

St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, November 28, 2017

Present: Father Jeff, Deacon Theresa, John, Debbie, Harris, Nancy, Linda, April, Chuck, Betsy

Sue Mairena attended a portion of the meeting.

Regrets: Peter, Father Paul, Steve, Cheryl, Moira

Reflection/Refreshments: John provided refreshments and also shared the reflection. John shared his reflection about a painting that hangs in the stairwell at the Pentagon and how that painting has left an impression on him and others who have worked at the Pentagon.

Minutes: The Vestry reviewed the minutes from the October 10, 2017 Vestry Meeting. The Vestry noted that a correction needed to be made regarding Sue's recommendation of using funds from the Merrill Lynch and STAMP accounts to fund a portion of the parking lot renovation. This led to discussion and clarification of Sue's recommendation from the October meeting. Sue recommended taking \$20K from the capital reserve fund and the funds from the Merrill Lynch and STAMP accounts (total of Merrill Lynch fund + STAMP account = \$411K, back out temporary restricted of \$330K, this leaves approximately \$80K available) and use the total of those funds to cover the cost of the parking lot resurfacing. Sue presented this recommendation to the finance committee who did not support this recommendation.

April will correct and recirculate the October 10, 2017 minutes. A motion was made by Nancy to approve the October 10, 2017 minutes as corrected, seconded by Betsy, and approved by the Vestry.

Treasurer's Report:

Sue presented the January to October 2017 Analysis of Revenues and Expenses Detail Report. Sue reported the checking account decreased by approximately \$40K. She has asked Mike for the details and will report back.

Specific items discussed:

- Line 4110 – Pledge Income. Sue reported this number is under budget by approximately \$17K however, the uncommitted giving is ahead by approximately \$17K. This is attributed to lower pledge income but higher non-pledge income. As of this meeting, the budget is under by approximately \$21K; Sue noted no funds had been transferred from the operating reserve. The funds reflected on Line 4310 (\$27,248) will be drawn from soon to account for negative balance reflected on page 4 (see Net total

line item). Sue also reported expenses are under budget by approximately \$40K.

- Line 5010- Diocesan Pledge. A question was raised as to whether the September pledge had been made. Sue is going to check.
- Line 5015-Budgeted Outreach. This line item is under budget. St. Alban's did not participate in Stop Hunger Now this year but it was left in the budget.
- Line 5183- Vestry Expenses. This line item includes costs for the Shrove Tuesday pancake supper and annual Vestry retreat however, there was no Vestry retreat this year.
- Line 5426-Rector Housing. There is an expense but no budget allowance. The Vestry questioned if these expenses should be moved and reflected on line 5770 (Rectory Repairs and Improvements). Fr. Jeff advised line 5426 is not being used properly. Sue will discuss with Mike.
- Line 5610-Insurance –Liability. This was paid for the entire year. This line will not show as over budget by the end of the year.
- Line 5520-Payroll Withholdings. Showing as under budget. Sue will ask Mike why.
- Line 5670-Staff Travel Expenses. Did not budget for Fr. Paul's travel at the beginning of the year. His travel will be included in the 2018 budget.

Sue asked if the Westminster School had been approached about renewing their lease. Fr. Jeff sent a letter but has not heard back.

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. There was no quorum at the October meeting. The Board meets four evenings a year for 60-90 minutes. They are looking for board members with a law, finance, or construction background. Please let Linda know if you know anyone who may be interested.

See also notes on the Physical Plant Improvements.

Junior Warden Report: John provided the Junior Warden Report – Thank you Carlos!

Seminarian's Report: Adam sent his report via email to Fr. Jeff and Linda. Linda will circulate to the rest of the Vestry. Adam has completed his work at St. Alban's but would like to keep his connection here. Fr. Jeff will interview another seminarian who is interested in training at St. Alban's.

Physical Plant Improvements:

Parish Hall Lighting Update: Fr. Jeff reported that the lights for the Parish Hall are in the process of being installed and the project should be completed this week.

Kitchen Committee Update: Linda and Fr. Jeff provided a comprehensive update on the kitchen renovation. A summary of their key points are as follows:

- Linda reminded the Vestry of the reason we are looking to renovate the kitchen. The survey from two years ago showed the parish's need for a new kitchen.
- The Kitchen Committee visited numerous churches and talked with them about recent kitchen renovations
- The Committee enlisted the help of architects familiar with church kitchen designs. The architects have met with the Kitchen Committee several times and presented several design options for consideration.
- To fund the kitchen renovation, the committee explored the idea of a capital campaign to raise funds. Bill Calvert will lead the campaign. Bill has been working with a parishoner who is currently working on a capital campaign with St. David's in Ashburn.
- Right now, we are at a pause in the project as we work to develop the vision for this large scale project. Plans are being developed and what we can do depends on the amount of money raised. Plans will be paid for out of the capital reserve account.
- This project is not just a room renovation and replacing appliances, but this is about theological ministry and what impact St. Alban's will have on the community now and in the future.
- Fr. Jeff's mission has been food ministry. Food is a huge part of what we provide and can provide at St. Alban's and a new kitchen would allow us to continue as well as expand this ministry.
- As we look toward the capital campaign, the leadership of the church must be committed to this cause and the campaign must be the single focus.
- Fr. Jeff and Linda asked the Vestry for its commitment in this endeavor.
- In the coming weeks, Bill will be working to meet with parishioners in small focus groups to discuss the proposed plans for the kitchen.
- On December 10th during the sermon time, Betsy Anderson will provide an update on the physical plant improvements and discuss what has been done and what we would like to have done.
- We want to continue to be good stewards but forge a path ahead for improvements to the kitchen, bathrooms, and parking lot.
- The renovation for the kitchen will be commercial grade and should last at least 40 years or longer.
- Fr. Jeff wants to communicate more with the Parish on what is happening with the improvements and wants to make sure everyone is informed.

Discussion followed. Everyone wants to ensure the Parish understands the vision for this project. Linda followed up with a reminder about how the kitchen is not in compliance with current County codes (inadequate hot water, appliances, etc.); we are not able to prepare meals for the public in the kitchen as it is today. Also the bathrooms next to the kitchen are not ADA compliant. The kitchen and bathrooms need to be renovated together; cannot be done piecemeal due to cost considerations.

The Vestry discussed communicating with parishioners the vision and what a new kitchen will enable us to do. The Vestry agreed it was time for us all to come together and share our vision for the new space. Betsy Anderson is going to lay the groundwork for the capital campaign with her sermon on December 10th.

The parking lot renovation was also discussed. Cost estimates had not been received however, due to advances in technology, we are exploring more cost effective resurfacing methods.

Stewardship Campaign & January Follow Up: The Vestry discussed the Stewardship Campaign for 2018. Fr. Jeff reported that 86 pledge cards for a total of \$370K were received at the first in-gathering. This is slightly better than the 2017 campaign at this time. Fr. Jeff also reported that Allison Blanchard is stepping down as the Stewardship Chair. The Vestry discussed who may be able to fill that role.

S. Fairfax Regional Council Delegate: Fr. Jeff reported that there is no longer a region 8; region 8 merged with region 7. A delegate is needed who is devoted to youth. There are 11 parishes in the region and they are looking for someone to coordinate youth activities. Fr. Jeff asked the Vestry to think of a representative for St. Alban's. The meetings would be held quarterly.

Vestry Nominees: Moira, Peter, Betsy, and Chuck have terms ending this year. Linda reported several parishioners signed up at the Ministry Fair, four names were mentioned. Nominees must be published by the end of January.

Next Meeting: Tuesday, December 19, 2017.

Reflection/Refreshments: Cheryl

The meeting adjourned and John closed prayer.