

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, December 19, 2017**

Present: Deacon Theresa, Father Paul, Nancy, Linda, April, Chuck, Betsy, Cheryl, Steve, Harris, Debbie

Sue Mairena attended a portion of the meeting.

Regrets: Peter, Father Jeff, John, Moira

Reflection/Refreshments: Cheryl provided refreshments and also shared the reflection. Cheryl shared her reflection about Saint Thomas, the patron saint of architects.

Minutes: The Vestry reviewed the minutes from the November 28, 2017 Vestry Meeting. Linda noted a change needed to be made under the Kitchen update regarding who Bill Calvert is working with at St. David's. Bill is working with a parishioner at St. David's who is managing their capital campaign and not a professional fundraiser as recorded in the November minutes. April will revise the minutes to record this change.

A motion was made by Nancy to approve the November 28, 2017 minutes as corrected, seconded by Debbie, and approved by the Vestry.

Treasurer's Report:

Sue presented the January to November 2017 Analysis of Revenues and Expenses Detail Report. Sue reported the checking account is approximately \$20K higher than last month. Through November, net income was reported as \$30,925. On the summary of restricted accounts, the temporary restricted fund updates were not included on this sheet however, the correct total for temporary restricted funds is accurate on the balance sheet (\$355,283.17). Clean up of the temporary restricted fund sheet is in process.

Specific items discussed:

- Line 4110 – Pledge Income. Sue reported this number is under budget by approximately \$20K. This may be attributed to slower pledge amounts received to this point for 2017.
- Line 4040 – Non-pledge income. Sue reported this amount is approximately \$53K higher than budget.
- Total Revenue for the year is approximately 91% to budget through November. For consideration, Christmas offering has yet to be collected.
- Line 5015-Budgeted Outreach. This line item is under spent. Should be caught up by the end of the year.
- Line 5426-Rector Housing. There is an expense but no budget allowance. This line item will be re-classified up to rector salary (line 5410).

- 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. Garnishment will be paid in January and moved to temporary restricted account.

Discussion followed. Concern was raised about the pledge income for the current year being lower than expected. This could be attributed to a timing issue where parishioners who have pledged just have not sent in the remaining balance of their pledge for 2017.

The Vestry also discussed the pledges received thus far for 2018. It was reported that as of the meeting date, there is a shortage by 90 pledges as compared to last year. The Vestry was reminded that pledges came in as late as March for the 2017 pledge year. The Vestry may be called upon to make calls to ask for pledges from those who have pledged previously. Also, we may need to ask those that do plan to pledge to submit their pledges sooner. The Vestry was advised the Stewardship Committee is looking at parishioners who have pledged in the past, either last year or in prior years, but have not yet turned in a pledge card for 2018.

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.

See also notes on the Physical Plant Improvements.

Junior Warden Report: No report was provided.

Physical Plant Improvements:

Parish Hall Lighting Update: Linda reported the Parish Hall lighting project is complete!

Parking Lot Committee: Next meeting is scheduled for January.

Kitchen Committee Update: Linda provided an update on the kitchen renovation project. The Kitchen Committee met on December 18th where the Committee reviewed and finalized the architectural designs; the designs will be copied and laminated by the architect team. While the financial costs of the entire renovation project are not final, costs will be high due to high construction costs and the high costs of raw materials. Though a costly renovation, the kitchen should last 40-50 years.

Linda reported that Betsy Anderson gave a sermon regarding all of the capital improvements projects to date during both services on December 10th. She did an excellent job!

To fund the kitchen renovation, the Kitchen Committee explored the idea of a capital campaign to raise funds. Bill Calvert will lead the campaign. Bill has been working with a parishioner who is currently working on a capital campaign with St. David's in Ashburn.

The parishioner has agreed to meet with the Kitchen Committee and members of the Vestry on January 10th.

The project is moving forward and the Kitchen Committee continues to gather new information.

Stewardship Campaign & January Follow Up: The Vestry discussed the Stewardship Campaign for 2018. Linda reported no new pledge cards had been received this week. As of this meeting, there is a \$90K shortfall for the 2018 budget; this amount excludes the \$20K that has already been cut by the Finance Committee. Calls and letters are scheduled to go out to parishioners who have not pledged.

Linda reminded the Vestry that Allison Blanchard is stepping down as the Stewardship Chair at the end of the 2018 campaign. The Vestry discussed who may be able to fill that role.

S. Fairfax Regional Council Delegate: The Vestry discussed the need for a new delegate from St. Alban's. At the November meeting, 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. The Vestry suggested that the need for a delegate be announced during the Sunday services and also include the need in the upcoming edition of The Word.

Vestry Nominees: Last meeting, the Vestry discussed the Vestry members whose terms end this year. Moira, Peter, Betsy, and Chuck have terms ending this year. Linda reported several parishioners signed up at the Ministry Fair; several names were mentioned and it was recommended that the call for nominations be open to the Parish. Nominees must be published by the end of January.

Annual Meeting: Scheduled for Sunday, February 25, 2018. Vestry elections will be held and the 2018 budget will be presented.

New Business:

Annual Vestry Retreat: Fr. Paul has ideas for the 2018 retreat. The retreat will likely be held in March 2018.

Next Meeting: Tuesday, January 16, 2018.

Reflection/Refreshments: Moira

Minutes of the January 16, 2018 Meeting: April will not be present at the January 16, 2018 Vestry meeting. Nancy agreed to take the minutes for the January meeting. Thank you Nancy!

Executive Session: Clergy were dismissed. Linda led the Vestry into Executive Session.