

St. Alban's Episcopal Church
Minutes of Vestry Meeting
Tuesday – February 16, 2016 – 6:30 pm
Nourse Hall

Vestry Officers Present: The Rev. Dr. Deborah A. Meister, Deborah Potter (Senior Warden), Rich Turner (Junior Warden), Hollis McLoughlin (Treasurer), Tom Jansen (Secretary).

Vestry Members Present: Craig Albright, Mark Edwards, Ivan Fermin, Marcy Fisher, Marcus King, Sandy Kolb, Tomás Montgomery, Donna Palmer, Ken Patterson, Joan Phalen, Marty Welch; Susana Hair (Youth Representative).

Staff: The Revs. Jim Quigley, Matthew Hanisian, Emily Griffin, and Debbie Kirk; Douglas Dykstra (Director of Finance); Ron Hicks (Verger).

Others Present: Susan Morris (WSA Representative); approximately 45 members of the Parish for some or all of the meeting.

Call-to-Order: A meeting of the Vestry was called to order at 6:35 pm by the Rev. Dr. Deborah Meister. Rev. Meister explained how Vestry meetings work, and noted that members of the audience were welcome to speak if called upon. She also explained that the tables around which the Vestry and Staff were sitting had been set in a square because it was the only arrangement that allowed the Vestry and Staff to hear one another. She said she would prefer a more collegial arrangement, for the benefit of the audience, but the size of the room made it impossible. She asked that Vestry members and those in the audience called upon should use microphones in order to be heard. An opening prayer was offered by Deborah Potter.

Check-in Period: Tom Jansen announced that the Crossroads Committee is in need of a gently-used infant crib for use in one of the Crossroads apartments, for a new resident with an infant. Ken Patterson announced that the annual Gala will be held on April 16, 2016, and the Committee needs a volunteer to do publicity. Rev. Meister clarified that the Rite 13 ceremony is scheduled for Sunday, February 21, 2016 – not on another date that had been miscommunicated in Parish announcements.

Approval of Minutes of January 19 Vestry Meeting: Sandy Kolb made a MOTION, seconded by Joan Phalen for adoption of the Minutes with the following changes: Douglas Dykstra, Director of Finance, is added as a Staff member in attendance; a closing parenthesis is added after “WSA Representative” on the first page; the spelling of parishioner Marty Kerns’ name would be corrected on page 5; and a clause would be added to the end of Mr. Kerns statement so that it reads: “He then commended the Sexton (Armando Pineda) and his wife (Virginia) as faithful people who work 6 and a half days a week to get things done, but they were given extra responsibilities for the Spanish language service.” The amended Minutes were unanimously approved.

Correction of Minutes of December Vestry Meeting: The previously-approved Minutes of the December 2015 meeting also needed to be corrected to add Director of Finance Douglas Dykstra as a Staff attendee. Sandy Kolb made, and Tomás Montgomery seconded, a MOTION that the Minutes be re-approved as corrected, and all present approved. Secretary Jansen will have the corrected Minutes posted on the Parish website in place of the previously-approved Minutes.

Consent Agenda: Reports from Associate Rectors Quigley, Hanisian, and Griffin, and from Assistant Rector Debbie Kirk (Attachments A-D), and a Lay Pastoral Care Report from Marcus King and Donna Palmer (Attachment E), were accepted upon MOTION by Sandy Kolb, seconded by Ken Patterson, and approved by all present.

Rector's Report: Rev. Meister presented the Rector's Report for February 2016, (Attachment F). She read *verbatim* the first portion of the Report, as follows:

Rector's Report: February 2016

My attention this month has run long two separate tracks. The first, which has consumed large amounts of my time and attention, has been working through the situation following the departure of Sonya Sutton. This has involved nearly constant communication with the Wardens and parish attorney, as we have worked towards a separation agreement; it has involved work with the staff, which has involved supporting parishioners, responding to events on the ground, and supporting one another through a difficult time; and pastoral care with parishioners. The other large component of this work has been doing the basic administration necessary to have music on Sunday: finding organists, communicating with the choirs, and leading the search for an Interim Director of Music.

Let me take each of those in turn:

- 1) At this point, there is no agreement with Ms. Sutton. As the vestry informed the parish at our meeting on January 19th, the vestry chose to offer Ms. Sutton a separation package of twenty weeks of her salary (one week per year of her service here). This offer considerably exceeded the terms of her contract, which stipulated that if terminated with cause, she would not be due any separation payment; if asked to leave (terminated) without cause, she would be due twelve weeks of her salary. Ms. Sutton replied to our offer through her attorneys, requesting not twenty week's salary, but twenty months, and raising the possibility of suing the parish for defamation. Since we were so far apart from one another, we could not move forward without re-consulting the vestry. The deadline for Ms. Sutton to accept the original offer was Friday, February 12th; since she did not accept it, that offer is no longer on the table. I am deeply grateful for the care and commitment of our Wardens and parish attorney, who have given generously of their time and counsel as we have worked through this process. I am also grateful to our Bishop, the Rt. Rev. Mariann Budde, for making herself available for consultation and for her pastoral care of the staff and vestry.
- 2) The staff have done extraordinary work under difficult circumstances, and we all owe them a huge debt of gratitude. They have continued the normal functioning of the church; they have even continued to develop new offerings and programs, and they have been remarkably united in caring for and supporting one another. This last is a significant change from the situation at the start of the year, when the staff were deeply divided and did not fully trust one another, and it demonstrates the remarkable giftedness and spiritual maturity of this group of men and women. I am honored to work beside them. They have produced a staff narrative that expresses their common commitment to serving God in this parish, and we are working to develop a staff covenant that will guide us in doing so well and in a deeply Christian way.

- 3) At the moment, the music program is running on an *ad hoc* basis while we search for an Interim Director of Music. We have been graced with the presence of Mr. Stephen Ackert, a lovely organist and choirmaster who has been leading our adult choir rehearsals, which have been temporarily moved from Wednesday evenings to Thursday evenings in order to accommodate his schedule. He is a true gentleman, and people are receiving him as such. Unfortunately, Mr. Ackert is not available on Sundays, so our worship music has been led by a changing cast of supply organists. This is far from ideal, but it's the best we can do for the next couple of weeks. I have suspended rehearsals of the Youth Choir and Handbell Choir until we succeed in locating an excellent Interim Director; resuming work with both those choirs is a high priority and a key factor in our search.
- 4) We have received a large number of applicants for the position of Interim Director, including from some very gifted musicians. Given the diversity of our choirs, we had been open to the possibility of bringing in an Interim who could lead only some of our choirs and then supplementing that person with different leadership for the rest; I am happy to say it is unlikely we will need to do that. At this point, Rich Turner and I have interviewed four strong applicants who are clearly capable of doing this work well. Each has experience working as an Interim in a situation in which the departure of the prior Director of Music had significantly damaged the music program and required tact and pastoral care. One has been brought in for an audition; two more are coming this week. We hope to have a new person in place no later than the second week of March, but will coordinate with that person before his or her arrival to select music for Holy Week so that the musicians can begin rehearsing it.
- 5) Finally, the Vestry pledged a few weeks ago to engage the parish in a congregational process of reconciliation, drawing on outside help. I have contacted a number of possible facilitators for that work, and will report in on them separately.

Continuing with her Report, by way of summary, Rev. Meister commented that the family-oriented Ash Wednesday service developed by Rev. Griffin was "wonderful: simple, clear, warm, and well-attended." She is working on arrangements for the funeral service for parishioner Peg Cogswell. And she added that she had been privileged to attend the Absalom Jones celebration at the Cathedral, and recommended Bishop Curry's sermon for listening, which is available on line.

Rev. Meister opened the floor for comment by parishioners in attendance for a period of ten minutes, subsequently extended by an additional five minutes. The following parishioners made comments, summarized as follows:

Lisa Birchard expressed her belief that someone other than the Rector and Wardens needs to lead the search for reconciliation within the parish. She also noted her view that the severance agreement offered to the former Music Director should not have required confidentiality.

Marty Kerns stated he does not know how the Parish can move forward without reconciliation. He, too, he believes someone other than the Rector, Staff, Wardens or Vestry needs to lead the search for outside consultants. He further expressed his belief that the Rector, Wardens and Vestry are not trusted or held in high regard by the Parish.

Patsy Conner expressed the opinion that reconciliation without justice cannot take place. She wants to see more transparency in the process, and to slow the process down so as to be able to get good answers first.

Woody Pierce said that it is difficult to discuss the current issue until the “What Went Wrong?” Report becomes available. In response, Rev. Meister noted that there are legal issues to be resolved before that Report can be released.

Kiki McLean expressed concern that St. Albanites need to come in peace and forgiveness, and not just seek fault in others. She believes that the parish as a whole, as well the Rector and former Music Director all need to be protected. She noted that we live in a real world, not a perfect one, and that reconciliation only happens if the goal is reconciliation.

Rich Jensen said steps need to be taken to lay the groundwork for reconciliation. He called for an open meeting of the Parish to air the issues. He noted that the former Music Director’s open letter to the Parish contains statements that need to be rebutted or said to be true.

Julie Clements stated her belief that much has gone right with parish in the last few years. She is concerned that members of the parish are dividing into two camps over this issue. She noted that many questions are hard to answer because of potential legal action, but that an open meeting on the issues is overdue. Ms. Clements noted that during her time on the Vestry personnel matters concerning the Staff had not been discussed with the Vestry. She noted that she saw the former Music Director’s open letter to the Parish as an act of love. She expressed hope that parishioners would protect leadership from feelings against them.

Laura Geyer said that reconciliation requires truth, and she believes Parish leadership has not been telling the truth about why the former Music Director was dismissed. She demanded accountability and honesty from the leadership. Three people have confirmed that the reason given for the firing was insubordination – going to the Bishop and asking that the Rector be fired – but it has turned out that this did not happen, and no other explanation has been given. She stated a firm belief that there needs to be an independent investigation of the matter, by an outside person who does not have an interest in the outcome.

Jim Tate asked to speak, but was advised the allotted time had expired. Rev. Meister extended the time allocated for this session by five minutes, and called upon Mr. Tate, but he declined to speak.

Jonelle Easton strongly endorsed the calls by Ms. Geyer and Ms. Birchard for an independent investigation.

Patsy Conner said she feels St. Alban’s is her home; it is a good parish, and she is heartbroken by the division.

Jim Tate observed that people seem concerned not with winning or losing but with assigning blame, which is not Christian. He called for a clear, concise third-party review to find out what really happened. Such a review would provide the seed for reconciliation.

David Geyer said the petitions sent to the Vestry had more signatures than the number of people in attendance at Sunday services last week. He called for the former Music Director to be rehired. He believes her termination was handled miserably and has resulted in a loss of trust by the Parish. He expressed his view that the Wardens and Vestry have been digging a hole for themselves without recognizing it, and have lost their way. He stated he wants to know what the Bishop said at her meeting with the Vestry and why no vote was taken by the Vestry to make the Bishop's conversation confidential. He also called for the "What Went Wrong?" reports to be presented in an open and transparent session.

Ian Hume described himself as a 35-year parishioner. He stated he loves this place and wants to move on, but cannot move on because he does not know from where to move on; therefore it is necessary to find out what exactly happened. He inquired whether the former Music Director could rejoin St. Alban's or whether that would be impossible. In response, Rev. Meister stated it would be impossible.

"What Went Wrong?" Report: Senior Warden Deborah Potter advised that Mark Edwards and long-time parishioner Alex Netchvolodoff were asked to prepare a report on what went wrong, to be given to the Vestry in February 2016. In the end each issued a separate report and these were provided to the Vestry last Saturday (February 13). The authors requested the reports be held in confidence for the time being and eventually shared with the parish. Donna Palmer advised she has not received the reports, and it was determined that they had been sent to her at an incorrect email address. Because Palmer had not received the report, and because the authors requested temporary confidentiality, Tomás Montgomery made a MOTION, seconded by Sandy Kolb, that the reports be held in confidence for the time being. It was pointed out that it may be some time before the reports can be shared because of the possibility of litigation. Mark Edwards pointed out the reports should not be considered drafts, as they are indeed final reports. Deborah Potter asked the two authors to share their methodologies.

Alex Netchvolodoff explained that he and Edwards had written separate reports because they had distinct approaches to the problem. When asked by the Rector to report on what went wrong and how not to repeat the behavior, Netchvolodoff looked to Scripture for principles regarding conflict resolution and drew from the words of Jesus, Paul, Solomon, and James, and from these he suggested, in his report, ten behaviors to avoid controversy. He said that it was beyond his ability to reach conclusions on the issue based on fact, but noted that facts had not been clarified promptly, and there ensued invective, triangular conversations, and tension that was known by a wide group of people in the Parish. He concluded that this represented a failure of community, and he warned against attempting to assign blame. He stated support for making the report public eventually.

Mark Edwards noted that although he and Netchvolodoff wrote separate reports, there were no basic disagreements and they each heartily endorsed the other's work. He explained how his approach differed. He believed that there was a Parish outcry for information and as such he had to delve into what went wrong. In his view everyone involved in the situation failed. He stated it

was important to understand, and embrace, the hurt of fellow parishioners. Edwards explained his report made nine specific recommendations aimed at individuals and the system.

Deborah Potter concluded the discussion by pointing out that the reports are not ready for release right now, and the Vestry needed to debate their content. Rev. Meister reiterated that the goal is to make the reports public to the Parish. [The reports have since been released and may be found online [here](#).]

Governance Issue: Human Resources Committee: In Ann Morrison's absence (because of travel), Sandy Kolb presented to the Vestry a report entitled "Ad Hoc Vestry Human Resources Committee" (Attachment G), which contained a draft HR Resolution for consideration, as follows:

RESOLVED, that the Vestry establish an HR/Personnel Committee of the Vestry with the initial charge to assure that as an employer St. Alban's Parish engages in competent, effective and legally compliant personnel practices to serve the best interests of the parish, staff and managers.

This committee will initially serve as an Ad Hoc Committee. At the completion of its initial set of responsibilities as outlined in the attached description, the committee will recommend to the Vestry how to best support HR/Personnel practices ongoing at the parish, whether through a standing Vestry committee, no committee or other identified means.

Composition: The Rector and 2-3 Vestry members, who will recruit a few other parishioners with expertise in the HR/personnel field.

Timeline: Complete first three tasks (organizational lines of reporting, clarification of Vestry roles in management and updated and accurate position descriptions) by June/July 2016. Complete remaining tasks by December 1, 2016.

Sandy Kolb made a MOTION, seconded by Marcy Fisher, that the Resolution be approved. Joan Phalen questioned all committees set up by the Vestry, in view of the lack of trust for the Vestry. She expressed the view that it was wrong to have the proposed Committee composed of the Rector, 2-3 Vestry members, and others, and that it should instead consist of all outside people. Phalen also expressed her view that Rich Turner should not be in charge of the search for an interim Music Director. All present voted in favor except Joan Phalen, Craig Albright, and initially Mark Edwards. Edwards changed his vote to a vote in favor of the Resolution once it was explained that HR experts involved with the Committee will include Donna Palmer and non-Vestry members familiar with HR matters including Ann Morrison (whose Vestry term will end this year). The Motion carried.

Governance Committee: Reporting on the work of the Governance Committee, Ken Patterson spoke to the task of developing an annual performance review process for the Rector, Staff and Vestry. He noted that this process will be informed by the work of the Ad Hoc Human Resources Committee. During the past month he has sought out experts in the annual performance review process including Katie Glover, Joey Rick, and a number of people in the congregation familiar with performance review. Patterson noted that performance reviews will not take place

immediately because everyone he has spoken to believes they should not take place when a parish is in turmoil.

At this point, a member of the audience inquired how to obtain attachments to the Vestry minutes posted on the Parish website. Rev. Meister noted that the attachments should be available online and they were working on making that happen.

Joan Phalen urged that the Governance Committee have two members who are not on the Vestry. She made a MOTION, seconded by Mark Edwards, to that effect. All present voted in favor except for Craig Albright, who abstained, and the Motion carried.

At 8:00 pm Rev. Meister called for a brief recess, after which the Vestry reconvened at 8:06 pm.

Treasurer's Report: Treasurer Hollis McLoughlin reported that Parish income for January 2016 was slightly over \$211,000, and expenses totaled \$124,556, resulting in a surplus of \$82,000-plus. Expenses seem to be in line, but income for January was down nearly \$72,000 from last year. He attributed much of this to a decrease in 2016 pledges paid in advance, which is at a lower rate than in 2015, perhaps in part because of the volatile stock market. He also noted that because of market volatility the Endowment fund has decreased nearly \$100,000 to \$3,187,269 since January 1, 2016. Although four new pledges were received in January, existing pledges were increased by a total of \$20,250 and a \$10,000 special gift was received, pledge amounts for 2016 have seen a net reduction of \$41,978 since January 4 because of the decrease in pledges paid in advance and because 22 of the 2016 pledges were cancelled in January.

Discussion: 2016 Budget: Tomás Montgomery, with Doug Dykstra's assistance, led a discussion of the 2016 budget. He reiterated information provided by Ann Morrison at the last Vestry meeting that for 2016 only there needs to be a special draw from the Endowment Fund to meet deficit expenses, and commented that such deficits are not sustainable.

It was noted that there are three expenses for 2016 to date which are different than 2015. One is a \$20,000 water bill that St. Alban's received from the District, which is believed to be mistaken and is being contested by Doug Dykstra. Another is a request of \$5,000 for "clergy/staff employment search", and the third is \$3,000 for miscellaneous plumbing. At the present time there is a shortfall of \$109,000, even after factoring in the \$123,000 Endowment draw from 2015 and a \$64,000 surplus from 2015. This \$109,000 shortfall represents 5.48% of the total budget for 2016. As previously stated, the \$109,000 would be made up by the special endowment draw on an as-needed basis.

The Rector asked the Vestry to further discuss the proposed budget before voting on it. Joan Phalen brought up the percentage of money spent on outreach. It was noted that the percentages have gone up because of increased income in the Opportunity Shop. Ken Patterson said that he has heard from a number of parishioners that the percentages of expenditures for outreach need to be higher. It was then noted that many parishioners volunteer their time on outreach efforts, and this is difficult to quantify.

The Rector advised that she does not believe the Vestry can pass a 2016 budget without discussing a mechanism for dealing with the shortfall. Tomás Montgomery made a MOTION, seconded by Sandy Kolb, to pass the 2016 Budget with the proviso that there be a quarterly review to close the budget gap. The Rector and Hollis McLoughlin said they believe the reviews should take place on a monthly basis. Deborah Potter asked who would conduct the reviews. McLoughlin said the Finance Committee would take the responsibility. Montgomery said he agrees with monthly rather than quarterly reviews. The Motion on the table was amended to pass the 2016 Budget with monthly reviews given to the Vestry by the Finance Committee. The purpose of the reviews would be to closely track revenue and expenses and to minimize the amount of funding taken from the Special Endowment draw to the extent possible. Ken Patterson asked if the Vestry needs to do an immediate line-by-line review of the budget with the goal of reducing expenses to minimize the deficit. Sandy Kolb pointed out that there was no way such a review could come up with the nearly \$110,000 shortfall. McLoughlin said that his monthly review would contain recommendations on how various programs could be trimmed. There was agreement to search for additional ways to balance the budget.

The Director of Finance questioned how the deficit budget would be recorded, and whether the document would be presented as an unbalanced budget and said he would prefer to have the document show itself as a balanced budget. The Rector asked if it could be done by having separate line items on a monthly basis for the 2015 Endowment draw and for the Special Endowment draw, indicating when each needed to be used. Thus, the budget would be presented as a balanced budget with clear showing of when the Endowment draws needed to be used. The Director of Finance concurred. Montgomery accepted the amended resolution to his Motion and, all present voted in favor of passing the 2016 Budget as amended.

Columbarium Committee Report: Mark Edwards distributed the first 27 pages of the Columbarium Committee's entitled *St. Alban's Columbarium: Report of Special Study Committee, November 2015* (Attachment H). He explained that the nearly 200 pages of attachments were not included except for the one identifying the Committee's members: Marc Fetterman, George Keys, Sandy Wilson and himself. Edwards explained that the Committee was commissioned for a number of reasons, chief among which is that the Columbarium in use since 1987 is projected to be full by 2020. He explained that the Report first describes current conditions and then looks toward the future. He began by noting that not all urns are currently in the Columbarium – some because they are too large – and these are maintained under the Altar. He also explained that the current Columbarium is not watertight, and over the years there has been water infiltration despite repairs. In addition, capstone removal for placement of new urns is exceedingly difficult, and there is no current cyclical maintenance. Edwards identified six ways to expand the current Columbarium or create new space, to meet future needs. They include making the current structure higher; building an entirely new one; using a different area outside or inside the church; and establishing a memorial garden outside the church, perhaps with a labyrinth. The report contains six recommendations for the current columbarium, as follows:

1. Prepare a more detailed evaluation of current conditions.
2. Under leadership of the Parish Verger, develop a plan to safely move capstones.
3. Develop and implement a cyclical maintenance plan.

4. Provide more detailed information about the Columbarium and make this readily available to parishioners.
5. Improve legibility of names sandblasted on capstones.
6. Use proceeds from the sale of spaces for maintenance of Columbarium. This would involve use of reserve funds, and Vestry approval for an increase in reservation fees from \$2,000 to \$2,500.

The Committee recommends implementing the expansion option calling for a memorial garden on the Church grounds, with a labyrinth. As a less-preferred alternative, the Committee favors building a new Columbarium near the existing playground or expanding existing Columbarium by increasing capacity by adding height and rebuilding areas under the pyramidal caps.

Edwards noted that work needs to continue, particularly for costing out the options, and he recommended it be continued by the Building and Grounds Committee. The Director of Finance stated his belief that a niche space in the Columbarium could support a fee much higher than \$2,000. The Rector directed that the Report be submitted to the Building and Grounds Committee for actual costing of the options. Sandy Kolb made a MOTION, seconded by Craig Albright, to accept the Report, and all present voted in favor. Sandy Kolb further made a MOTION, seconded by Marcy Fisher, to increase the current fee for a Columbarium niche from \$2,000 to \$2,500, and to give any parishioners who have reserved a niche but not yet paid in full the opportunity to complete their purchase at the \$2,000 rate, by a date certain. All present voted in favor.

Strategic Planning Report: On behalf of the Strategic Planning Task Force, Sandy Kolb distributed a Strategic Planning Report to the Vestry, dated February 16, 2016 (Attachment I). A transmittal memorandum to the Vestry acknowledges that in the time since the Task Force collected its data and drafted its report, the Parish “has been roiled by concerns about the departure of the music director” and that the resulting “suggestions for changes in governance, management oversight and tightening of personnel procedures, as well as for healing the divisions in the congregation” will urgently need to be addressed. While those are not within the charge given to the Strategic Planning Task Force, they will, in the Task Force’s view, be furthered by the “forward direction” represented by the strategic planning process.

Kolb presented the draft mission statement for the parish – **“To nurture an inclusive, diverse, Christian community transforming lives by doing God’s work inside and outside our walls”** – and emphasized that it should be used in conjunction with the current identity statement: “We welcome the faithful, the seeker and the doubter, for God’s embrace is wide and God’s good news is for all.” Donna Palmer and Joan Phalen questioned the use of the word *nurture*, suggesting a different word may be more appropriate. Kolb agreed to take their suggestion back to the Task Force and then explained the following focus areas in the Task Force report:

1. Integration and embrace of the Spanish and English speakers as one congregation.
2. Welcoming diversity within the parish, including welcoming the LGBT community, the elderly, and people of color.

3. A focus on children and youth and transforming the lives of children through education, as well as parish children and youth involvement, strengthens the whole parish.
4. A continuation of the TLC initiative and efforts to increase hands-on involvement by parishioners of all ages in key mission areas including feeding the hungry and housing the homeless.
5. More visibility for St. Alban's good works in the community and more transparency within, building bridges across ministries.

None of the goals can be attained, Kolb said, unless staff, resources, buildings, and other infrastructure are properly aligned.

The Rector asked if the Vestry accepted those five focus areas, and, if so, would commit to engaging in moving the process forward. Kolb pointed out the Plan needs to be used and not just put on the shelf. Tomás Montgomery made a MOTION, seconded by Mark Edwards, to accept the Report. Joan Phalen and Marcy Fisher expressed concern that the Report did not highlight music and liturgy, and they recommended music and liturgy be made a core focus area. The Rector asked Kolb and the Task Force to amend the Report to include liturgy and music as a foundation of our work; Kolb agreed to make such a modification and have an email discussion about it with the Vestry within one week.

Junior Warden's Report: Rich Turner orally reported the following: the new boilers for Satterlee Hall have arrived and will be installed within a few weeks; the church should have its new sign by Easter; the new church sound system is working well.

Senior Warden's Report: Deborah Potter proposed the Secretary create a list of Vestry resolutions passed during the year to be provided to the new Vestry each year, and Tom Jansen agreed to do so. Potter also asked the Finance Committee to consider creating a policy for staff gifts, and Hollis McLoughlin agreed to do so. Potter announced an upcoming community Earth Day event on April 23, during which the Parish will be collecting recyclables such as bicycles, computers, and VHS and cassette tapes for recycling.

The meeting concluded at approximately 10:10 pm with prayer led by Rev. Meister.

Respectfully submitted,
Tom Jansen, Secretary