

St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting via Zoom January 16, 2024

Attendance: Father Jeff, Father Paul, Debra Becker, Monique Clark, Bill Calvert, Debbe Heiman, Sue Mairena, Treasurer, Christie O'Connell, Chris Murphy Peck, Kristi Potts, Glen White

Not present: Alison Dilworth, Adam Huskins-Huston

Opening Reflection: Glen offered the opening reflection.

Approval of Minutes: The December minutes will be sent via email for online approval. Vestry approved Jon Scarffe for Ordination.

Treasurer's Report: Sue Mairena, Treasurer, provided highlights of the end of year financials. She noted there will be some updates prior to officially closing 2023. Notable aspects of the report including the following:

- Current cash & Money Market balance is \$12K higher than Dec 2022. Note that we moved \$150K from the STAMP in 2023 for repairs to the church and rectory.
- STAMP was \$120K less than 2022 due to the transfer, other investments were \$16K ahead of 2022 due to return on investments.
- Accrued vendor payables were \$9K less than last year due to credit card charges.
- St. Albans ended Dec with a loss of \$24k; however, the loss for Dec 2022 was \$42K!
- Overall pledge, plate and non-pledge income was under budget by \$38K. **Note that in Nov we were \$109K behind so we made up \$71K in a month.**
- Christmas & Easter income exceeded the budget by \$7K
- Rental income exceeded the yearly budget by \$24K.
- Bazaar income exceeded the budget by \$5K.
- Interest and Investment income was \$41K higher than budget due to our return on investments.
- Total Income exceeded the budget by \$47K for the year. This excludes the \$104K budgeted from the operating reserve.
- Note that going forward the diocesan pledge will be under budget due to reducing the contribution to 9%.
- Total expenses were under budget by \$33K
- Bequests – Moved \$100K to Rectory Improvement Fund and \$50K to the Church Improvement Fund. The balance in bequests is \$197K.
- We currently have \$9K in our Capital Reserve and \$263K in our Operating Reserve.
- Capital Campaign is now at a positive \$30K. We have previously moved \$14K of the excess to the Capital Reserve. We will move all monies to the capital reserve from the capital campaign account this month

Rector's Report: Father Jeff reported that he has been focusing on the Adult Forum content as per the Renewal Works report and prior decisions to plan for an increase in adult education.

Senior Wardens Report: Glen reported that the budget development process is in full swing with committee budget requests having been submitted.

Junior Warden/Buildings and Grounds Update: Bill Calvert provided an update on the repairs in process.

- Rectory Update – Work is mostly complete with a few punch list items to be rectified in January. The final cost was \$98.5K of \$105K allotted.
- Kitchen Update –Wall repairs to meet Fairfax County code (\$8522) are complete and a new refrigerator (\$3200) is in place. Bill will schedule the health department inspection in January after yjr Hypothermia Program is finished.
- Church Building Update
 - Electrical repairs to a damaged circuit, corroded fuse panel (yes, the church still has a screw-in type fuse panel!) and power inverter (\$2500) have been completed. All emergency exit signs and emergency lighting are now working for the first time in 3 years. As a result, we have passed our yearly Fire Marshall inspection and obtained our Hypothermia Program and Occupancy permits.
 - As requested by choir participants, the Men’s and Women’s Robing Rooms have been gutted to remove water damaged old furnishings/carpeting and have been re-painted. New vinyl plank flooring will be installed right after Christmas (\$3600).
 - A quote for hallway ceiling repairs and light fixture replacements has been solicited (\$4000) and a contract is in process.
 - To enhance rental opportunities and rates, we are looking to buy 12 round banquet tables and 100 folding stackable resin chairs (\$5500-\$6500). Most of the existing tables will be moved to Room B7 (as they are only used once and year during the bazaar). An appropriate number of 6-foot tables will remain in Room 14 for general church usage. We will look to sell/dispose of one rack of the existing metal chairs.

2024 Annual Giving Campaign: Father Jeff reported that we are behind by 14 pledges and approximately \$22,000 lower than last year (\$476,319 this year so far vs \$498,372 last year).

Reports from Vestry on Call: Need to plan for 2024. Glen will circulate the sign-up sheet.

Annual Meeting and Vestry Elections: We have four slots to fill. Vestry members are actively recruiting parishioners to run. As a reminder, those seeking election must be confirmed members of the Episcopal Church.

Status of Budget Planning: The meeting will be scheduled for next week.

Housing Allowance Resolution: Will be sent following the meeting. The IRS requires a resolution by the Vestry.

Housing Resolution

The Vestry of St. Alban’s Episcopal Church, January 10, 2024.

Whereas, The Rev. Paul Moberly is compensated by St. Alban’s Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church-designated allowance paid to him as part of his compensation to the extent used by him for actual expenses in owning or renting a home; and

Whereas, St. Alban's does not provide The Rev. Paul Moberly with a rectory, therefore, it is Hereby resolved, that the total compensation paid to The Rev. Paul Moberly for calendar year 2024 shall be \$86,182 of which \$44,000 is hereby designated to be a housing allowance.

Motion to approve: Debbe Heiman; Second: Bill Calvert. Motion carried.

Pancake Supper: Chris Peck volunteered to serve as Chair of the event. She will follow up with Vestry members regarding roles and responsibilities.

FEMA Nonprofit Security Grant: Bill, Monique and Adam are part of a committee that was formed to enhance the security of the church and apply for a grant on behalf of St. Alban's from FEMA. This is something that several local Episcopal churches have previously done given that we are in an area identified as potentially high risk for vandalism and other concerns. Betsy Anderson is chairing the Committee. Bill scheduled an assessment from a security professional to identify gaps in security and safety and is preparing a budget to use when applying for grant funding. It is important to note that St. Alban's will need to front the grant funds will be used to reimburse those costs. If approved, we would be able to start making the improvements approximately one year from now.

Next Vestry Meeting: February 20, 2024.

Respectfully submitted,

Chris Murphy Peck