

St. Alban's Episcopal Church
Minutes of Vestry Meeting (APPROVED)
Tuesday – July 26th, 2016 – 6:30 pm
Nourse Hall

Vestry Officers Present: The Rev. Dr. Deborah A. Meister (Rector), Laura Ingersoll (Senior Warden), Rich Turner (Junior Warden), Hollis McLoughlin (Treasurer) via phone, Emily DiBari (Secretary).

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

Staff Present: The Rev. Emily Griffin (Associate Rector); The Rev. Debbie Kirk (Assistant Rector); Douglas Dykstra (Director of Finance).

Others Present: Susan Morris (WSA President); Sandy Loether (Diocesan Delegate); parishioner Barbara Manard.

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

Check-in Period: No issues raised.

Approval of May 17, 2016, Vestry Meeting Minutes: Senior Warden Laura Ingersoll reminded the group that approval of the May 17 minutes had been tabled at the last Vestry meeting because of differing recollections about whether an Executive Session occurred. She reported that former Senior Warden Deborah Potter and former Secretary Tom Jansen had confirmed that the Vestry had not actually voted to go into executive session although non-vestry attendees had been asked to leave the room in the expectation that there would be an executive session, and when they were invited back into the room they were told what had been discussed in the non-public session. Approval of the May 17, 2016, Vestry minutes was moved by Tomas Montgomery and seconded by Marcus King; all present voted in favor. [VESTRY ACTION 2016-07.13]

Approval of July 7, 2016, Vestry Meeting Minutes: Ingersoll noted minor typographical corrections to the previously-circulated minutes. No substantive changes were requested. Approval of the July 7, 2016, Vestry minutes were moved by Donna Palmer and seconded by Tomas Montgomery; all present voted in favor. [VESTRY ACTION 2016-07.14]

Associate/Assistant Clergy Reports: The Rector explained that because of her vacation, she had been unable to distribute the regular reports of the Associate and Assistant Clergy, but would do so. Associate Rector Emily Griffin, who was present, distributed copies of her own report (Attachment A).

Committee Report on Seniors: Vestry liaison Donna Palmer presented a written report on seniors (Attachment B). She expanded on the report based on discussions she had had with Lay Pastoral Care Coordinator Jo Turner, about why some seniors feel alienated at St. Alban's, and why this situation is not addressed by ongoing programs such as the OWLs and ROMEOS. Factors include deaths of seniors' peer parishioners, a sense that current clergy are unfamiliar with seniors' stories, a sense of isolation at Sunday services, and the lack of interaction between younger and older parish members. She asked that Vestry members think of ways to make the Parish more truly inter-generational. There is a committee meeting on August 5th to address the issue, and Palmer will report back to the Vestry from that meeting. Marcus King, who also serves as Vestry liaison to the seniors, concurred with the report. Tomás Montgomery made a motion to accept the report; this was seconded by Andrea Fraser-Reid and approved by all present. [VESTRY ACTION 2016-07.15]

Treasurer's Report: Financial Director Doug Dykstra distributed the Parish Financial Report through April 30, 2016. Treasurer Hollis McLoughlin pointed out that we are \$35,000 below budget of actual pledged income paid. He also pointed out that expenses came in below budget due to the water refund and the insurance payment from the winter storm Satterlee Hall roof damage. Although the Endowment Fund is at its highest-ever level, we don't want to take the Endowment draw until absolutely necessary. The Reserve fund stands at \$559,602, a bit short of the target level of \$600,000. Ingersoll asked how the shortfall in paid pledges to date for summer months compares to prior summer months. Dykstra said this is rather typical and similar to where we are at mid-year, but he noted that this year is unusual and he can't really predict what will happen. Meister noted that the monthly tracking does not weigh all months equally, but accounts for typical fluctuations. Adrienne Allison expressed interested in getting accurate numbers on attendance to learn how that related to pledges. Parishioner Barbara Manard, attending as an observer, submitted a report she had compiled of attendance patterns since 2004, noting that she had been maintaining this data on a regular basis. Ingersoll recommended that this information be provided to the Incorporation Committee and that they be tasked with developing attendance data in usable form. Allison expressed that this would be important to the vestry so they could know what to focus on in the budget. More discussion was had around the best way to assess data relating to pledges and attendance.

Junior Warden's Report: Rich Turner submitted a written report (Attachment C), which he orally summarized. With respect to needed repairs to the exterior wooden frame of the Baer stained glass window in Nourse Hall, he reported this will use the \$2,000 budgeted for painting. Turner discussed other needed repairs, stating that he would like to use volunteers to do as much as possible. The Property Committee will be meeting before the next vestry meeting and ranking projects in priority order. Among these are painting of the OpShop and replacement of the Satterlee Kitchen garbage disposal. In addition, Turner plans to complete a thorough schedule of deferred maintenance needs by the end of the year, with help from Property Committee member Ann Nix. The last such inventory was done 15 years ago. He noted that there needs to be a comprehensive assessment of safety and security, and this might require funds. In response to a question by Patterson about the Columbarium Committee's report, Turner stated that he would follow up on that as part of the evaluation of facilities.

Ad Hoc Human Resources Task Force Report: Marcus King presented the Task Force's status report dated May 31, 2016 (Attachment D). He also presented a resolution regarding the Proposed Creation of a Standing Vestry Committee on Personnel (Attachment E) and Proposed Revisions to the St. Alban's Episcopal Church Employee Handbook (Attachment F). He asked that the Vestry consider them and be prepared to vote on them at the next meeting. In response to a question from Ingersoll, Governance Committee chair Patterson affirmed that at its next meeting the Governance Committee would discuss the proposed Standing Committee on Personnel, and he noted that the Task Force's report was in concert with what the Governance Committee was also proposing. There was general discussion of the grievance procedure described in the proposed Handbook revisions. Ingersoll asked if Vestry action was needed to amend the Handbook, and Meister explained that it was needed because the Handbook had originally been approved by the Vestry. Ingersoll asked that the current Handbook be shared with the Vestry. Montgomery asked who was in charge of maintenance and review of the handbook, and Meister said this had been done on ad hoc basis. Ingersoll asked if this is something the standing committee would do moving forward and Montgomery asked that this be added to the motion. Meister and King agreed they would take the Vestry concerns about the proposed new grievance procedure back to the Task Force and have revised proposals brought to the Vestry next month.

Senior Warden's Report: The Senior Warden orally reported that she has been reviewing minutes of Vestry meetings for past years and sitting in on meetings of various committees of the parish. She expressed her gratitude for everyone throughout the process. She noted that the bulletin board near the water fountains in the Wade Room would be designated for "Vestry News".

Rector's Report: The Rector gave an oral report. Meister reported that the WSA had increased the hours of the paid Opportunity Shop director, Laura Ferrara, to 30 per week. (Ms. Ferrara's salary comes from the funds raised by the Op Shop.) Meister reported that the new Interim Director of Music has accepted the position and will start August 1. Meister noted three deaths affecting the parish: parishioner Jane Bonin, whose funeral will be held next Saturday, and the mothers of parishioners Sarah Beth Watson and Cathy Williams. Meister reported that the St. Alban's Early Childhood Center (SAECC) will be moving out on Friday. Meister discussed security concerns and let the Vestry know these concerns have been brought to the Property Committee. One point of concern is that few staff people are around the office on Fridays, leaving the Church Office vulnerable. She proposed that the Church Office be closed to walk-ins or have limited hours on Fridays. Ingersoll inquired about the traffic in the church office on Fridays; Meister expressed that it was a slow day and limiting hours or closing would give clergy more time for evening events during the week. Parishioners or others wishing to access the space or meet with staff on Fridays could make appointments. Montgomery agreed that this plan made sense and that summer would be a good time to try closing the office to walk-ins on Friday. There was consensus supporting this. Tom Gustafson asked about orientation for the Interim Director of Music. Ingersoll urged that specific people be offered to serve as a sounding board for him; the Rector noted that she would also serve that role. Sandy Kolb re-raised the security issue and asked if the ushers have a panic button; in response it was noted that they are expected to rely

on their cell phones. Turner said we need a safety and emergency plan and agreed to task property committee with installing a panic button in the front office.

Executive Session: At approximately 9:30 pm, Sandy Kolb moved to go into Executive Session and seconded by Laura Ingersoll; all present voted in favor. [VESTRY ACTION 2016-07.16]

Following the Executive Session, there being no further business, the meeting concluded at approximately 10:10 pm with the Lord's Prayer and Doxology led by Rev. Meister.

Respectfully submitted,
Emily DiBari, Secretary