

**St. Alban's Episcopal Parish
Minutes of the Vestry Meeting
Monday, July 27, 2015 – 6:30 pm
Nourse Hall**

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

Vestry Members Present: Craig Albright, Mark Edwards, Ivan Fermin, Marcy Fisher, Marcus King, Sandy Kolb, Tomás Montgomery, Ann Morrison, Donna Palmer, Marty Welch, Ken Patterson (by telephone)

Staff: Rev. Debbie Kirk; Douglas Dykstra, Parish Director of Finance

Diocesan Delegate: Eliot Edgar

Visitors: Henry Farrington, WSA Representative; Ruth Rodriguez

[**ACTION NOTE:** Prior to this meeting, on July 10, 2015, Senior Warden Deborah Potter, by email to the Vestry Officers and Members, transmitted the following message (which has been edited to preserve confidentiality of staff salaries):

Good news! St. Alban's will soon have a new full-time director of children's and family ministries, who will also support lay ministries and newcomers.

Deborah Meister reports from her (Internet-challenged) vacation that she has offered the position to a priest who is a national-level trainer of Godly Play, the curriculum we are now using in our Sunday school. The applicant also has a strong record in outreach and ministry development and she wants to come to St. Alban's.

[We need your authorization for a base salary that meets] Diocesan minimum salary guidelines for a priest with her level of experience Can you **please vote by email** so Deborah M. can complete this hire in a timely way? If all goes well, we should have the new hire in place sometime in August.

In email response, the following Vestry Officers and Member voted for the measure: Mark Edwards, Ivan Fermin, Marcus King, Sandy Kolb, Ann Morrison, Donna Palmer, Marty Welch, Senior Warden Deborah Potter, Junior Warden Rich Turner. There were no votes against the measure.]

Call-to-Order: A meeting of the Vestry was called to order by The Rev. Dr. Deborah Meister at 6:30 pm. An opening prayer was offered by Craig Albright.

Prior to check-in, Rev. Meister brought up, as an immediate item of business, the fact that Diocesan Delegate Katie VandeBunte's recent departure caused an opening that needs to be filled. Rev. Meister noted that parishioner Sandra Loether, who in June stood for election to the position and came in second, has volunteered to serve in the position. **ACTION:** After discussion and review of Loether's biography (Attachment A) Sandy Kolb made a MOTION for

approval of Sandy Loether to fulfill the remainder of VandeBunte's term. The motion was seconded by Marcy Fisher and unanimously approved.

Check-in: Rev. Meister called for the Vestry to check in. Marcy Fisher noted there have been calls for two recent email votes, and expressed a desire to limit such votes because she felt constrained by the lack of information available in those instances. Ken Patterson asked that all Vestry members consider supporting the Greeter ministry by volunteering to become Greeters. Craig Albright noted that support for the Parish Weekend at the nearby Claggett Center is increasing, and that a number of families who have not attended before are considering signing up. Ivan Fermin requested more information about the event, and Rev. Meister asked him to see her about it. A discussion followed about the combined Adult Forums of the Spanish and English speaking members on the book Enrique's Journey; over forty people attended the second meeting. Ivan Fermin reported that the Little Sanctuary has been excessively hot on Sundays. Rev. Meister noted that the Little Sanctuary is not air conditioned, and because it belongs to St. Albans School it is not in our control. She offered that the Spanish-language Service could be moved to Satterlee Hall when outside temperatures were predicted to be very high.

Approval of the Minutes: ACTION: Sandy Kolb offered a MOTION, seconded by Marcy Fisher, to approve the minutes of the Vestry's May 19, 2015, meeting. (Attachment B) The MOTION was approved by all Vestry members present who had been on the Vestry at that time.

Marcy Fisher offered a MOTION, seconded by Mark Edwards, to approve the minutes of the June 19, 2015, Vestry meeting. (Attachment C) The MOTION was unanimously approved.

The minutes of the June 20, 2015, Vestry Retreat were brought up for a vote. (Attachment D) Ann Morrison asked that the section headed "Year-Ahead Priorities" be amended to add a statement to the effect that: "The Vestry will revisit its commitment to pass a balanced budget by a certain date every year and the commitment to stewardship that is appropriately serving the Parish". Rev. Meister asked that such a statement be added to those minutes, which will be presented for approval at the next Vestry meeting.

Consent Agenda: Mark Edwards asked that all future Consent Agenda reports contain the name of the author. **ACTION:** After Rev. Meister requested that the Lay Pastoral Care Coordinator item be discussed separately, Donna Palmer MOVED that the balance of the Consent Agenda be adopted; the MOTION was seconded by Ken Patterson, and unanimously approved.

Associate Rector Reports by Revs. Quigley and Hanisian (Attachments E and F)
Report on "Community Nurture" Ministries, including Young Adults, Seniors, Internal Communications, Stephen Ministry, and others, by Marcus King and Donna Palmer, dated July 27, 2015 (Attachment G)

Property Committee Report dated July 19, 2015 (Attachment H)

Report on Distribution of 2015 Gala Proceeds by Sandy Kolb (Attachment I)

Report on 2015 (January-June) Mustard Seed Offerings by Sandy Kolb (Attachment J)

Report on Stephen Ministry dated July 23, 2015 (Attachment K)

"Fellow"ship Annual Report (Attachment L)

Lay Pastoral Care Coordinator: Rev. Meister circulated a four page proposal (provided by Jo Turner and Rev. Quigley) for a non-stipendiary staff position of Lay Pastoral Care Coordinator (Attachment M), including a detailed rationale for such a position and a job description, which would be for 15-20 hours per week. Parishioner Jo Turner has volunteered for the position, and Vestry members spoke enthusiastically about Ms. Turner's pastoral abilities and her eminent qualifications for the position.

Columbarium Succession Committee Report: Mark Edwards advised that a written report, with recommendations for Vestry action, will be presented soon. He reported that if present trends continue, the Columbarium will be full within five years. The Committee (Mark Edwards, Marc Fetterman, George Keys, and Sandy Wilson) is working on a number of options for the future, and has solicited input from a variety of sources including parishioners.

Treasurer's Report: Rev. Meister noted that in Treasurer Hollis McLoughlin's absence, Director of Finance Doug Dykstra would provide a financial update. Dykstra presented a June 2015 Financial Summary for the first half of 2015, with detailed exhibits. (Attachment N) He reported that the Parish is doing well, with Pledge income running above forecasts, and a positive income-to-expense ratio. He noted the endowment fund had slight growth while the reserve fund had an above-hoped-for expenditure of \$15,000 because of roof repairs. He also highlighted a 40% increase, over last year, in Opportunity Shop receipts. Dykstra encouraged Vestry members to read and understand the Financial Report, especially the information on the new page titled "YTD 2015 Funding to Organizations Through All Parish Outreach Channels" (marked in the lower right corner with a handwritten circled "25". Sandy Kolb noted that in the list of organizations #5 ("Hope and Resurrection School") and #23 ("Hope for Humanity") are in fact one single organization.

Junior Warden's Report: Junior Warden Rich Turner reported that the parish is waiting on permits for the new signage for the Church. The Cathedral removed a tree from the front of the Church that will enable much needed waterproofing for the front wall and additional Wisconsin-facing space for mounting banners or other temporary or permanent signage.. He is working with Staff members Ron Hicks and Charles Porter to simplify IT matters; the goal is to have fewer servers and improve church administrative Internet connections.

Vestry Charge to Strategic Planning Task Force: Junior Warden Rich Turner distributed Draft #3 of his "Charge to the Strategic Planning Team, with Additional Information" (Attachment O), for discussion. Turner explained that the "Charge" calls for the Vestry to focus on the plan itself and how to serve constituencies while identifying what charge to give the Strategic Planning Committee. Senior Warden Potter noted some difficulty in understanding the content of the document. Turner agreed that some of the language could be modified to be more understandable and he would produce another draft for consideration. The Vestry then discussed an end-point of May 2016 for a final report from the Strategic Planning Committee including strategic directions and specific goals. The Vestry requested a preliminary report with a mission statement no later than the end of 2015, with both reports developed with wide input from the congregation, ministry leaders, and Vestry. Regular public updates must be

provided throughout the process. Turner agreed to amend the draft charge to incorporate the deadlines.

At this point, Ken Patterson signed off from his telephone connection, after establishing that there would be no more voting required of members.

Senior Warden's Report: Senior Warden Deborah Potter reported that the updated Parish website remains in progress. The effort is behind schedule and design pieces are missing. When the design is completed, volunteers will be sought to input items into the website.

Rector's Report: Rev. Meister provided a written report for June and July 2015. (Attachment P). Rev. Meister further reported that in an incident at the Opportunity Shop an item displayed for sale fell onto a patron, causing a cut on the patron's leg; she has consulted with the Parish Legal Counsel about an incident report. She reported that Rev. Debbie Kirk has proposed starting the Spanish-language Service at 11:00 on Sunday mornings, allowing adults to have a fellowship period from 10:30 to 11:00 while their children attend Sunday school and youth formation programs. This proposal will be discussed further with the Spanish-language Service congregants.

At 8:55 pm, Rev. Meister adjourned the Vestry meeting. Junior Warden Rich Turner then led Compline, which concluded at 9:02 pm.

Respectfully submitted
Tom Jansen
Secretary