

St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, October 10, 2017

Present: Father Jeff, Father Paul, Deacon Theresa, Linda, Nancy, John, Harris, Moira, Steve, Chuck, Betsy, Cheryl, April

Sue Mairena and Bill Calvert attended a portion of the meeting.

Regrets: Peter, Debbie

Reflection/Refreshments: Betsy provided refreshments and also shared the reflection. Betsy read an African version of the Nicene Creed from 1960.

Minutes: The Vestry reviewed the minutes from the September 19, 2017 Vestry Meeting. The Vestry noted that a correction to the list of attendees needs to be made and April will correct. A motion was made by Chuck to approve the September 19, 2017 minutes as corrected, seconded by Harris, and approved by the Vestry.

Treasurer's Report:

Sue presented the January to September 2017 Analysis of Revenues and Expenses Detail Report. Sue reported the checking account statements had not been received. Sue indicated that YTD budget is under by approximately \$18K (see page 4) and many line item categories are under budget (expenses under budget by approximately \$43K).

Specific items discussed:

- Line 5015 – Budgeted Outreach: This line item is under budget for the year because some of the outreach ministries are just getting started, for example Poe Middle School and Belvedere food ministries.
- Line 5610 – Insurance Liability: This line item is showing as exceeding budget however Sue explained this was due to a timing issue.
- Line 5665 – Account Expenses: This line item is close to 100% of budget. Sue explained the second half of the audit fee (\$750) was coded under this line item in error.
- Line 5670 – Staff Travel Expenses: This line item exceeds budget because Father Paul's travel was not factored into the budget.
- Line 5680 – Advertising – Will be used to fund the yard signs for the Bazaar.

A motion was made by Moira to approve the September Treasurer's Report, seconded by John, and approved by the Vestry.

Audit:

Sue presented the Agreed Upon Procedures and shared recommendations.

Recommendations:

1. It was suggested that St. Alban's keep an inventory of the church property and equipment (for example the organ is a large asset). Sue recommended taking pictures and building an asset inventory list. Sue will then prepare the asset report and share with the auditor.
2. The church vestry minutes should list all of the authorized signors for St. Alban's. This practice was implemented in 2017, but not 2016.
3. The church bylaws state we comply with Canon 13 however the auditor said we do not comply. This contradicts with the Agreed Upon Procedures. Fr. Jeff explained this is something we are not able to change.

Capital Campaign:

Bill Calvert attended a portion of the Vestry meeting to discuss the Capital Campaign. Bill provided a handout titled *St. Alban's 2018 Capital Campaign Team Charter*.

In summary, Fr. Jeff asked Bill to chair the Capital Campaign for the physical plant improvement projects. Bill has been working on the campaign for about a month and shared that so far, he has been in contact with Julie Simonton from the Diocese to learn what other churches have done in the way of Capital Campaigns, sharing best practices and what has worked and what hasn't. She shared a recent example of a church that is currently in the middle of a Capital Campaign – St. David's in Ashburn. Bill also spoke to the gentleman who is leading the campaign for St. David's and he agreed to meet with the kitchen committee to share ideas and also to recommend consultants.

Bill put together the team charter handout to discuss the vision and scope of the project. He has also in the process of assembling a Capital Campaign Committee consisting of four members; Jim Kilby has agreed to join the Committee and possibly Matt Anderson.

Bill shared he is still gathering information about lessons learned from previous campaigns and he could use help with getting information about the history of other campaigns at St. Alban's. Fr. Jeff suggested Bill speak to Peter Larson about past experiences with capital campaigns. Next steps would be to put together a draft schedule.

Discussion about the Physical Plant followed. Bill shared the Kitchen and Parking Lot Committees have an aggressive timeline. Betsy Anderson would like to see the parking lot resurfacing completed by next summer (2018). This timeline will likely be pushed into the future due to the timing of Fr. Jeff's sabbatical. Bill said he is flexible with regards to the schedule. Discussion followed.

Feasibility Study:

The feasibility study would involve bringing in outside consultants with an unbiased point of view who through their conversations with parishioners and potential donors, would determine if our parish has the capability to raise the funds needed to complete the physical plant improvements. Bill shared the study would cost approximately 2-3% of the total output of the project, with roughly \$10K paid up front and another approximately \$25K to complete the study. Fr. Jeff and Linda suggested pre-authorizing the spending for the study and the funds could be reimbursed through the capital campaign. Discussion followed regarding the length of the feasibility study, length of capital campaign, as well as cost of the study. The Vestry said any potential feasibility study should wait until after the 2018 Stewardship Campaign.

Vision: Bill needs help developing a vision for the capital campaign. The idea is to bring people together and hold a brainstorming session to discuss the vision. The Vestry suggested that an open meeting be held and invite everyone, then follow up with people you would like to hear ideas from. Bill needs a vision in place before any potential feasibility study is considered. Discussion followed. Next steps are to put together a focus group to develop a vision.

There was also discussion about paying for the parking lot improvements out of the Merrill Lynch account and STAMP account, recommended by Sue. Linda and Chuck agreed to approach the finance committee to discuss.

Rector's Report: Fr. Jeff provided the report via email.

Assistant Rector's Report: Fr. Paul provided the report via email.

Deacon's Report: Deacon Theresa provided the report via email.

Senior Warden Report: Linda provided the Senior Warden Report via email. Linda also expressed a need for new board members to serve at the Lockwood House. Discussion followed.

See also notes on the Physical Plant Improvements.

Junior Warden Report: No report was provided.

Physical Plant Improvements:

Kitchen Committee Update: Linda provided the update on the kitchen. The kitchen committee met and saw several designs. The project is moving forward and the next meetings are scheduled for November.

Parking Lot Committee Update: Fr. Jeff reported that parking lights have been installed however reflective tape needs to be added to the base of the lights. The cost of the project was paid for out of capital reserves.

Parish Hall Lighting Update: Fr. Jeff reported that the lights for the Parish Hall have been purchased and paid for. Installation is targeted for October/November.

Stewardship Campaign: The Vestry discussed the Stewardship Campaign for 2018 and agreed the Vestry would pledge early again this year. Fr. Jeff will bless the basket of Vestry pledges during a Sunday service in October.

Ministry Fair: The Weinberg's did a great job!

Recap: Invite, Welcome, Connect: Fr. Jeff, Linda, Debbie, and Kate attended the all day workshop on Saturday, October 7th. The workshop was designed to share strategies on how to get people to come to church and how to get them to come back.

Next Meeting: Tuesday, November 28, 2017 (note this meeting had to be moved due to scheduling conflicts, original date was November 21, 2017)

The meeting adjourned and Betsy closed with the Lord's Prayer.