

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, January 15, 2019**

Present: Father Jeff, Father Paul, Nancy H, Larry, Linda, Harris, Margaret, Rick, Steve, Debbie, John; Will Calvert for part of the meeting.

Regrets: Deacon Theresa, Dean Gaelyn, April, Cheryl, Nancy C, Jim, Sue Mairena.

Reflection/Refreshments: Nancy H. provided refreshments and also shared the reflection. She reflected on a reading from Walking The Spirit that described a person playing music for surgical patients and how it helped both the musician and the patient.

Minutes: There were no minutes available to review, so the action was tabled for the next meeting.

Treasurer's Report: Given Sue's absence, there were no Balance Sheet and Analysis of Revenues and Expenses Detail Reports to review. The action was tabled for the next meeting.

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: Nancy H. provided the report via email.

Junior Warden Report: John noted that there was nothing to report.

Staff Reports: The following reports were received via email: Sexton from Carlos, Parish Administration from Tammy, Music Ministry from Fred and organist from Jinsun.

Committee Report: Nancy H. attended the Parish Life Committee meeting, which discussed the details of the Chili Cook-Off event scheduled for 1/24/19.

Old Business:

- Physical Plant Improvement Plans/Kitchen Renovation – Will Calvert reported on work accomplished to date, next steps involving a feasibility study:
 - Issue/receive/evaluate proposals and report to the Vestry in the March meeting;
 - Assume 3 – 4 week duration for the study;
 - A request for \$20K outlay from the Capital Reserve for the cost of the study.

Margaret motioned to approve the outlay, and Linda seconded the motion. The motion was unanimously approved by the Vestry.

- Stewardship Campaign Follow-Up – As of January 2019, 135 pledges had been received for a total of approximately \$540K. Ron Vogel thanks the Vestry for making follow-up calls to selected parishioners.

- Annual Meeting and Vestry Nominees – As of the Vestry meeting, there are four nominees for the four open positions; we would like to have at least two more. The annual meeting will take place on 2/24/19 after the combined 9:15 service.
- Emergency Action Plan - Steve Peck presented the revised full plan, as well as a draft one-page laminate handout for Vestry consideration. Training of various staff and volunteers in the plan has been recommended.

New Business:

- Shrove Tuesday Pancake Supper – The Vestry hosts and cooks for the supper, scheduled on 3/5/19. Linda Cummings will coordinate the setup/cooking/cleanup crews.
- Continuing Resolution for bills and salary – The resolution is needed so that the Treasurer can pay bills and staff without an approved budget. Debbie made the motion, Rick seconded it, and the Vestry unanimously approved it.
- Playground Damage – The slide has been damaged and a portion (or all of it) needs to be replaced. Carlos is investigating the issue, and we will put a warning on the slide that it should not be used.
- Disaster Relief Fund Raiser – **Name of person?** Requested that St. Alban's reprise last year's even in May 2019, and asked for help from the Vestry in its planning.

Next Meeting: The next Vestry Meeting will be held on Tuesday, 2/19/19.

Reflection/Refreshments: Linda Cummings.

Submitted by: Margaret Pendley