

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (APPROVED)**  
**September 20, 2016 at 6:30 p.m.**  
**Nourse Hall**

**Vestry Officers Present:** The Rev. Dr. Deborah A. Meister (Rector), Laura Ingersoll (Senior Warden), Rich Turner (Junior Warden).

**Vestry Members Present:** Adrienne Allison, Julie Clements Smith, 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. James Quigley (Associate Rector); The Rev. Debbie Kirk (Assistant Rector); Douglas Dykstra (Director of Finance).

**Others Present:** Leo Coco (Diocesan Delegate); Susan Morris (WSA President); parishioners Barbara Manard, Mary Lou Savage, Rich Jensen.

**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 Kristie Hassett.

**Check-in Period:** Andrea Fraser-Reid reported concern from the congregation regarding the status of the search for the Youth Minister. Kristie Hassett noted WSA will host the October First Wednesday dinner and the OpShop will be open for drop-off and shopping during the event. Ken Patterson remarked that his recent deposit of items with the OpShop was a thoroughly positive experience. Laura Ingersoll noted attention from passersby to the blackboard along Wisconsin Avenue.

The Rector addressed and dispelled rumors that the recent one-time hiring of a specialized cleaning service to deep clean the space formerly occupied by the St. Alban's Early Childhood Center (SAECC) was in any way a commentary on the Parish's relationship with Armando Piñeda. The arrangement between Armando and the Parish dates back 12 years and now accounts for nearly 10% of the operating budget. The Senior Warden explained the arrangement would be more formalized but this process is in no way related to or resulting from the one-time use of the specialized deep-cleaning service for the SAECC space.

**Approval of Minutes of August 16 Vestry Meeting:** This is postponed to the October meeting.

**Adoption of Consent Agenda:** Associate and Assistant Clergy Reports by The Rev. Jim Quigley, The Rev. Emily Griffin, and The Rev. Debbie Kirk, as well as reports on youth, children's and adult formation, were presented. [Attachments A-F] Sandy Kolb moved to accept the Consent Agenda, Tomás Montgomery seconded, and all present voted in favor. [VESTRY ACTION 2016-09.01]

**Treasurer's Report:** In the absence of Treasurer Hollis McLoughlin, Donna Palmer presented the Audited Financial Statements and Supplementary Information for the years ended December

31, 2015 and 2014. She reported that the Finance Committee met with the auditors, Hozik & Company, P.L.C., who had reported a clean audit, and approved the audited statements. She noted that the auditors had praised St. Alban's for having consistently "clean" audits. The Vestry expressed its great appreciation to Douglas Dykstra, Director of Finance, whose consistently exemplary work has made the clean audits possible. Palmer moved that the Vestry approve the resolution accepting the audit report, Tomás Montgomery seconded, and all present voted in favor. [VESTRY ACTION 2016-09.02] [Attachment G]

Palmer moved that the Vestry approve the resolution authorizing the Treasurer and Director of Finance to send to the auditors a standard representation letter, Ivan Fermin seconded. After discussion, all present voted to approve the resolution. [VESTRY ACTION 2016-09.03] [Attachment H]

Rich Turner introduced the Financial Summary prepared by the Director of Finance, and Doug Dykstra responded to questions from Vestry members. There was discussion of the pending liability for the cost of unused rooms from the Parish Weekend at the Claggett Center; the Rector explained that the Director of Finance would be addressing the matter with Claggett.

**Report from Standing Committee on Governance:** Committee Chair Ken Patterson reported that the Report is complete but is not being distributed at the meeting because it is long (and ultimately will be circulated electronically) and because after getting and incorporating comments from Governance Committee members, he would like to return the current document to the Committee for final approval. After discussion, it was agreed that the final Report will be circulated to the Vestry within 10 days, for review and reflection before final acceptance of the Report. Julie Clements-Smith commended Patterson for consulting with the Vestry on how to proceed with finalizing the Report, noting that this enhances transparency.

**Update on Status of OWLS:** Donna Palmer reported that the OWLS lunch in Nourse Hall on Tuesday, October 11, will feature Garrett Peck, author of *Walt Whitman in Washington, D.C.: The Civil War and America's Great Poet*. Invitations will be available at Opportunity Sunday and while there is no charge, reservations are required to ensure an accurate headcount. Tomás Montgomery suggested advertising the event beyond the Parish to the surrounding community.

**Letter of Congratulations for Matthew Hanisian:** Kristie Hassett presented a letter signed by the Vestry members and officers, that will be presented to our former associate rector, The Rev. Matthew Hanisian, at his installation as rector of St. Martin's-in-the-Field in Severna Park, Maryland, on Tuesday, September 27. [Attachment I]

**Memorial Lecture Fund:** Kristie Hassett presented the Agreement Between the Vestry of St. Alban's Episcopal Church and Paul E. Cawein, memorializing the structure of the Restricted Endowment established by former parishioner Paul Cawein. [Attachment J] She explained that Dr. Cawein wants to support innovative theological discussions, somewhat similar to the Nancy Harrison Lectures, by sponsoring a parish lecture series. The Endowment currently stands at \$133,540.43, and the Cawein gift is expected to ultimately total \$200,000.

The Rector noted that item 5 of the Agreement provides that the Vestry may supplement to lecture activities and help increase the fundraising for support of the lecture. The Director of Finance noted that the funds were invested with the rest of the Parish's endowment. Jim Quigley asked who drafted the agreement and how it was determined that Committee tasked with organizing the lectures would be made up of laity. The Rector reported that the agreement was written primarily by Dr. Cawein. Hassett noted Dr. Cawein wanted to encourage the laity to exercise leadership in the project, and the dynamic might be altered if clergy were on the Committee. Kolb noted that item 3, authorizing Committee members to use funds to enhance their education through the purchase of books and conferences, establishes a privilege for a small number of people; such funds would not be used for the community and there is the potential for misuse. The Rector explained that the Vestry will populate the Committee, the appointments should be term-limited, and the continuing education provisions will allow for the Committee members to be educated and empower them to make informed decisions when planning the lectures. Quigley suggested that some sort of oversight be established, including a requirement, similar to that of the Friends of St. Benedict "Annual Symposium on Benedictine Spirituality", that the Cawein lectures be held to a schedule. The Rector responded that she did not think Dr. Cawein would be opposed to our specifying a schedule for the lecture. Tom Gustafson suggested the Committee present a budget for Vestry approval consistent with the Vestry's oversight over all parish financial matters. Ken Patterson suggested that the parish announce and advertise the opportunity to apply to serve on the committee to ensure that the Committee is made up of people who are serious about and committed to the effort. The Rector noted that the funds are already listed as a line item in the budget. It was noted that the proposal would be entertained with the understanding that the Vestry will develop rules to implement the terms of the agreement.

Hassett moved that the Vestry accept the terms of the agreement, Gustafson seconded and all present voted in favor. [Vestry Action 2016-09.4]

**Junior Warden's Report:** Junior Warden Rich Turner reported that Marty Welch and parishioner Lucy Fraser have agreed to serve on the Property Committee. Patterson moved that Marty Welch and Lucy Fraser be appointed to the Property Committee; Kolb seconded and all present voted in favor. [Vestry Action 2016-09.5] [Attachment K]

Turner provided an update on the renovation of third floor space formerly occupied by SAECC in Satterlee Hall, expressing thanks to the people who had cleaned the area after SAECC vacated it. The work is largely complete, with some molding and doors to be installed. He noted doors to the stalls in the adults' bathroom are missing and will be replaced soon. The children's bathroom is unusable because there are no stalls and the toilets are too small for all but the youngest children, so the door is locked; adults can use a key to access the janitor's sink there.

Turner reported certain items on the air conditioning system require attention, including inoperable thermostats. The system will be taken offline for a few days, to flush out sludge that has collected in the pipes and add chemicals to the water in the pipe to reduce sludge buildup. At some point the pipes and air handlers will need to be changed, for total cost around \$300,000.

**Stewardship:** On behalf of the Stewardship Campaign, co-chair Alexandra Johns reported there will be a Stewardship table at Opportunity Sunday. She asked to be able to report 100% leadership pledging participation by the October 2 kickoff, when co-chair Jo McLean will speak from the pulpit. She gave each member of the Vestry a questionnaire asking for input regarding issues to be considered during the Campaign. Following discussion, two questions were added to the questionnaire – one about Vestry members' outreach during the campaign and the other for Vestry members to affirm whether they intended to increase their pledge.

**Junior Warden's Report (continued):** A report regarding the Columbarium was distributed, read into record by the Rector, and discussed. [Attachment L] Parish Administrator Charles Porter serves as Custodian of the Columbarium, responsible for its maintenance and records. The Rector for prayers on the days set aside for restoration of the Columbarium, September 23 and 30. In response to a question from Welch, the Rector noted that Columbarium revenue comes from the sale of niches; the Director of Finance added that Columbarium maintenance costs are paid from the Reserve Fund. Hassett moved that the Vestry approve a resolution to authorize a Reserve Fund draw to perform immediately necessary maintenance/repairs as well as diagnostics to evaluate and develop a more permanent solution to water incursion into the niches; Montgomery seconded. During ensuing discussion, Turner reported he anticipates diagnostics this year and major repairs next year. The \$4,800 estimated cost of immediate repairs is based on two eight-hour days for stonemasons and plumbers. All present voted to approve the resolution. [VESTRY ACTION 2016-09.06] [Attachment M] Montgomery emphasized the importance of keeping on top of the Columbarium maintenance, and Turner concurred.

**Senior Warden's Report:** Senior Warden Laura Ingersoll presented her report, reiterating the Treasurer's comments about the grave budget issues being faced by the parish. [Attachment N]

**Rector's Report:** The Rector reported that nominations for Standing Committee on Personnel would be addressed at the October Vestry meeting. She noted that The Rev. Loren Mead would cease officiating at the 7:30 am Tuesday Eucharist, as of November 1 (All Saints' Day), but will continue his relationship with the Parish as a Priest Associate. The Rector noted with regret that the parish Weekend saw reduced attendance and a significant cost increase. Quigley added that Megan King, Mary Beth Albright and Kiki McLean are exploring alternatives for next year's parish weekend.

Regarding the search for a Youth Minister, the Rector reported she has entered into discussions with St. Margaret's Parish to discuss sharing a Youth Pastor; she distributed a written proposal and there followed a discussion of the potential structure for such an arrangement and included projected costs according to three different scenarios. It was noted that sharing a Youth Pastor was a novel solution that attempted to address budgetary concerns. Kolb suggested the Rector develop a sharing agreement with St. Margaret's that would be contingent on the results of our Stewardship Campaign. Gustafson stressed that Emily Griffin cannot continue covering both the Children's and Youth programs, so the Parish will have to spend at funds to obtain a Youth Minister under some scenario. The Vestry expressed a consensus that the Rector continue to explore the joint position, post it, and then act based on the Parish financial position.

The Rector praised the music, noting that the Alban Singers were singing again, with three returning singers and five new members.

**Executive Session:** Upon Kolb's motion, seconded by Marcus King, the Vestry voted to go into Executive Session, at 9:30 pm.

At 9:35 pm, the Vestry emerged from Executive Session. Kolb moved that the Vestry approve the resolution authorizing a draw from the Reserve Fund to satisfy a commitment to pay a portion of the settlement due to Sonya Sutton. King seconded the motion, and all present voted to approve it. [Vestry Action 2016-09.7] [Attachment O]

Upon Patterson's motion, seconded by Kolb, the Vestry voted to go back into Executive Session at 9:38 pm.

The Vestry emerged from Executive Session and adjourned at 10:56 pm.

Respectfully submitted,  
Andrea Fraser-Reid, Acting Secretary