

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting via Zoom and in person – June 21, 2022**

Present: Father Jeff Shankles; Bill Calvert; Monique Clark; Alison Dilworth; Bob Ensinger; Kevin Holland; Debbe Hughes; Sue Mairena, Treasurer; Chris Martin; Christine (Christie) O'Connell; Christine Murphy (Chris) Peck; Kristi Potts.

Absent: Father Paul, Adam Detzner; Glen White and Kenneth Youngert were absent. Adam is playing in the organ competition in the Netherlands.

Visitors: None

Reflection: Christie O'Connell opened with a reflection and prayer.

Minutes: The Minutes from the May 23 Vestry Meetings were reviewed.
Motion to approve: Kevin Holland; Second: Alison Dilworth. Motion carried.

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

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

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.

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

- Second PPP loan was forgiven in full.
- Construction loan is being paid off this month!
- Investments lost \$37,000
- Ended May with net revenue of \$18,000
- Pledge income exceeded \$38,000 of budget. Non-pledge income is at -\$11,000. However, overall pledge income exceeded budget by \$27,000
- Total income exceeded budget by \$23,000
- Expenses under budget by \$20,000

Motion to approve: Kevin Holland. Second: Bob Ensinger. Motion carried.

Old Business

Buildings and grounds report:

Bill reports that Carlos alerted him that part of the roof is sagging outside Room 11. There is still the leaking hot water heater and a leak in the roof in the Narthex. Carlos will investigate roof leak in the Narthex.

Bill reported that Carlos has completed his assessment Egress Lighting/Power Inverter and determined that there is nothing further he can do. As a reminder the 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. This money would come from the capital reserve fund which is currently at \$47,000. Sue reminded everyone that we have \$278k in the Operating reserves account.

Bill reported that the Krafft inspection of HVAC is complete. They found one bad mini-split in parish hall and bad compressor for one 2-1/2-ton unit that serves Narthex and office.

- Mini-split in Parish Hall - No action recommended. Parish hall can be effectively cooled with 5 remaining units.

As a reminder the Narthex HVAC – Unit is 14 years old (expected service life is 15-20 years). Cannot be serviced as-is (SEER rating is too low per current code and R-22 refrigerant is no longer made). We have two additional units (second 2-1/2 ton at church and 3 ton at Rectory) which are also 14 years old and, although they still currently work, face the same future maintenance risk. Bill asked Krafft to price out options:

- **Option 1 – \$15,000:** Replace all 3 HVACs with 14 SEER (minimum allowed through 2022) and refrigerant-compliant units. Use dual variable speed air handler at Rectory to help with efficiency and humidity. Use single speed air handlers (lowest option) at church.
- **Option 2 - \$14,110:** Replace all 3 HVACs with 14 SEER (minimum allowed through 2022) and refrigerant-compliant units. Use single speed air handlers (lowest option) at church and Rectory.
- **Option 3 - \$5,810:** Replace only the single bad unit at the church with 14 SEER, refrigerant-compliant unit. Single speed air handler.
- **Option 4:** Do nothing.

Bill’s recommendation is Option #1. Based on word-of-mouth and personal experience, estimated replacement of a single unit is about \$8K. Replacement of 3 for \$15K is a great price. Variable speed air handler does help lower indoor humidity and allows temperatures to be set higher with no loss in comfort levels.

Motion: Authorize \$15,000 to replace all 3 HVACs. Moved: Christie O’Connell; Second: Monique Clark. Motion carried.

Kitchen Certification:

Glen continues to work on the kitchen certification. Nothing new to report this month.

COVID Precautions:

Jeff asked whether it is time to bring back the Common Cup. And suggested mid-July. He is working on his plan and will report back.

Parish Picnic:

Positive reports all around.

Renewal Works:

Chris Martin reported the last meeting was successful. They are working on options for educational options for the hour between services once the shift in worship timing begins on June 26 that will run during the summer. A new Adult Forum program year will begin in the fall.

No negative feedback as of yet regarding the change in worship service.

Parish list assignments:

Chris Martin reminded everyone to contact everyone on their list. Especially as we work through all these changes and would be good to get feedback.

New Business:**Vestry Social:**

Jeff asked about a Vestry social in July. The response was positive. Jeff will send out a doodle for dates and confirm location.

Vestry Strategic Planning:

Remains scheduled for June 25th at Goodwin House at Bailey's Crossroads from 10:00 am to 3:00 pm. Bob and Chris reviewed the agenda. Father Jeff reviewed the parking instructions and will also send to the Vestry members. Food will be provided. Looking forward to a productive meeting!

Next Meeting: Vestry Social; location and date TBD.

Prepared by Chris Peck, Register