

St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, February 20, 2018

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

Regrets: Peter, Father Paul, Nancy

Reflection/Refreshments: April provided refreshments and also shared the reflection. April shared her reflection about the miraculous staircase at Loretto Chapel in Santa Fe, New Mexico.

Minutes: The Vestry reviewed the minutes from the January 17, 2018 Vestry Meeting. A motion was made by Moira to approve the January 17, 2018 minutes, seconded by Debbie, and approved by the Vestry.

Treasurer's Report:

Father Jeff presented the January to December 2017 Analysis of Revenues and Expenses Detail Report on behalf of Sue. Fr. Jeff reported the 2017 financials are not final at this time because Fr. Paul's pension has not been paid. The pension payment will be reflected in the 2017 financials from August 2017 through the end of the year.

The Vestry raised concern that the financials were difficult to read. Steve suggested that if it was not too difficult, bar charts should be provided to summarize the financials. Chuck suggested trying to simplify the End of Year financials by eliminating columns.

Specific items discussed:

- Line 4110 – Pledge Income. Fr. Jeff reported this number is under budget by approximately \$17K.
- Line 4040 – Non-pledge income. Fr. Jeff reported this amount is approximately \$70K higher than budget. The Finance Committee will be discussing the 2018 budget for the non-pledge income line item.
- Line 5790 – Transfer to Capital Reserve- \$38,190 YTD

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. Linda also shared she went to the Youth Group Taco Night and praised the talent of the Youth.

Junior Warden Report: No report was provided. John expressed his thanks to Carlos.

Physical Plant Improvements:

Choir Loft:

Over the past few years, Concern has been expressed about the safety of the choir railing. Fr. Jeff and Carlos initially spoke to the contractor who installed the door in the Narthex but he left the country and could not be reached. Fr. Jeff reported that a parishioner made an anonymous donation of \$10,000 to cover the cost to replace the current choir loft rail. The rail that is in place now is unsafe and also not to code.

Fr. Jeff, Fr. Paul, Linda, and John met with a carpenter a few weeks ago who was referred to them by Mike Morgan. The carpenter shared ideas on different material for the rail - wooden ballast vs. wrought iron ballast. Fr. Jeff shared pictures of the potential designs and the thought was iron is thinner and would blend better vertically with the organ. The new code requires wood posts be installed for every eight feet of wrought iron rail. The rail would run all the way across the choir loft and will be at least 36" high (the rails being considered for the re-design are 44" high). The carpenter is preparing mock ups for the Annual Meeting. Everything installed will be to current code.

The iron rail is available in a variety of shades. This led to discussion by the Vestry. The Vestry suggested silver to match the crucifix as well as the organ. Also clear acrylic was also discussed though the consensus was that the look would be too different.

The estimate for the choir rail replacement is approximately \$6,000. Fr. Jeff suggested that with the remaining funds from the \$10K donation, the altar rail be replaced and have the same aesthetic design as the choir loft rail. The wood would be stained the same color as the pews. The ends of the altar rail would be rounded off to make better use of the space. Also, a gate would be installed for clergy on the left side of the altar rail for easy entry/exit during services if needed. The Vestry raised concerns about the altar cushions and Fr. Jeff said he will need to speak to the Altar Guild about possible alterations. The Vestry is very supportive of both the choir rail and altar rail replacements.

Kitchen Update: Linda provided an update on the kitchen renovation project. Concern was raised about moving forward with the Capital Campaign as scheduled after Westminster announced they would not be renewing their lease with Saint Alban's. There was concern about there being a deficit in the budget for the next few years.

Linda reported that Bill Calvert is still moving forward with interviewing consultants for the feasibility study. The study would cost approximately \$20K. Bill wants to be ready to move forward when the project is ready to move forward.

Discussion followed. As part of the discussion. Linda reported that she and other Vestry members had called several parishioners who had pledged in the past but had not turned in a pledge for 2018. Several pledges have come in as a result of their efforts. Twenty letters were sent out in the mail as well.

Parking Lot Committee: Linda provided an update on the parking lot. An RFP for the parking lot has been submitted. The next Committee meeting is scheduled for March 12,

2018 where contractors are supposed to present their proposals. The funding for the parking lot will not be finalized until the 2018 budget is complete.

Budget: Fr. Jeff presented the proposed budget for 2018. The Non-Pledge, line 4040, income line item has been increased for 2018 based on the amount received under this line item in 2017. Fr. Jeff also reported that the pledges have increased for 2018; money recorded as non-pledge income in 2017 should shift to line 4010, pledge income, for 2018. The thought is line 4040 should be \$30K or less for 2018.

Line 4220, Rental Income, had to be reduced then increased slightly due to the new rental tenant, The Village School. Fr. Jeff distributed the proposal for the Village School. The Village School has indicated they will likely be a tenant for three years. The Vestry will need to approve the tenant once the lease is finalized. The Vestry is very supportive of the new tenant.

Lines 5345, Organist Medical & Dental, 5365, Admin Assistant Medical & Dental, 5375, Sexton Medical and Dental all reflect 10% increases.

Total Expenses includes a \$32K transfer from operating reserves. Budget balances will not need the \$34K surplus from 2017; the surplus may be able to be used for the parking lot or save for the operating reserve. This will be discussed with the Finance Committee.

Annual Meeting: Scheduled for Sunday, February 25, 2018. Vestry elections will be held and the 2018 budget will be presented. Outgoing Vestry members, Betsy, Chuck, Moira, and Peter will manage the election.

Shrove Tuesday Pancake Supper: Linda reported it was a great success!

Pet Cemetery: Betsy shared that parishioners would like a designated place for pet ashes on the Parish grounds. Betsy, Melinda, Cheryl and others spoke to Ralph about the location. The idea would be to place the pet cemetery behind the laurel bushes behind the altar. Cheryl will be the Vestry representative for this project.

Griffin Academy/Village School: See notes above.

Use of Parish Hall: Fr. Jeff reported we need to standardize and define a policy for “free use” by parishioners. Parishioners who have pledged in the current year may use the Parish Hall for free. Charitable organizations may rent the hall for \$50/hr; Friends/Neighbors may rent the hall at a rate of \$100/hr plus a cleaning fee; all others may rent for \$200/hr plus a cleaning fee. All renters and rental rates are at the Rector’s discretion.

Next Meeting: Tuesday, March 20, 2018.

March Reflection/Refreshments: Harris

Linda will work on new schedule once the new Vestry members are voted in.

The meeting adjourned with April leading the Lord’s Prayer.