

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (APPROVED)**  
**Tuesday – October 18<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), 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; Emma Morrison (Youth Representative)

**Staff Present:** The Rev. Jim Quigley (Associate Rector); 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); parishioners Barbara Manard, Bob Pinkard, Tricia Pinkard, Rich Jensen, Woody Pierce.

**Call-to-Order:** A meeting of the Vestry was called to order at 6:31 pm by the Rev. Dr. Deborah Meister. A quorum was present. An opening prayer was offered by Tom Gustafson.

**Check-in Period:** The Junior Warden gave an update on Jo Tuner's brother's surgery. The Senior Warden reported that she heard very positive feedback on the new Sunday school space and the Children's training went very well. Marcus King highlighted the large numbers in Children's Chapel. The Rector mentioned that there was a very good turnout at the Blessing of the Animals -- where approximately 25 animals showed up including a beta fish named Beta -- and she attributed the presence of several non-parishioners to the fact that the External Communications Committee had advertised the event on Facebook.

**Approval of August 16, 2016, Vestry Meeting Minutes:** Approval of the August 16, 2016, Vestry minutes were moved by Tomás Montgomery and seconded by Sandy Kolb; all present voted in favor. [VESTRY ACTION 2016-10.04]

**Approval of October 2, 2016, Vestry Meeting Minutes:** Approval of the October 2, 2016, Vestry minutes were moved by Sandy Kolb and seconded by Ivan Fermin; all present voted in favor. [VESTRY ACTION 2016-10.05]

**Consent Agenda:** Acceptance of the Consent Agenda -- including the Associate (Attachment A-B) and Assistant Rectors reports and the Pastoral Care Report (Attachment C)-- was moved by Ken Patterson and seconded by Sandy Kolb; all present voted in favor. [VESTRY ACTION 2016-10.06]

Donna Palmer highlighted the need for more lay people to participate in the pastoral care program. She also mentioned that the Parish will need to examine the future of our facility-based worship program with the closing of the Washington Home.

Tomás Montgomery highlighted the good work that Rev. Jim Quigley is doing in terms of pastoral care.

**Treasurer's Report:** Treasurer Hollis McLoughlin introduced the first-round review of the preliminary draft 2017 budget. He reminded the Vestry that the current 2016 revised budget is a balanced budget, but that pledge payments are currently \$40,000 behind budget. In the past, such a shortfall has not been a problem because in December parishioners tend to satisfy and even overpay their pledges. During this extra-ordinary year, however, it is important to look at cutting Parish expenses for the rest of this year; we are \$22,000 below

budget for 2016 and will need to continue that trend. Due to this concern, he has proposed a freeze on spending unless approved by the Executive Committee. Accordingly, the Executive Committee proposes a Vestry resolution freezing all un-obligated expenditures, except for those specifically approved in writing by the Executive Committee, through the rest of 2016. The resolution was moved by Ken Patterson and seconded by Sandy Kolb; all present voted in favor. (Attachment D) [VESTRY ACTION 2016-10.07]

Ken Patterson asked how we remind people to fulfill their 2016 pledges. Dykstra noted that in early November he will send each parishioner a statement of payments made to date, along with an envelope to give at Thanksgiving. The Rector reminded the Vestry that a substantial portion of the lagging 2016 pledge payments is attributable to 4-5 families that she would trust to fulfill their commitments.

McLoughlin reminded the Vestry that the preliminary draft of the 2017 budget includes no pay increases for staff and no additional staff. The only increase is in the youth pilgrimage, which was not included in last year's budget. Even with these assumptions, the preliminary draft budget shows a \$120,000 deficit. The challenge is on the revenue side. The finance committee will meet next week. The Vestry should expect heavy engagement on this issue in November. Kristie Hassett reminded the Vestry of the importance of the need to fill the position of Youth Minister. The Senior Warden reiterated that this is why the pledge campaign is so important. The Rector underlined the importance of the Vestry setting priorities – actually making tough decisions that could include eliminating expenditures – in terms of budgeting.

**Stewardship Campaign:** Ken Patterson noted that 80% of the households that have pledged for the 2017 campaign have increased their pledge. He acknowledged Joe McLean and Alex Johns for the wonderful letter they sent to parishioners. He urged Vestry members to attend the cocktail party at Kiki and Joe McLean's home on Sunday, November 6 from 5:30 to 7:30 PM.

**Governance Committee Report:** Ken Patterson distributed the final draft report from the Standing Committee on Governance and an outline to help navigate the report. Patterson thanked the Committee members for their extraordinary work. Patterson highlighted that this is only a report from the Committee to the Vestry. No Vestry action is needed at this time. To that end, he asked the Vestry to focus comments on things that were unclear rather than debating the substance of the recommendations. The Governance Committee will next distribute a final version to the Parish. Patterson noted that the Governance Committee and Personnel Committee would work on having the recommendations implemented (e.g., by Vestry action or by bylaws revision).

From the audience, Tricia Pinkard asked how the section on identifying the Rector's duties would relate to our prospective search for a new Rector; it was noted that the two would be integrated. Governance Committee member Bob Pinkard pointed out that we will need to prioritize what we tackle in the report in regards to defining what the Parish needs. Sandy Kolb raised concern about the timing of the Rector's opportunity to express pastoral care concerns regarding a potential slate of nominees. Patterson noted that the Vestry will have opportunity for debate when the Vestry implements the report. Julie Clements noted her appreciation for the opportunity for people to petition. Patterson expressed the view that it is important to be transparent about who is nominated by petition and who goes through the nominating committee process. He noted that the proposed nominating committee would include members who not have served on the Vestry. Tom Gustafson asked about the recommendation that the Bishop have a role in the process of removing a Vestry member, and asked if the Bishop has agreed to be a part of such a process. Patterson said he would inquire with the Bishop. The Senior Warden asked that the Bishop's reply be noted in the footnotes of the report. Sandy Kolb asked that in cases where the Bylaws already have relevant provisions -- for example, regarding how to fill a vacancy on the Vestry -- that be added to the report. Patterson agreed to do so. Sandy Kolb

commended the hard work of the Committee. Bob Pinkard (a Committee member) commended Ken Patterson's leadership on the Committee. The Rector asked how the report would be distributed. The Senior Warden recommended that as well as an email link, paper copies should be available for those that would prefer to read a hard copy.

**Junior Warden's Report** – The Junior Warden highlighted the completed work in his report. (Attachment E) He thanked the volunteers who made it possible. He stressed the need for volunteer work to accomplish future tasks. He commended Tom Gustafson and Candice Brown for helping Interim Music Director Justin Boyer adjust to his new role in the Parish.

**Senior Warden's Report:** The Senior Warden proposed a resolution to begin populating the Standing Committee on personnel by appointing Tom Gustafson as chair and Lisa Birchard as a member, with one additional member to be appointed subsequently. Approval of the resolution was moved by Tomás Montgomery and seconded by Marcus King; all present voted in favor except for Tom Gustafson who abstained because he was to be one of those appointed. (Attachment F & G) [VESTRY ACTION 2016-10.08]

The Senior Warden reminded the Vestry that the Celebration of Deborah's Ministry will be Sunday, November 13<sup>th</sup>. The Vestry email address is up and running. The Senior Warden has asked Sandy Kolb and Hollis McLoughlin to meet with Rev. Debbie Kirk to address the requirements of the Spanish language service for the budget. The Senior Warden raised the idea of creating a Parish-members-only portal on the website in order to keep information more secure. Deborah Potter has created a portal so parishioners can log in and seek in information in that way. The Senior Warden included a proposed resolution in her written report, for the Vestry's consideration, and suggested it be voted on next month. The question was raised of who would approve what goes on the site. The Senior Warden noted that ultimately the Vestry would decide what goes on the protected site. On the Rector search, the Senior Warden noted that the diocese has shortened the Rector search process. She also reminded the Vestry that is important that we have a graceful exit with the current Rector in order to establish a healthy relationship with the next Rector. Regarding the search for the Interim Rector, we expect a slate for the interim Rector in the next week in order to have our Interim Rector them in place by early 2017. The Executive Committee will review the candidates, and the staff will meet the candidates, and then the Vestry will meet with them and make the final decision.

**Rector's Report:** (Attachment H) The Rector noted that the Paul Cawein Memorial Lecture Committee membership will come up next month. The Senior Warden asked what oversight the Vestry has over the committee. The Rector replied as part of the parish endowment the Vestry controls the funds. The Rector presented the final report of the Reconciliation Committee, which concluded that a reconciliation consultant should not be hired at the present time. The Rector updated the Vestry on the search for a Youth Minister, explaining that she has worked with the Rector at St. Margaret's Parish to write a proposal for a shared appointment. Emma Morrison asked if there was a decision whether the Youth Minister should be clergy or a lay person. The Rector replied that it is an open question at this point. The Rector presented a report on conclusion of the Columbarium restoration project. (Attachment I.) The Junior and Senior Warden commended the Rector for her work on resolving this important matter. The Rector noted that Loren Mead will conclude his service presiding over the Tuesday morning Eucharist as of Tuesday, November 1, after which Jim and Emily will take on responsibility for that weekly service. She noted that Loren Mead wishes to remain on the masthead and make himself available for pastoral visits.

The Rector raised two issues regarding staff Letters of Agreements.

The first is adding a sabbatical clause and updating the Rev. Jim Quigley's LOA. Approval of the revised contract was moved by Julie Clements and seconded by Sandy Kolb; all present voted in favor. [VESTRY ACTION 2016-10.09]

The second is addressing the lack of LOA for Douglas Dykstra – the only staff member who does not yet have a formal employment agreement. The draft agreement is with the Parish attorney, Jim Sottile. The Rector proposed the following s:

*Whereas it is appropriate for each member of the parish staff to have a legally binding letter of agreement and whereas no such agreement currently exists with the Director of Finance. The Vestry authorizes the Senior Warden, the Rector, and Douglas Dykstra to sign such an agreement once it has been drafted by the parish attorney, the terms to be congruent with his current terms of employment at St. Alban's Parish.*

Approval of this proposed resolution was moved by Sandy Kolb and seconded by Julie Clements; all present voted in favor. [VESTRY ACTION 2016-10.10]

In closing the Rector invited those present to read aloud and consider the Examination of Ordinands from the Book of Common Prayer, which clarifies the key responsibilities of a priest, after which she made a statement to the Vestry. (Attachment J)

The meeting concluded at approximately 8:47 pm with the Lord's Prayer and Doxology led by Rev. Meister.

Respectfully submitted,  
Emily DiBari, Secretary