

St. Alban's Episcopal Church

Minutes of the Vestry Meeting

Tuesday, May 19, 2015, 6:30 pm

Nourse Hall

Vestry Officers Present: The Rev. Dr. Deborah A. Meister, Deborah Potter (Senior Warden), Bill Edgar (Junior Warden), Curt Large (Treasurer), Lindsay West (Secretary)

Vestry Members Present: Craig Albright, Mark Edwards, Marcy Fisher, Rich Jensen, Marcus King, Sandy Kolb, Ann Morrison, Donna Palmer, Mark Shima, Lin Tate, Jordy VandeBunte.

Staff: Rev. Jim Quigley, Rev. Matthew Hanisian, Doug Dykstra (Director of Finance)

Visitor: Susan Morris (WSA)

Call-to-Order: A meeting of the Vestry was called to order by The Rev. Dr. Deborah Meister at 6:34 pm. An opening prayer was offered by Lin Tate.

Check-in:

Rev. Deborah Meister shared details of the passing of parishioner Mark Vanderslius this morning and Vestry members shared warm memories they had of him.

Lin Tate shared that June 28th, after the Spanish language service, starting around 11:30 AM, the Spanish congregation will host a farewell for Rev. Juan Pastor Reyes. She asked that Vestry members attend and keep Rev. Reyes in their prayers.

Sandy Kolb said someone from the English speaking congregation expressed concern about the Spanish-language service transition. It was her impression that the community did not know until very recently that Rev. Juan Pastor Reyes wasn't staying with St. Alban's. The parishioner also thought the time change of the service was so that he could stay. Ms. Kolb said she reassured the parishioner that this was not true and there had been a great deal of dialogue around this issue.

Deborah Potter shared that the recent OWLs luncheon was wonderful event with lots of people and energy.

Rev. Deborah Meister said that although it was a small youth confirmation class, with Sophia Higgins and Gabi Bouvier getting confirmed, the young ladies were very excited about the celebration. They were also well supported by family and friends.

Rev. Meister also shared that the gala raised more money than it ever has before. It was fun, the spirit was fabulous, and it was so well organized. Ms. Kolb thanked all who contributed to the gala's success.

Marcy Fisher noted, tounge in cheek, that she had heard a number of “complaints” about the nominating committee due to there not being a member of the current slate that you could vote against for Vestry in this year’s election.

Mark Shima said he was impressed with talks given at the annual candidates’ forum.

Rev. Meister led a discussion about when to announce winners of this year’s Vestry elections. She said that in the past, the parish had moved away from announcing election winners at the Annual Meeting due to 5:00 and 5:30 service members needing a chance to vote. She would then call the candidates who were not elected to let them know the results before they were announced to the entire parish. With the new service structure, we could return to announcing winners at the Annual Meeting, but she was concerned about how people would feel finding out in front of all the other parishioners. There was discussion about the pros and cons of both options. It was decided that Rev. Matthew Hanisian will prepare a Constant Contact that Rev. Meister can add the names to once results are finalized. She will send the message Sunday afternoon after she has made phone calls to everyone involved.

Approval of the Minutes

Rich Jensen offered a MOTION, seconded by Sandy Kolb, to approve minutes of the Vestry’s April 21, 2015 meeting. The MOTION was approved by unanimous voice vote with amendment to language regarding contact with Lisa Sams, member of the Global Mission Committee.

Adoption of Consent Agenda

Committee Reports: Children’s Formation, Youth Formation
Associate Rectors’ Reports

Sandy Kolb offered a MOTION, Jordy VandeBunte seconded by, to adopt the Consent Agenda for the May 19, 2015 meeting. The MOTION was approved by unanimous vote.

Treasurer’s Report

Curt Large, Treasurer, shared that the parish is on track in regard to both income and expenses. Total income in April was \$142,353, \$14,000 over budget. Expenses were \$1,486 over budget due to gala costs. However, the gala income was significant and will cover the expenses.

The year to date numbers also look good. Pledge income is 2.3% ahead of budget.

When comparing 2015 to 2014, a lot of pledges were paid early this year; almost \$50,000 more in 2015 than 2014. All months with the exception of February have been ahead of last year.

Mr. Large also reported on the gala. The event has a preliminary income of \$33,730 and expenses of \$7,285.

Craig Albright asked how the gala committee had such success. Ms. Kolb explained that it was a combination of things. They were able to keep expenses down by limiting the number of seats so there was no need for the catering company to bring in tables and chairs and linen.

There were a couple of big items in the live auction, but there were a lot of relatively small items to bid on. Since there had been feedback that some of the auction offerings were becoming stale, committee members made a big push to contact people as well as businesses for new and exciting items which created new interest. [Laura](#) Ingersoll redesigned how the silent auction items were arranged in the room to allow better access to the items, and since there was pre-bidding online, the bid sheets already had numbers on them as people arrived, which got the bidding going earlier.

There was also a clear message that the money raised from the event would go to the TLC initiative and there was a lot of excitement around helping children. She said that going forward it will be important to be really clear for which initiatives the church is raising money.

Doug Dykstra, Director of Finance, added to Mr. Large's report that the Flower Guild has offered to underwrite the cost of the church sign. It has currently paid out the 50% deposit - \$4,438. The Flower Guild also agreed to make a contribution to the church in 2015 in the amount of \$4,000. The guild intends to keep its balance above \$10,000, which it will be able to do along with giving the \$4,000 to the church and paying the other 50% of the church sign costs.

Ann Morrison noted that the Flower Guild also made a significant contribution to the J2A fundraising by buying from the spring plant sale.

Mr. Dykstra also shared there was a very strong outpouring for the Salvation Army Grate Patrol Mustard Seed offering in May. It was the highest Mustard Seed offering of the year so far at just under \$3,000.

Junior Warden's Report

Bill Edgar, Junior Warden, reported that the [external](#) roof [repair](#) on Satterlee Hall is complete. Once the interior is dry, interior work will be done.

There has been progress toward [a new](#) church sign. There have been some issues with permitting that [we are concerned](#) may lead to a request for more funds, but [so far](#) everything is moving forward.

He also previewed an upcoming issue with the [regard to the Satterlee](#) HVAC system. [Contractors have been](#) asked what it would cost for three different levels of work. One is a complete replacement of the system; one is an interim fixing of some of the major components; and third would be to only respond to things [that are actually broken now, and in the future](#), as they break. Mr. Edgar said that the church really needs to deal with the issue and that it can't wait for additional renovations [to](#) the building. [Any](#) renovations to the HVAC will be done so they are useful in future work done to the entire building. He reiterated that it will be a big hit to the reserve fund and to be prepared.

Senior Warden's Report

Deborah Potter, Senior Warden, shared she was able to get sermons up to date [on our website](#). Adam, the [interim](#) parish administrator, has [now](#) been trained on how to do it.

She also said the candidates' forum on Sunday went well. Everyone had time to say what they wanted to say, but there wasn't time for questions. She added her thanks to the nominating committee for their months of work to create a strong slate of candidates. It means a lot to the future of the parish. She wanted to acknowledge Bill Edgar, [especially](#), who chaired the committee and is leaving after two years as Junior Warden.

The Vestry retreat will be held June 19 at 6:00 PM with returning, outgoing, and new members attending. The new vestry will get started on Saturday. A pot luck lunch will be [held](#) that day.

Rector's Report

In addition to her written report, Rev. Deborah Meister noted that she [greatly](#) enjoyed working with the two youth [on](#) the sermons they gave on Youth Sunday. They produced great work. She held up Gabi Bouvier for her courage. She was truly terrified to do this and realized she wanted to do it at St. Alban's because of the love she feels here and to give back for all the support she's been given.

This Sunday will begin Summer Service [hours](#). There will be one service at 10:00 instead of two at 9:15 and 11:15.

The church has been promised a gift by Margaret Beers of a new white altar frontal dedicated to the memory of her father. This is a big deal because clergy's current white stoles need replacing but would have clashed with the whites of the old frontal.

[Rev. Meister](#) is in the process of interviewing [candidates](#) for the parish administrator position. She said she is very close to making an offer and has a strong person interested in the job.

Parish weekend's prices have been set and the committee will be prepared to begin taking names soon.

[Seminarian](#) Zac Harmon and [music assistant](#) Annabel Hunter have completed their time with St. Alban's.

Executive Session

The Vestry came out of executive session and A MOTION was made by Mark Shima and seconded by Marcy Fisher to approve the expenditure of unallocated pledge funds to support hiring an experienced parish administrator. The MOTION was approved by unanimous vote.

A MOTION was made by Lin Tate and seconded by Sandy Kolb that it is the sense of the Vestry that a full-time children's and family ministry position is of very high importance for the future of St. Alban's. [Rev. Meister was authorized to explore that possibility and to report back to the Vestry as to financial considerations.](#) At the same time we recognize the importance of maintaining strong support for the Spanish Language and Youth ministries. The MOTION was approved by unanimous vote.

The St. Alban's Vestry adjourned with prayer at 9:25 pm.

Respectfully Submitted,

Lindsay West, Secretary