

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

Present: Father Jeff, Father Paul, Nancy C., Nancy H., Harris, Cheryl, John, Debbie, Jim, Rick, Linda, April

Regrets: Deacon Theresa, Steve, Margaret

Reflection/Refreshments: Linda provided refreshments and Fr. Jeff provided the reflection. Fr. Jeff shared the story of Martha and Mary, sisters of Lazarus.

Linda circulated a signup sheet for future reflection/refreshment assignments. April will circulate a copy of the sign-up sheet at the April Vestry meeting.

Minutes: The Vestry reviewed the minutes from the February 20, 2018 Vestry Meeting. A motion was made by Cheryl to approve the February 20, 2018 minutes, seconded by Debbie, and the minutes were approved by the Vestry.

New Members Oath: Father Jeff circulated the Vestry Oath to the new members for signature. April will keep a copy of the sheet for the church records.

Elections: Linda reported she will be stepping down as Senior Warden and in her place, Nancy Harrell was nominated for the Senior Warden position. The Vestry asked John Clements to stay on for another year as Junior Warden and also asked April Kreller to serve another year as Register. The Vestry agreed and approved the nominees.

Election Results:

Senior Warden: Nancy Harrell
Junior Warden: John Clements
Register: April Kreller

Parish Hall Rental:

Recap from discussion at February meeting: 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.

This evening, Father Jeff shared the updated webpage for Parish Hall rentals on the St. Alban's website. The new webpage details the rental rates for various groups. Before the webpage can go live, Fr. Jeff asked for the Vestry's approval. Discussion followed and the Vestry approved the webpage.

Also, Debbie brought up the need for the website to be updated overall with updated pictures and events. Fr. Jeff shared that someone in the Parish may be interested in taking on this project and may work on providing St. Albans with an entirely new website.

Treasurer's Report:

Sue presented the January 2018 Analysis of Revenues and Expenses Detail Report. Discussion followed.

Specific items discussed:

- Line 4110 – Pledge Income. Sue reported this number is under budget by approximately \$7K for January. Sue reported the charitable funds should be accounted for on the February Report.
- Line 4040 – Non-pledge income. Sue reported that this line item has been adjusted to \$48K for the 2018 budget because last year, this amount was approximately \$70K higher than budget. This line item is ~ \$2K under budget for January. This line item is hard to budget since there is only one year of historical data.

Expenses:

- Pension line items are negative; Sue reported the pensions were held from salary and this was due to a timing issue.
- Line 5610 – Insurance. This line item shows as over budget due to the quarterly payment that was made. This line item will average out over the course of the year.
- Line 5710 – Contract Maintenance. This line shows as over budget due to a quarterly payment made. This line item will also average out over the course of the year.
- Line 5770 – Rectory Repairs. Also over budget for January but will also average out over the course of the year.
- Temporary restricted accounts. Total amount of \$396K reflected on balance sheet. The detail is on the last page of the report.
 - Sue reported there are new accounts Line 8275 and Line 8985
 - Line 8275 Operating Reserves - ~\$66K balance, excess from 2016 and 2017, \$30K from this line used to balance the 2017 budget. This should be reflected on the report moving forward.
 - Line 8985 – Capital Campaign - Parishioners have already contributed to the capital campaign and those donations are recorded under this account.

The Vestry also asked about the birthday fund and how those monies are spent. Fr. Jeff reported that the funds go to help with scholarships for Shrine Mont. The Vestry suggested Fr. Jeff remind parishioners about the birthday fund because the Vestry thinks some in the Parish do not know about it. Fr. Jeff said he would publicize the fund.

Sue made a suggestion for pledge income outreach and recommend that quarterly pledge statements be mailed so parishioners can better track their pledged income. Fr. Jeff said he would look into implementing this idea.

Budget: Also see budget handout. Fr. Jeff presented the proposed budget for 2018 and highlighted the following:

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 from line 4040 to line 4010, pledge income, for 2018.

Line 4220, Rental Income, had to be reduced then increased slightly due to the new rental tenant, The Village School.

Line 4310 – Transfer -using \$30K to balance budget.

Expenses – Overall nothing changed dramatically. A few line items mentioned included:

- Line 5120 Supply Clergy – This line item has decreased because we have Fr. Paul
- Line 5140 – Acolytes. Did not need as much funding for 2018.
- Line 5530 Workers Compensation – Sue reported this has been lumped in with the liability account (Line 5610)
- Line 5500 - Staff Bonuses. We don't budget for bonuses.
- Line 5660 – Audit Fees. Sue negotiated lower audit fees moving forward.
- Line 5670 – Staff Travel. These expenses are also reflected in Line 5674 (expenses split between the two)

Sue also discussed the spreadsheet Bill Calvert put together that shows the detail behind the need to keep ~ \$94K in capital reserve with the recommendation of adding \$15,300 (line 5790) each year to cover maintenance.

A motion was made by Nancy H. to approve the 2018 Budget, seconded by Debbie, and approved by the Vestry.

Village School Lease: Fr. Jeff circulated copies of the lease for the Village School with his Rector Report. Fr. Jeff reported that he asked Chuck Blanchard and Margaret Pendley to review the lease and reported they provided helpful edits.

The lease for the Village School will be \$30K for this year and will increase by \$10K each year thereafter. The security deposit will increase each year as well. Please refer to page 2 of the lease for specific rental income amounts. The Village School has indicated they will likely be a tenant for three years.

The Vestry reviewed the lease and discussion followed. Fr. Jeff reported the school will be renting room 12, sharing room 15 (with preschool Sunday School), and also renting room 14 which will be used as an office. The nursery will be moved back upstairs to room 10 and the Godly Play Sunday School room will no longer be shared. The Vestry raised

questions about the use of the kitchen by the Village School. Fr. Jeff reported that the use of the kitchen was intentionally not addressed in the lease so that we do to have to define specific uses or be obligated to provide specific services with regards to the kitchen. Fr. Jeff recommended to the tenant that they bring in their own refrigerator and keep it in their office space.

Other considerations: Nancy C. recommended that the time needed for the Bazaar set up the week leading up to the Bazaar be specified in the lease. Also, the sign for the Village School that will be on the hill as you drive up to Saint Albans must comply with the Fairfax County zoning code. The current Griffin sign is too large and does to comply with the current code. The Village School will likely be allowed a small sign.

A motion was made to approve the Lease (with minor corrections) by Nancy C, seconded by Jim, and approved by the Vestry. The goal is to have the lease signed before Fr. Jeff leaves for his sabbatical.

Rector's Report: Fr. Jeff provided the report via email and included the new lease for the Village School and the proposed 2018 budget.

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.

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

Fr. Jeff Sabbatical: Tonight is Fr. Jeff's last meeting until July. He leaves for sabbatical on April 8th. As Senior Warden, Nancy H. will run the Vestry meetings in his absence. Fr. Paul along with Nancy, will be in charge of the church operations while Fr. Jeff is away. Fr. Jeff reported there is funding for an interim priest to assist during Fr. Jeff's sabbatical. Fr. Jeff also reported that St. Alban's is getting a new seminarian this fall.

Clean-Up Day: The annual Parish clean-up day is scheduled for Saturday, June 9th. This date was selected because the weather should be nice and a few weeks before the Bishop visits at the end of June.

Physical Plant Improvements: Update will be provided at the April Meeting.

Holy Week Attendance: Fr. Jeff asked the Vestry to please consider attending as many of the Holy Week services as possible. Easter Vigil will be at St. Albans this year.

Next Meeting: Tuesday, April 17, 2018.

April Reflection/Refreshments: Harris

The meeting adjourned with the Lord's Prayer.

Reflection and Refreshments Schedule 2018-2019

Month	Reflection	Refreshments
April	Harris	Harris
May	Debbie	Debbie
June	Cheryl	Cheryl
July	Nancy C.	Nancy C.
August	Nancy H.	Nancy H.
September	Jim	Jim
October	John	John
November	Rick	Rick
December	Steve	Steve
January	April	April
February	Linda	Linda
March	Margaret	Margaret