

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
**Tuesday – November 15, 2016 – 6:30 pm**  
**Nourse Hall**

**Vestry Officers Present:** 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 (via phone), Marcus King (via phone), Sandy Kolb, Tomás Montgomery, Ken Patterson, Donna Palmer, Marty Welch.

**Staff Present:** The Rev. Jim Quigley (Associate Rector); The Rev. Debbie Kirk (Assistant Rector).

**Others Present:** Susan Morris (WSA President); Leo Coco and Sandy Loether (Diocesan Delegates); Stewardship co-chair Alexandra Johns; parishioners Barbara Manard, Woody Pierce, Rich Jensen, and Tom Jansen.

**Call-to-Order:** A regular meeting of the Vestry was called to order at 6:32 pm by the Senior Warden, a Rector being absent and the Bishop having elected not to be present, pursuant to Article II, Section 2 of the Bylaws. A quorum was present. An opening prayer was offered by Adrienne Allison.

**Approval of September 20, 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 2016-11.03]

**Approval of October 2, 2016, Vestry Meeting Minutes:** Approval of the October 2, 2016, Vestry minutes were moved by Tom Gustafson and seconded by Tomás Montgomery; all present voted in favor. [VESTRY ACTION 2016-11.04]

**Consent Agenda:** Acceptance of the Consent Agenda was moved by Tom Gustafson and seconded by Tomás Montgomery; all present voted in favor. [VESTRY ACTION 2016-11.05] (Attachments A-C)

**Treasurer's Report:** Treasurer Hollis McLoughlin highlighted the shortfall of 2016 pledged dollars received: the shortfall has reduced from \$40,000 to \$33,000 and he is hopeful the trend will continue. The spending freeze is working and expenses remain on track. Small commitments of funds have been authorized for Garden Guild improvements, for a violinist for Christmas Services. Thanks to a \$137,000 bequest from late parishioner John MacBeth, of which 10% will go into the operating budget, the reserve fund will be augmented by the balance. Recent market activity has brought the endowment down from \$3.6 million to \$3.5 million.

**Junior Warden's Report** – Junior Warden Rich Turner presented a written report (Attachment D). He thanked Ann Nix and the Archives Committee for working to clean out Ron Hicks' former basement office (which will eventually be turned over to the Opportunity Shop). We are working with the Choral Arts Society on an agreement to lease to them one of the Satterlee Hall basement rooms vacated by Sunday School, for storage of their extensive collection of sheet music. The framing of the Baer window in Nourse Hall has been repaired and painted; the organ has been tuned and its console repaired. Turner thanked the Garden Guild for the beautification work done last week. He presented a resolution to approve a draw from the Reserve Fund for specified work around Nourse and Satterlee Halls. Approval of the resolution was moved by Sandy Kolb and seconded by Ken Patterson; all present voted in favor. [VESTRY ACTION 2016-11.06] (Attachment E) Turner noted that the Rectory boiler has severely corroded valves urgently needs to be replaced, as he reported at the last regular Vestry meeting; he presented a resolution to approve a draw from the Reserve Fund to replace the boiler with a high-efficiency model. Approval of the resolution was moved by Sandy Kolb and seconded by Ivan Fermin; all present voted in favor. [VESTRY ACTION 2016-11.07] (Attachment F)

**Stewardship Campaign:** Stewardship co-chair Alexandra Johns reported as of November 14 the campaign has raised \$646,748 from 151 pledging units. The Committee will engage in a calling campaign in the coming weeks. Treasurer Hollis McLoughlin noted there are 140 pledging units that have not yet pledged this year.

**Senior Warden's Report:** The Senior Warden Laura Ingersoll thanked Sarah Thorne for organizing a wonderful event last Sunday to honor Deborah Meister on her last Sunday as Rector. At Ingersoll's invitation, Tom Gustafson reported that Diana Gustafson (his wife!) has been accepted by the Bishop into a postulancy track and is expected to be ordained as a Deacon at about this time next year and as a Priest six months later; Ingersoll added that as St. Alban's is Diana's sponsoring parish, this is an occasion for great joy. Ingersoll noted the recent vandalism of the Spanish-language mission in Silver Spring and asked the community to be prayerfully supportive and also to be vigilant for our own Spanish-language community.

**Executive Session:** At approximately 7:20 pm, Sandy Kolb moved to go into Executive Session; the motion was seconded by Ken Patterson and all present voted in favor. [VESTRY ACTION 2016-11.08]

At 7:37 PM, The Vestry came out of Executive Session. A resolution entitled "Approval of the Terms of Pries-in-Charge Letter of Agreement Between the Wardens and Vestry of St. Alban's Episcopal Church and the Rev. Geoffrey M. St. J. Hoare" was moved by Tomás Montgomery and seconded by Sandy Kolb; all present voted in favor. [VESTRY ACTION 2016-11.09] (Attachment G)

**Executive Session:** At approximately 7:40 pm, Tomás Montgomery moved to go into Executive Session; the motion was seconded by Ken Patterson and all present voted in favor. [VESTRY ACTION 2016-11.10]

The Vestry came out of Executive Session at approximately 8:57 and the concluded with the Lord's Prayer led by the Senior Warden.

Respectfully submitted,  
Emily DiBari, Secretary