

St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting via Zoom and in Person August 8, 2023

Attendance: Father Jeff, Father Paul, Deborah Becker, Monique Clark, Bill Calvert, Debbe Heiman, Adam Huston, Christie O'Connell, Chris Murphy Peck, Glen White

Not present: Alison Dilworth, Kristi Potts

Opening Reflection: Father Jeff provided a reflection on the Feast of St. Dominic.

Approval of Minutes: The July meeting minutes were reviewed.

Motion to approve: Bill Calvert Second: Adam Huston. Motion carried.

Treasurer's Report

Sue Mairena provided the Treasurer's Report. Highlights include:

Balance Sheet

- Current cash balance is \$106K lower than Jun 2022 due in large part to the \$26K in PPP Loan Forgiveness in 2022 and various repairs.
- United Bank Money Market – new account setup to earn money on the overage of the checking account.
- Investments were \$15K ahead of 2022 due to return on investments.
- St. Albans ended June with a loss of \$42K.

Income Statement

- Overall pledge, plate and non-pledge income was under budget by \$28K.
- Rental income has exceeded the yearly budget by \$7K.
- Interest and Investment income was \$20K higher than budget
- Total Income was on budget through Jun 2023. This excludes the \$52K budgeted from the operating reserve.
- Budgeted Outreach was under budget due to the timing of payments.
- Adult education was over by \$1K
- Insurance was over budget by \$3K due to the timing of the quarterly payment.
- Contract Maintenance was \$3K over budget.
- Grounds Maintenance was \$3K over annual budget. Will confirm that all expenses in this account are correctly coded.
- Total expenses were under budget by \$11K.
- Bequests – Moved \$125K from Stamp to operating account for repairs.
- We currently have (\$7K) remaining in our Capital Reserve but \$263K in our Operating Reserve. We are projecting to move an additional \$46K from the capital campaign once all contributions have been received.
- Capital Campaign is now at a positive \$1K. We have moved \$14K of the excess to the Capital Reserve.

Rector's Report: Father Jeff reported that we have had two resignations to the Vestry: Bob Ensinger and Parker Nolen. It is acceptable according to the Bylaws to retain the number of Vestry members at 10 versus 12.

Motion to approve to not replace the two resignations. Moved: Debra Becker; Second: Monique Clark. Motion carried.

Senior Warden's Report: Glen White reported that at two of the listening sessions parishioners indicated that they have never received a call from a Vestry member. Glen asked all Vestry members to review the list again and follow up on calls if they did not reach out as of yet or did not speak to someone. Glen will redistribute the call list and the list of scheduled Vestry member assignments for Sundays.

Junior Warden/Buildings and Grounds Update: Bill Calvert reported on the following items:

- The Fairfax County Health Inspector conducted final pre-occupancy inspection of our kitchen and we received a "Partial-Pass". The inspector identified one significant code violation having to do with the finish of the wall at the food preparation area. Code requires a "smooth and cleanable" surface and we have painted cinder blocks. Fr. Jeff, Betsy Anderson and Bill are evaluating options and have contacted the general contractor for recommendations.
- As previously reported, Fairfax County will stop collecting St. Alban's trash and recyclables on Oct. 1st. Bill has contacted 4 approved trash collection vendors and selected Waste Management (WM) based on costs, reviews, and terms of contract. A new 1-year contract will be in place at the end of September at a cost of ~\$180/month. Previously, Fairfax County was charging us \$39/month.

In addition:

- Twelve windows in the rectory have been replaced (\$10,400).
- Bill received bids from DesignPro for rectory kitchen (\$41K) and bathroom (\$18K) upgrades. Bill is in the process of soliciting 2 additional bids.

He is also awaiting estimated for several additional projects.

He concluded his report indicating that the Virginia inspector completed the bi-annual inspection of our church boiler, and the new permit is pending. The Fairfax County Fire Marshall conducted the annual inspection of the church. There were no issues, and the permit has been issued. He noted that a new inspection will be required once we certify our kitchen.

Security Concerns: Bill reported that DHS/FEMA has a grant program for houses of worship and other nonprofits to enhance their security systems. The maximum amount of a grant is \$150k and the first step in the process is a security risk assessment. To qualify for next year, the grant request must be submitted by April 2024 and there are a series of education webinars to attend to learn how to submit the application. He indicated that we need a volunteer to lead the team and organize the application submission process starting as of September. Monique

Clark and Adam Huston volunteered to serve on the team. We are seeking a volunteer to lead this effort. Besty Anderson was mentioned as a possibility given her previous roles leading the kitchen and parking lot renovation projects.

New Prie-Dieu & Lectern: Martha Kelley has offered to donate a new Lectern in memory of Ralph Kelley. Father Jeff has located a company to do so and has also asked for a set of prayer desks on the pulpit side of the altar that would match across the sanctuary. Funding will come from the \$16k Memorials Fund.

Philadelphia 11 Documentary. No date has yet been provided. Father Jeff asked for thoughts about how to make this an interesting event. Suggestions include a meal of some type, and a speaker perhaps Kathy Grieb to help us have the discussion or a preamble prior to showing the film. And maybe recognizing Alison Cheek, one of the first 11 in honor of our 50th Anniversary.

Ministry Sunday plans: This event is scheduled for Sunday, September 10. The Weinbergs have agreed to coordinate. There will be one service that day at 9:30 am. Debbe Heiman agreed to help Glen with the booth.

Follow up on The Listening Sessions: Chris Peck reviewed the summary document she prepared from the listening sessions. There were several suggestions of immediate “to do’s” as well as items for longer term consideration. The immediate to do’s include creating business cards with St. Alban’s information and worship hours for all parishioners to use. This has been completed.

Longer term items for discussion include the following. All of which require additional support and resources. These items will be addressed in upcoming Vestry meetings.

- **Investments in professional social media support**
- **Updating the welcoming signage in general**
- **Exploring a multi-pronged outreach for encouraging and inviting others into St Alban’s “Invite, Welcome, Connect”**
- **Supporting Social Justice activities in a structured way via a Social Justice Ministry**
- **Evaluating our current ministries and whether they are meeting the current challenges we face**
- **Increasing the St Alban’s swag and giveaways**
- **Enhancing our presence at local community events**

Next Vestry Meeting: September TBD given travel timing for Father Jeff. This will be determined via email discussion.

Respectfully submitted,

Chris Murphy Peck