

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, January 17th 2018**

Present: Fr. Jeff, Deacon Theresa, Father Paul, Linda, Harris, Debbie, Chuck, Moira, John, Sue, Cheryl, Betsy, Steve and Nancy

Sue Mairena attended a portion of the meeting.

Regrets: Peter and April

Reflection/Refreshments: Moira provided refreshments and also shared the reflection. Moira reflected on the feast of Richard Meux Benson and Charles Gore.

Minutes: The Vestry reviewed the minutes from the December 19, 2017 Vestry Meeting.

A motion was made by Cheryl to approve the November December 19, 2017 minutes as written, seconded by Debbie, and approved by the Vestry.

Treasurer's Report:

Sue presented the January to December 2017 Balance Sheet and Analysis of Revenues and Expenses Detail Reports. Sue reported the December financials are preliminary. On the summary of restricted accounts, line 1-8050 (Capital Reserve Fund) includes \$26,727 that has been designated for the Capital Campaign. This amount will be reclassified in the final version of the financials.

Specific items discussed:

- Line 1-5755 (Grounds Maintenance) is approx. \$4,000 over budget due to required tree removal at the rectory. Sue suggested the tree removal expense be added to line 1-5770 (Rectory Repairs & Improvements), which is under budget.
- Line 1-5010 (Diocesan Pledge) does not include a \$5,000 payment. Robin will make the payment. and the amount will also be deducted from the Fund Principal, Excess Cash received. Clean-up of the applicable financial sheets is in process.
- Line 1-5710 (Contract Maintenance) is approximately \$4,000 over budget. This is expected to be due to contractor performing maintenance that exceeds that the scope of the contract. Sue recommended increasing this line item for the 2018 budget.
- Line 1-5550 (Staff bonuses). This item was added last month to reflect payment of staff bonuses. Sue recommended adding this line item to the 2018 budget.

Discussion followed. Concern was raised about the pledge income for the current year being lower than expected and whether or not we would have sufficient reserves to fund the parking lot repairs in lieu of including the parking lot in the capital campaign. (See Parking Lot Committee update).

The Vestry also discussed the pledges received thus far for 2018. Fr. Jeff reported that self-addressed stamped envelopes were sent to 20 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. He's hoping that at least half of those will respond in the next couple of weeks and asked if Vestry members would be willing to contact non-responders. The following volunteered to review the list and let Fr. Jeff

know who, if anyone, they were comfortable reaching out to: Harris, Debbie, John, Cheryl, Linda, Betsy and Nancy.

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: Provided at the meeting. (See also notes on the Physical Plant Improvements).

Physical Plant Improvements: Linda reported that Bill Calvert organized an informational capital campaign meeting with Mr. Jack Walton on Wednesday, January 10 in Room 11. Mr. Walton spent years working with non-profits and churches regarding capital campaigns and is a highly recommended resource from the Diocese Stewardship Leadership. Mr. Walton Currently music director at St. David's Ashburn. He worked for 25 years as a capital campaign consultant for non-profits on multi-million dollar campaigns, has been an advisor on his own church's ongoing campaign and recommended resource from Julie Simonton at Diocese. The meeting focused on the pros and cons of having a feasibility study and the use of a consultant for our church capital campaign. Fr. Jeff and several Vestry members reported they attended the meeting and agreed a feasibility study will let us know whether or not the goals are achievable at this time. Attendees of the meeting agreed it was very informative and expressed their appreciation for Mr. Walton's assistance. Linda discussed that there is \$26,727.76 in line 1-8050 that is earmarked for Capital campaign and that part of that could be used to fund a feasibility study. Nancy said Bill requested the Vestry review the 5 action items from the meeting minutes and let him know how to proceed.

Capital Campaign Meeting Action Items:

1. Bill Calvert will solicit potential consultant companies from Jack Walton.
2. Bill Calvert will start case study. Linda Cummings, Fr. Jeff Shankles and Betsy Anderson need to support the effort and will present to Vestry for approval.
3. Bill Calvert will solicit interview questions from Jack Walton and obtain Vestry buy-in.
4. Vestry needs to approve the development of a list of leadership donors at St. Albans and needs to task the pledge secretaries to release such a list to the capital campaign committee in support of a feasibility study.
5. Vestry needs to authorize Capital Campaign Committee to proceed with interviews.

The Vestry agreed that a feasibility study is warranted and agreed that Bill should proceed with action items 1, 2 and 3. Fr. Jeff said he would provide Bill with the required information from item 4. The Vestry agreed to have email votes for action items #1 and #2. Linda asked that Vestry members check their email for voting information as Bill progresses with his action items. Fr. Jeff said that it was OK for the feasibility study to be conducted while he was on sabbatical.

A motion was made by Moira to authorize the Capital Campaign to proceed with interviews, once Bill has completed his action items and obtained buy-in from the Vestry, seconded by Harris and Debbie, and approved by the Vestry.

Parking Lot Committee: John reported the committee met on January 7, 2018 to study options for resurfacing the parking lot. John provided a report documenting options the committee developed for resurfacing the parking lot. He also reported the committee is in the process of developing a statement of work/request for proposal to cover the requirements. The committee's initial request was for the Vestry to approve the expenditure of up to \$120,000 and approve the committees' recommendation of the following timeline:

February – March 2018: Seek bids from qualified contractors

April 2018: Choose contractor

June – July 2018: Schedule the repair work.

Discussion followed. There was concern on whether or not there are sufficient reserves to fund the parking lot without impacts to our operational budget, while ensuring we maintain \$94,000 in capital reserves for maintenance.

John reported that he met with Fr. Jeff, Linda, and Alan on Sunday and discussed the feasibility of funding the parking lot without a capital campaign. Alan agreed there's \$32,698 in line 1-4310 (Transfer from Operating Reserves) that could be used towards the parking lot. (Note he hasn't approved the use of any other funds other than these for the parking lot).

Linda said if we get this done before the capital campaign, it will fulfill a promise from the 2002 capital campaign.

Per John, paving companies will not give you an estimate if you are not committed to the project. He requested that if there are sufficient funds in the budget to proceed with the parking lot, that the Vestry have an email vote on the committees request to solicit bids. The Vestry agreed with John's recommendation. Although, we didn't take a vote on it, Fr Jeff just ask who was in favor of not having the parking lot as part of the capital campaign and everyone raised their hands. The Vestry agreed to have an email vote prior to the next meeting, if there are sufficient funds to move forward with the parking lot.

Stewardship Campaign & January Follow Up: The Vestry discussed the Stewardship Campaign for 2018. Fr. Jeff reported no new pledge cards had been received this week. He also reported that 20 pledge cards were sent out this week in self-addressed stamped envelopes and he was hopeful we'd get several back in the next couple of weeks. If not, he asked for volunteers to contact parishioners. Harris, Debbie, John Nancy, Cheryl and Linda volunteered to review the list and let Fr. Jeff know who, if anyone, they were comfortable contacting.

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. She discussed that stewardship is more than just money, it's about the church, the mission and building relationships.

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. Several names were mentioned and it was recommended that the call for nominations be open to the Parish. Nominees need to submit a bio and the names/bios published by the end of January.

Annual Meeting: Scheduled for Sunday, February 25, 2018. There will be only 1 service at 9:15. Vestry elections will be held and the 2018 budget will be presented.

Annual Vestry Retreat: Fr. Paul has ideas for the 2018 retreat. The retreat will be held in March 2018 and will last approximately 4 hours. He's working to get a keynote speaker from VTS.

New Business:

Shrove Tuesday Pancake Supper: Scheduled for Tuesday, 2/13. Linda will handle requests for assistance via emails.

Housing Resolution for Fr. Paul: Fr. Jeff reported that each January the Vestry needs to approve the amount of salary that clergy designate to take advantage of IRS rules. Fr. Paul requested \$22,000.00 be authorized as a housing allowance. A motion was made by Chuck to approve \$22,000 housing allowance for Fr. Paul, seconded by Debbie, and approved by the Vestry.

Continuing Resolution: Fr. Jeff requested the Vestry approve a continuing resolution for paying bills and salaries until the budget is approved in February. A motion was made by Debbie to permit payment of bills and salaries until the budget is approved, seconded by Cheryl, and approved by the Vestry.

Pet Cemetery: Cheryl said that Melinda Patterson suggested having a pet cemetery. Discussion following. Betsy and Cheryl will ask if others would like to be on the committee, look for a location, other than the memorial garden, and present a plan to the Vestry for approval.

Next Meeting: Tuesday, February 20, 2018.

Reflection/Refreshments: April