

**St. Alban's Episcopal Church  
Minutes of Vestry Meeting (AS APPROVED)  
Wednesday, MAY 16, 2018  
Room 301 Satterlee Hall**

**Vestry Officers Present:** Geoffrey Hoare (Rector), Laura Ingersoll (Senior Warden), Hollis McLoughlin (Treasurer), Diane Adams (Junior Warden), Trevor Swett (Secretary).

**Vestry Members Present:** Adrienne Allison, Michele Bond, Walker Carter, Leo Coco, Julie Clements Smith, Glenn Davis, Lucy Fraser, Tom Gustafson, Tomás Montgomery, Lara McCoy Roslof, Jane Schubert; Corinna Gilmore (Youth Representative). Emily DiBari and Woodfen McLean (Youth Representative) were unable to attend.

**Staff:** Emily Griffin (Associate Rector); Debbie Kirk (Associate Rector); Jim Quigley (Associate Rector).

**Others Present:** Barbara Manard (Diocesan Delegate); Heather Sondel (Diocesan Delegate), Robin Rudd (Chair, Workers of St. Alban's); Tom Jansen (parishioner).

**Call-to-Order:** A quorum being present, the Rector called the Meeting to order at 6:30 p.m. Walker Carter delivered the opening prayer extempore.

**Approval of Minutes:** After noting two corrections to the draft minutes of the Vestry's meeting of April 18, 2018, upon motion duly seconded the Vestry approved the minutes.

**[VESTRY ACTION 2018-05.1]**

**Treasurer's Report:** The Treasurer presented his monthly report covering April 2018. Pledge receipts have continued to come in more rapidly than is usual. As the receipts do not reflect new pledges, but rather accelerated payments against preexisting ones, we should expect a leveling off of collections as the year progresses. Expenses are in line with the budget. The endowment stands at about \$4 million. As the Vestry resolved last year, the parish is moving to a 65%/35% allocation as between equities and fixed income investments, compared to the previous allocation of 60%/40%. Within the fixed income portion, the Finance Committee is tilting the mix of maturities toward the short end of the yield curve so as to take advantage of expected increases in interest rates.

The Treasurer reported orally on the Executive Committee's recent meeting with Karen Fleming, one of the two partners in the parish's audit firm, Hosick & Co. The purpose of that meeting was to discuss the pros and cons of rotating audit firms. The recommendation of the Executive Committee was to continue to work with Hosick firm, recognizing that their familiarity with our accounts and with church finances generally creates efficiencies, while a "fresh look" can be accomplished by periodically shifting

responsibility from one audit partner to another and from one manager to another. The Executive Committee believes it would also be useful to task the Hosick firm with recommending areas for improvement in our financial management practices (for example, by helping us to redesign internal reports in line with management objectives).

Upon motion duly seconded, the Vestry received the Treasurer's Report as submitted.

**[VESTRY ACTION 2018-05.2]**

Upon motion, the Vestry accepted the Executive Committee's recommendation to appoint Hosick & Co. to audit the parish's financial statements for 2017.

**[VESTRY ACTION 2018-05.3]**

**Report on Annual Appeal:** Walker Carter presented the report of the annual appeal. Ashley and Dominic Bianchi will lead the appeal for 2018 (as they did last year), with support from Carter and from Suzy Mink. A significant increase in annual pledges in 2017 compared to 2016 is set against the longer-term decline in pledge income over the past decade. The goal of increasing pledge income by 10% over last year will likely depend on enlarging the number of pledges more than on upping the average pledge. In a brief discussion, the Vestry noted that recently enacted limits on federal income tax deductions make it important to underscore for parishioners the need to maintain pledge levels despite decreased tax incentives for charitable giving. In response to a question from Senior Warden Laura Ingersoll, Doug Dykstra reported that arrangements will soon be in place for parishioners to pay pledges through their credit cards.

**Report of Governance Committee:** In its written report, the Governance Committee presented a timeline for revising the parish bylaws in time for the next Vestry election cycle. Ingersoll noted that the Diocesan Canons prescribe many provisions of the bylaws; still, the committee aims to simplify and correct the document with a view to emphasizing that our polity and governance are fundamentally relational, rather than legalistic. The schedule will build in opportunities for draft changes to be discussed by the Vestry and then to be distributed for comment by parishioners at large.

**Report on the 2018 Gala:** Abby Davis joined the meeting to elaborate upon her written report on the gala. Net proceeds for 2018 were \$36,577. This record high was due to setting ticket prices at \$100, an increase of \$25, as well as to a robust auction. The Vestry congratulated Davis and this year's gala team on a notable success. We have reserved Hearst Hall at National Cathedral School for the next gala, which is scheduled for May 11, 2019. The report emphasized the time and labor that goes into a successful gala, and recommended that a committee be put in place by October with three gala co-chairs and three auction co-chairs, with at least one person on each of these sub-teams having prior experience in the role.

A brief discussion acknowledged that differing opinions among parishioners on a variety of questions concerning the gala may call for airing and resolution, such as: What sort of

event should the gala be—a fundraiser, a celebration of parish life, or both? How costly or inexpensive should it be? Should it be put on every year, or less frequently?

**Rector's Report:** Hoare's report focused on the recently announced recruitment of new leadership for the music program, a course of action in keeping with a 2016 parish resolution and with the report of the Music Advisory Group, and also on ways in which the accomplishments and service of the former head of the program are to be recognized. A brief discussion followed.

**Senior Warden's Report:** In presenting her written report, Ingersoll pointed out the letter she sent on the Vestry's behalf to Laura Ferrara in appreciation of her outstanding work for the Opportunity Shop. She also reminded the Vestry that Diana Gustafson is to be ordained as a priest on June 16, 2018, at the Cathedral.

**Appointment to Fill Vestry Vacancy:** The Vestry received a letter from Emily DiBari informing the Vestry of her family's move to New York State and consequently her much-regretted resignation as a Vestry member. Noting that, under the bylaws, the Vestry must name a new member to fill out the remainder of DiBari's term, which ends in January 2019, Ingersoll proposed that the Vestry consider for that purpose parishioners who stood as candidates in the last election. Being one of those parishioners, Secretary Trevor (Ted) Swett left the room for the balance of this discussion.

Added by Senior Warden: Following discussion, and upon motion duly seconded, the Vestry unanimously elected Swett to fill DiBari's vacancy for the remainder of the year, with the proviso that Swett should at the same time continue serving as Secretary.

**[VESTRY ACTION 2018-05.4]**

**Junior Warden's Report:** Supplementing her written report, Junior Warden Diane Adams explained that one of the compressors for the HVAC system for Satterlee Hall and the parish offices has failed. Attempts have been made (so far without success) to obtain from the existing contractor the expected useful life of such equipment so as to assess whether the second compressor is also likely to fail soon. Meanwhile, it will cost approximately \$9,200 to replace the failed compressor.

Upon motion duly seconded, the Vestry authorized the expenditure of up to \$10,000 from the reserve fund for replacement of the failed HVAC compressor.

**[VESTRY ACTION 2018-05.5]**

**Reports of Associate Clergy:** The Vestry received written reports from Associate Rectors Emily Griffin, Debbie Kirk, and Jim Quigley. The authors saw no need for oral supplementation of their reports. The Vestry engaged Kirk in a brief discussion of the impact upon local immigrant communities of developments in the federal government's approach to immigration matters, such as the revocation of temporary protection for Hondurans and Salvadorans.

**Report of the Personnel Committee:** Tom Gustafson reported that the Personnel Committee has undertaken to review the Employee Handbook and the various letter agreements the parish has with staff members. The committee recommended that parishioner Abel Smith, who has practiced as an employment lawyer, be added as a member thereof. Smith’s professional biography had been provided to the Vestry before the meeting.

Upon motion duly seconded, the Vestry appointed Abel Smith to serve on the Personnel Committee.

**[VESTRY ACTION 2018-05.6]**

**Strategy Discussion:** Hoare asked that the Vestry defer discussion of the strategic thinking outlined in his draft entitled “Pray. Serve. Give.” He noted that it remains a work in progress and he wishes to update it based on insight gained at the recent Diocesan clergy conference. He also advised he will propose a timeline of specific steps under consideration for helping persons engage more deeply in the life of faith through disciplined practices of prayer, service, and generosity.

**Closing Prayer:** Hoare led the meeting in a closing prayer.

Upon motion duly seconded, the Vestry entered into executive session.

**[VESTRY ACTION 2018-05.7]**

There being no further business before the Vestry, the meeting was adjourned at approximately 8:00 p.m.

Respectfully submitted,

Trevor W. Swett III  
Secretary