

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (APPROVED)**  
**Tuesday – August 16<sup>th</sup>, 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, Julie Clements, Andrea Fraser-Reid, Ivan Fermin, 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 6:35 pm by the Rev. Dr. Deborah Meister. A quorum was present. An opening prayer was offered by Ken Patterson.

**Check-in Period:** Marcus King reminded the Vestry to sign up for Parish Weekend. The theme is Rehearsing Holiness. Ken Patterson mentioned that the Governance committee would have a report at the September meeting. Sandy Kolb commended those who participated in the Syrian Refugee event. The Rector thanked the group of volunteers who have been working on the Sunday School rooms.

**Approval of June 26, 2016, Vestry Meeting Minutes:** Approval of the June 26, 2016, Vestry minutes were moved by Sandy Kolb and seconded by Ken Patterson; all present voted in favor. [VESTRY ACTION 2016-08.01]

**Consent Agenda:** Approval of the Consent Agenda was moved by Sandy Kolb and seconded by Tomás Montgomery; all present voted in favor. (Attachment A & B) [VESTRY ACTION 2016-08.02]

**Treasurer's Report:** Treasurer Hollis McLoughlin pointed out that our actual pledge income remains approximately \$32,000 below budget. At next month's meeting, the final audit report for FY15 will be presented. The endowment is at 3.6 million, which is an all-time high. The reserve fund is at approximately \$564,000. There are \$30,000 in known expenses and a request of approximately \$8,900 will be presented by the Property Committee at this meeting. McLoughlin discussed the planning process for the 2017 budget. Traditionally, the first draft is presented to the Vestry in November, and the next draft in December, and in January the Vestry approves the budget. Senior Warden Ingersoll expressed a strong interest to have the first draft in October due to the uncertainties of the pledge campaign. McLoughlin said that the budget will

likely be a repeat of the previous year barring the stewardship campaign having a dramatic improvement. Rev. Meister noted that the purpose of having the draft budget presented in November is for the Vestry to have a lively and strong debate on the proposed budget items.

**Ad Hoc Human Resources Task Force Report:** Marcus King reported on behalf of the ad hoc Human Resources Task Force, which he has chaired. He offered for vote a resolution creating a Standing Committee on Personnel. (Attachment C) The resolution was moved by Tomás Montgomery and seconded by Sandy Kolb; all present voted in favor. [VESTRY ACTION 2016-08.03] Donna Palmer raised the issue of number of members on the committee, which the resolution stated would be three. King said the number was for balance rather than putting the committee in a deadlock with an even number of members. Sandy Kolb advocated keeping the group small due to the confidential issues the committee will face. Ingersoll added that the group will need to be readily available, which is easier with a small committee. Patterson emphasized, on behalf of the Governance Committee, that the Personnel Committee is not intended to impinge on the Rector's authority on employee matters. He also suggested potentially adding one more member so it is equal with Vestry and Non-Vestry members. Rev. Meister noted that a reason to have a non-Vestry member is to ensure the Committee includes a person with real HR experience, and that having a third member, non-designated, was to enable another HR expert to be included. King asked the Standing Committee on Governance to recommend how to populate the committee. The Rector asked if all work of the Human Resources Ad Hoc task force gets automatically moved to the Personnel Committee. King felt there should be additional discussions to assist the Rector with job descriptions. It was agreed that the Task Force would continue its work until the Standing Committee's members were appointed.

**Senior Warden's Report:** (Attachment D) The Senior Warden noted that the bylaws state that members of Vestry committees are to be appointed by the Vestry, and this had not been done for current members. She circulated the membership rosters of the Property and Finance Committee for Vestry review.

Approval of the Finance Committee members was moved by Ken Patterson and seconded by Tomás Montgomery; all present voted in favor. (Attachment D) [VESTRY ACTION 2016-08.04]

Approval of the Property Committee was moved by Ken Patterson and seconded by Tomás Montgomery; all present voted in favor. (Attachment E) [VESTRY ACTION 2016-08.05] Ingersoll noted that the bylaws call for each committee to have two 2 Vestry members and the Property committee will need an additional Vestry member. Kolb asked if this requirement meant the Personnel Committee would also need two Vestry members. Ingersoll asked that that the Governance Committee take up this issue. The Rector asked that we move on the Personnel Committee resolution pending approval of the Governance Committee.

**Stewardship Committee Report:** Joe McLean and Alex Johns presented the outline of their plan for the Stewardship Committee and asked for Vestry input. There was a lively and enthusiastic discussion of their plans for an exciting pledge campaign program.

**Junior Warden's Report:** The Junior Warden reported that the estimate to refurbish the third floor of Satterlee (formerly occupied by the SAECC) is \$12,000 for paint and repairs, of which the

SAECC will pay half. The hope is to get the work completed so we can move in before Sunday School begins. He reported that the church doors and upstairs of Satterlee Hall are critical improvements and asked the Vestry to approve a draw of up to \$8,900 from the Reserve Fund .. Approval of the draw was moved by Sandy Kolb and seconded by Andrea Fraser-Reid; all present voted in favor. [VESTRY ACTION 2016-08.06] Other urgent work, including repair of the Baer window, East side dormers in Satterlee, Tower windows, and Nourse Hall dormers, will be funded from the Operating Budget.

**Rector's Report:** The Rector reminded the group that Amie Vandersluis is the leader for the children's choir. She commended Justin Boyer for changing from organ to piano at the last minute on Sunday, when the breakdown of the air conditioning system in the church forced the 10:00 service to move to Satterlee Hall. She highlighted that in addition to the new Sunday school classrooms upstairs there will be two new classrooms for adults. She also highlighted important dates for the Vestry. (Attachment F)

**Executive Session:** At approximately 9:00 pm, Sandy Kolb moved to go into Executive Session and seconded by Julie Clements; all present voted in favor. [VESTRY ACTION 2016-08.07]

Following the Executive Session, there being no further business, the meeting concluded at approximately 9:20 pm with the Lord's Prayer and Doxology led by Rev. Meister.

Respectfully submitted,  
Emily DiBari, Secretary

## Creation of St. Alban's Parish Vestry Standing Committee on Personnel

Having considered the recommendation of the Ad Hoc Human Resources Task Force, the St. Alban's Parish Vestry creates a Standing Committee on Personnel to:

- 1) serve in a general advisory capacity to the Rector on personnel-related issues, including the employee evaluation process;
- 2) serve as a resource for the resolution of employee grievances;
- 3) serve in a cooperative capacity with the Standing Committee on Governance as necessary to establish staff management procedures; and
- 4) review and update the St. Alban's Parish Employee Handbook as necessary to maintain excellent personnel practices.

The Standing Committee on Personnel shall consist of one member of the Vestry, who shall serve as chair; a second member who is a parishioner with experience in human resource management; and a third member drawn from either the Vestry or the general body of the Parish.

VESTRY ACTION 2016-08.03

Approved: August 16, 2016

## Appointment of Members of the St. Alban's Parish Finance Committee

The following are appointed members of the St. Alban's Parish Vestry Finance Committee: Treasurer Hollis McLoughlin, chair; Junior Warden Richard Turner and Donna Palmer (Vestry members); William Edgar, Ashley Hair, Curt Large, and Dudley Winthrop (parishioners); Director of Finance Douglas Dykstra (staff representative).

VESTRY ACTION 2016-08.04

Approved: August 16, 2016

### Appointment of Members of the St. Alban's Parish Vestry Property Committee

The following are appointed members of the St. Alban's Parish Vestry Property Committee: Junior Warden Richard Turner, chair; Ann Nix and Robert Witten (parishioners); Parish Administrator Charles Porter (staff representative).

VESTRY ACTION 2016-08.05

Approved: August 16, 2016