishment of the St. Alban's Memorial Lecture Committee, consistent with the directives of its founding sustainer, Dr. Paul E. Cawein, the Vestry appoints the following members in good standing of St. Alban's Church as Principal Members of the Committee, to serve the calendar-year terms, and in the capacity of Convenor, as indicated:

**Warren Clark – 2017-2018
Sally Craig – 2017-2019 – CONVENOR
Alex Netchvolodoff – 2017**

Approval was moved by Sandy Kolb and seconded by Tomás Montgomery, and all present voted in favor. [VESTRY ACTION 2017-01.08.]

Appointment of the 2017 Vestry Nominating Committee: Noting that the Bylaw require appointment of a Vestry nominating committee at the regular January meeting each year, the Senior Warden presented the following resolution appointing members of the nominating committee for 2017:

RESOLVED: The following are appointed to serve as members of the 2017 Vestry Nominating Committee, pursuant to Article III, Section 6, of the St. Alban's Parish Bylaws:

**Sandy Kolb (outgoing Vestry Member) – Chair
Glen Davis (parishioner)
Lauri Fitz-Pegado (parishioner)
Marcus King (outgoing Vestry Member)
Sandy Loether (outgoing Diocesan Delegate)
Kiki McLean (parishioner)
Marty Welch (outgoing Vestry Member)**

Approval of the resolution was moved by Julie Clements and seconded by Donna Palmer; all present voted in favor. [VESTRY ACTION 2017.01.09.]

Junior Warden's Report – Junior Warden Rich Turner presented a written report (Attachment D), highlighted the portion regarding the Rectory. He expressed appreciation for Lucy Fraser, who helped identify the items relating to the grounds. He also announced that everyone will be invited to participate in a work day for clean-up and repairs, on President's Day weekend.

Senior Warden's Report: Senior Warden Laura Ingersoll started by reading a thank you note to the Vestry from Lay Pastoral Care Coordinator Jo Turner. Ingersoll noted that the spending freeze resolution, which the Vestry passed in October (Vestry Action 2016-10.07) contains a provision allowing the Executive Committee to lift the freeze when appropriate, and the Executive Committee has done so today. She also thanked Hollis McLoughlin and Doug Dykstra for all their careful work to ensure the Parish ended its financial year on solid footing. Plans for Geoffrey Hoare's arrival are moving forward, with the Welcome Team headed by Tricia and Bob Pinkard; the team will meet soon to get to know him and his wife Sage. Ingersoll reminded the Vestry that the Vestry and clergy will gather for a mini-retreat scheduled for January 31 at 6:00 pm in Nourse Hall, for the purpose of discussing multiculturalism at St. Alban's. Immediately after that, at 7:15 pm, the Vestry will convene in open special session to consider and vote on the 2017 budget.

Other Business: Donna Palmer asked the Vestry to contribute to one of the Gala raffle prizes, and members of the Vestry responded with enthusiasm. She also noted that another Vestry member was needed to serve on the OWLS (Older, Wiser Laity) program; no members responded at the time.

Executive Session: At approximately 8:28 pm, Ken Patterson moved to go into Executive Session; the motion was seconded by Julie Clements and all present voted in favor. [VESTRY ACTION 2017-01.10]

The Vestry came out of Executive Session at approximately 8:33 pm and concluded with the Lord's Prayer led by the Senior Warden.

Respectfully submitted,
Emily DiBari, Secretary

Associate Rector Report
JEQ+
January 12, 2017

Outreach: GWW did not meet in January and awaits the approval of the 2017 operating budget; Warren and Asha M. did an amazing job with this year's annual Christmas Day Dinner; St. Alban's met its goal for SOME casseroles in 2016; The Opportunity Shop completed a record year in sales, thanks in part to the leadership of Laura Ferrara and Op Shop volunteers; three grants from the WSA for January included a 10k contribution to the operating budget and grants to the Bishop Walker School and an agency in DC that serves those who suffer as the result of torture (these were listed in the Yellow Pages last Sunday); the Global Mission Committee sponsored a special "second Wednesday" with representatives from K.I.N.D; the event was well attended.

Pastoral Care: Helped to plan funeral and wake for Edith Bright; planned and officiated at funeral for former parishioner Ann Brasfield (thanks to Dudley Winthrop and Paul Brewster for their work as Vergers and those who now "roll away the stones" in the columbarium; home visitations with Rene and Sonia Malouf; Paul Delaney; Bill Hall; hospital visitation and last Rites with Elizabeth McElroy; met with Jo Turner and dMin students from Wesley Seminary for a Pastoral Care presentation.

Adult Formation: Met with the new adult formation team to plan adult forums for February and brainstorm on possibilities for new endeavors in the future connecting service and learning for adults in the parish; met with Geoffrey Hoare to discuss a Lenten series; resumed Wednesday Morning Bible Study; worked on Mini Retreat with Kathy Staudt planned for 1/25.

Liturgical/Administrative: Preached Christmas Eve, 1 & 2 Epiphany; Celebrated at three Tuesday Morning services of HE; led staff meetings; planned January liturgies with Emily and Justin; began planning Evensong for the reception for Geoffrey on 2/26; confirmed reservations and registration for clergy and lay representatives for Diocesan Convention on 1/28; planned WSA recognition with Susan Morris for the 9:15 service on 1/22; participated in Shabbat & MLK service at Washington Hebrew Congregation on 1/13.

Assistant Rector Report
Vestry Meeting January 17, 2017
Rev. Debbie Kirk

Liturgy

Since the December 20, 2016, vestry meeting, I have celebrated and preached at four Sunday services and assisted on Christmas Eve.

Pastoral Care

Pastoral care continues as an important and on-going component of our community. In the past month weeks, I made 9 extended pastoral visits in addition to extended telephone pastoral support (extended being more than 1 hour) as well as routine congregational support through email and text. Pastoral care in the culture of this community is preferably face-to-face or at least voice-to-voice as is congregational development.

Christian Formation and Integration of “Hispanohablante y Angloparlante” Communities

During this time of transition between rectors and the negotiation of a new contract for my employment, I am deferring to the Senor Warden and the vestry committee who determined the scope of my new contract to hold off on initiatives planned in these area and other areas until the priest in charge arrives and the parish considers the direction of the ministry.

Ministries and Outreach

The 11 am community and participated with Global Missions on a First Wednesday program for January 11 that featured the non-profit organization Kids in Need of Defense (KIND) who will come to St. Alban’s to discuss immigration issues and rights as well as recruit lawyer volunteers and others to help the families in need.

Community Development

We celebrated Tres Reyes (Three Kings) on January 8 following the 11 am service. I appreciated the participation of Rev. Emily and people from the other services as well as the 11am community to sponsor this fun event.

Diocesan/National Church Participation

The community and I continue to participate in Latino monthly leaders meetings (lay and clergy), fellowship events at the Diocesan level for clergy and lay, and I attend the regular clergy meetings for diocesan Latino missionaries.

Administration and Other

I attended 12 meetings within the St. Alban’s community, with Diocesan communities, with outside organizations.

Respectfully submitted *con gozo y paz*, Debbie+

Jr. Warden's Report, January 2017

Overview

This is primarily a report on planned activities for the coming year. Our buildings and grounds need more tender loving care than we can accomplish at one time, so this year we are going to focus on three specific areas: The Rectory, the Grounds, and Water.

The Rectory is in very poor shape and needs significant attention. We want to maximize its usefulness and create an inviting meeting and event space. The general needs we have identified are:

- The basement flooring needs to be replaced (the "a-word")
- Furniture for the most part is in the late-relative, early-attic period style. There is a lot of it that is broken, much of it uncomfortable, and there needs to be a more purposeful approach to providing appropriate furniture.
- The living room is dark and dim: painting and lighting can help
- The dining room has possibilities, but now feels cluttered and confining.
- The kitchen needs a stove top and some counter and floor upgrades.
- The porch needs to be cleaned and painted
- The storm door needs to be replaced
- There are bathroom fixture problems
- The attic beyond the archives space is a fixer upper waiting for love
- The storage room has a good deal more space with the new furnace, and so needs to be rethought. The cabinets and appliances there are not used.

The Grounds have needed work for some time and we believe that the time to address them is now. A beautiful, welcoming yard will foster additional ownership of our buildings and will present a "cared for" image to visitors and parishioners alike. Plans for the grounds, as proposed by the garden guild, include:

Satterlee Hall

- Front area (near current new sign) - remove existing shrubbery and replace with multiple layers (higher to lower) of evergreen plants and flowering shrubbery and low lying plants and groundcover, providing interest and color through all seasons. Move and transplant lariope (border grass) currently near front entrance and not performing well in current spot. Use in other areas.
- Side (memorial) garden (with bench) - Remove selected shrubbery near large holly and replace with lower, less invasive species. Add low shrubbery and groundcover in front of garden, with perennials for seasonal color. This will help us rely less on annual flowers, which die each season and add to the overall cost.

Lych Gate Entrance

- Keep azaleas and add groundcover which will flower and last through most or all the year. Continue to put in a few annuals, but as the groundcover grows, less annuals will be needed.
- Lych Gate needs paint and repair work as well

Nourse Hall

- Front raised area – (after water resolution) Install 1-3 feature/ornamental trees (eg, dogwood, cherry or crepe myrtle) with low lying shrubbery and groundcover beneath. This is a focal area with high visibility from Wisconsin Avenue and needs considerable attention.
- Side of Nourse – Currently a thicket of nandinas, hollies and azaleas, plus a few other evergreens. Thin out some and possibly transplant some plants into areas that need augmentation.

Sanctuary

- Bunny (memorial) garden by sanctuary – Older shrubbery has been removed; focus on low perennials that will last several seasons, and augment with annuals; install more groundcover.
- Areas behind sanctuary – install groundcover, a few select shrubs, plus a few perennials for smaller areas of color.
- Columbarium – boxwoods are being removed; replace with smaller shrubbery, perennials and ground cover. Possibly make long raised bed a sun garden in the summer.


Rectory - Nothing is planned at this point, although there are plants behind it that could be transplanted and moved elsewhere on the property.

Water is an ongoing issue in several ways. It is both a beneficial HVAC medium and a powerful damage producer. Activities related to it include:

- Water infiltration and mold in the basements of Nourse and Satterlee Halls.
- The raised area facing Wisconsin Avenue needs significant work to prevent infiltration and to assure drainage from Nourse and the Sanctuary
- Water damage on many of the dormers and other high places needs to be repaired and painted.
- Continued vigilance regarding the gutters, downspouts and drains will help with water infiltration
- Changing the HVAC from Steam to hot water has had an unintended consequence of revealing issues with pipes and air handlers in Satterlee Hall. A phased approach to replacing these will be instituted.
- Fixing water damage in SH men's room and renovating the kiddie bathroom into a second unisex bathroom on the second floor.

Other activities identified in previous reports are still being addressed.

Respectfully submitted,



Rich Turner, Junior Warden