

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting via Zoom and in person – May 17, 2022**

Present: Father Jeff Shankles; Adam Detzner, Minister of Music; Bill Calvert; Monique Clark; Alison Dilworth; Kevin Holland; Debbe Hughes; Sue Mairena, Treasurer; Chris Martin; Christine O'Connell; Christine Murphy (Chris) Peck; Kristi Potts; Glen White

Father Paul, Deacon Theresa, Bob Ensinger and Kenneth Youngert were absent

Visitors: None

Reflection: Debbe Hughes opened with a reflection and prayer.

Minutes: The Minutes from the April 19 Vestry Meetings were reviewed.
Motion to approve: Chris Martin; Second: Christine O'Connell. Motion carried.

Rector's Report: Fr. Jeff provided his report via email.

Associate Rector's Report: Fr. Paul provided his report via email.

Deacon's Report: Deacon Theresa provided her report via email.

Minister of Music Report: Adam provided his report via email. He discussed the need for organ maintenance in the estimated amount of \$15,548. The work is recommended to be completed by end of 2022 if possible. Determination is to hold for now until we have a better view of the finances toward the end of the year to determine if this can be covered via bequests or other funds or should we organize a separate outreach.

Senior Warden Report: Chris Martin provided his report via email.

Junior Warden Report: Bill provided his report via email.

Treasurer's Report: The report was provided via email (attached).

Sue Mairena, Treasurer, offered a high-level review of the report and the current finances to date.

- PPP Loan is in process. Some confusion with the bank on the date of the start of the loan and Sue has made the update and has resubmitted.
- Sandy Spring Loan paid down by \$26,000 in April. The balance is \$23,000
- April ended with net revenue of \$5k
- Loss of investments of \$17,000 in April due to market volatility.
- Pledge income \$41,000 ahead of budget. Non-pledge income -\$8,000. However, overall pledge income exceeded budget by \$34,000
- Total income exceeded budget by \$26,000
- Expenses under budget by \$23,000

Motion to approve: Bill Calvert. Second: Christine O'Connell. Motion carried.

Old Business

Buildings and grounds report:

Replacement Mower Shed Construction – Great turnout on April 30th. Doors, ramp and trim work left. Should be complete by next week. Final cost - \$4800. Harry Baisden and Matt Dillard have receipts.

We paid \$7,000 for removal of five dead trees from Rectory.

Bill reported that Marines Plumbing Service started their work and discovered a septic tank. Recommended we pay additional money to clean out septic tank for a total of \$400 and also added the grease trap for the kitchen as well for an additional \$400. Recommends pumping it every two to three years. Bathrooms are now usable. Only spent \$3200 versus the approved \$12,000.

HVAC Maintenance Contract – Signed with Krafft (\$6440/yr) based on approval by the Vestry at the April 17, 2022 meeting. Spring inspections and maintenance performed last week.

Bill requested an action item from the Vestry related to the Egress Lighting/Power Inverter – Battery back-up system burned up last year. All egress lighting and exit signs in Sanctuary, Narthex, office wing are not functional in the event of a power loss. Fire Marshall has “passed” church temporarily as we are working with a contractor (Becker) to facilitate repairs. Carlos is looking at alternatives. Proposed cost for Becker Electrical is \$13,400 to replace damaged power inverter/wiring. Carlos to complete assessment prior to contracting Becker. This money would come from the capital reserve fund which is currently at \$47,000.

Motion: Authorize up to \$13,400 for electrical repairs. Moved: Kevin Holland; Second: Debbe Hughes. Motion carried.

Kitchen Certification:

Glen reported that he spoke to the Health Department and if we're going to rent to the kitchen to someone other than parishioners, we need a permit for a commercial kitchen. We would need to submit a series of plans to submit with the permit request. And the county would need to inspect the kitchen. We need Certified Food Protection Managers, we would need a management plan to include policies on the wall and proper training. The cost of the Certified Food Protection Managers. Online course cost \$78 and takes 4 – 8 hours with an 80-question exam. Deborah Becker is already certified. Recommendation: to move forward with the application for certification with the county and rent the hall only until such time as we have all the elements in place. And we need to review and update the requirement for a liability insurance policy and enforce it accordingly.

Renewal Works:

Chris Martin reported the meeting was successful; however, some further discussion required regarding the different offerings to meet the needs of the parish as defined in the report. The Committee recommended a change to an 8:00 am and 10:30 am Sunday schedule to accommodate additional educational programming on Sundays. Suggest that we make the change effective following the date of the Parish Picnic which is June 19, 2022

Motion: To accommodate the recommendations of the Renewal Works Committee to build out a comprehensive Education Program between services, adjust the current worship schedule from 8:15 to 8:00 am and from 10:15 to 10:30 am. Moved: Kevin Holland; Second: Alison Dilworth effective June 26th. Motion carried.

Parish list assignments:

Chris Martin sent the list and asked everyone to reach out and then if no response please report back to Father Jeff and review for potential removal. Anything negative should be shared with Father Jeff. Chris will distribute the Vestry contact list to all.

New Business:

Vestry Strategic Planning:

Date has been selected as June 25th to be combined with a Vestry Meeting in the mid-morning and Strategic Planning in the afternoon. Lunch will be served. Final schedule will follow. Father Jeff will research an off-site location for the event.

Annual Parish Picnic: June 19, 2022

Deacon Theresa. Jeff reported that the Bishop has determined that it is time for Deacon Theresa to move to a new Parish. She will be assigned to the Church of the Resurrection in Alexandria, VA. Her last day will be with June 12 or June 19. She will be greatly missed. We are hopeful for a Deacon-intern to be assigned to us; however, we will be a need to fill the important roles she has filled these last three years.

Next Meeting: June 25, 2022, in coordination with the Vestry Retreat.

Prepared by Chris Peck, Register