

**St. Alban's Episcopal Church**  
**Annandale, VA**  
**Vestry Meeting via Zoom and in Person April 18, 2023**

**Present:** Father Jeff Shankles, Father Paul Moberly, Debra Becker; Bill Calvert, Alison Dilworth, Debbe Heiman; Adam Hudson; Parker Nolen; Christine (Chris) Peck, Kristi Potts, Glen White, and Sue Mairena, Treasurer

**Absent:** Alison Dilworth, Bob Ensinger, Christie O'Connell

**Reflection:** Debbe Hughes

**Approval of Minutes:** The Minutes from the March 23 Vestry Meeting were reviewed.

*Motion to approve: Parker Nolen, Second: Adam Huston. Motion carries*

**Treasurer's Report:** Sue Mairena reported on the March 23 financial statement. She noted the following items:

- 1000- Current cash balance is \$55K lower than March 2022 due in large part to the \$26K in PPP Loan Forgiveness in 2022.
- United Bank Money Market – new account setup to earn money on the overage of the checking account.
- Investments were \$13K behind 2022 due to the loss on investments.
- St. Albans ended March with a gain of \$18K which was slightly less than Mar 2022.
- Overall pledge, plate and non-pledge income was over budget by \$7K.
- Rental income has exceeded the yearly budget by \$1,300.
- Interest and Investment income was \$14K higher than budget.
- Total Income exceeded the budget by \$22K through March 2023.
- Total expenses were under budget by \$22K.
- We currently have \$2K remaining in our Capital Reserve but \$263K in our Operating Reserve. We are projecting to move \$60K from the capital campaign once all contributions have been received.
- Capital Campaign is now at a positive \$6K. Once we get to a larger amount, we will move it to the Capital Reserve.

**Rector's Report:** Father Jeff submitted his report via email.

**Senior Warden Report:** Glen White reported that we confirmed Debbe Heiman for Worship, Debra Becker for Parish Life and Bob Ensinger for Communications. However, we need Liaisons for several committees including: Memorials, Outreach and Stewardship.

**Vestry/Committee Liaisons**

Buildings and Grounds: [Junior Warden]: Chair and Vestry Liaison: **Bill Calvert**  
Christian Education: Chair: Adam Hutson / Fr. Paul: Vestry Liaison: **Parker Nolen**  
Communications: Chair: Kevin Holland; Vestry Liaison: **Bob Ensinger**

Finance: Chuck Blanchard: Vestry Liaison: **Glen White**  
Memorials: Chair: Chris Martin: Vestry Liaison: **VACANT**  
Outreach : Chair: Moira Skinner: Vestry Liaison: **VACANT**  
Parish Life: Chairs: Olivia Deveraux / Fay Froh: Vestry Liaison: **Debra Becker**  
Stewardship: Vacant: Chair: Bill Calvert; Vestry Liaison: **VACANT**  
Worship: Chair: Betsy Murray; Vestry Liaison: **Debbe Heiman**

Glen reminded everyone he distributed the Parish list and encouraged people to not only make the calls but encourage people to attend church.

He reminded everyone about the signup genius that Fr Jeff set up for Vestry meeting devotionals. We have every meeting through March 2024.

<https://www.signupgenius.com/go/20f0e4eafad2ca3fb6-20232024#/>

### **Capital Campaign Update**

Bill Calvert reported bills from all the work done during the Capital Campaign are all paid!

### **Junior Warden Report/Buildings and Grounds Update:**

Church Clean-up Day – Despite the heavy rain, the church clean-up day was a great success with over 30 people joining in. We were able to complete all kitchen cleaning, including scrubbing of all large pots and pans. Additionally, we completed cleaning and polishing of pews and serving pieces in the sanctuary just prior to Holy Week. We dusted and cleaned all classrooms, re-organized the library and treasurer’s office and cleared out surplus furniture. I want to give a great big Thank You to all that helped and encourage everyone to pitch in and clean or fix things as you find them and are able.

Rectory Repairs:

- Structural repairs to basement wall – Contract signed with Deska Engineering Services and initial payment of \$4200 submitted. Proposal currently with Fairfax County for permitting. Estimated start date is June 2023. Bill will be onsite managing the work.
- Plumbing – Kitchen drain pipe leaks. Low water pressure issue. Water supply and gas line needs moved to support basement wall repair. Gas supply line is not properly bonded (grounded) to main electrical panel. – Appointment scheduled with Caridnal Plumbing on April 25th.
- Kitchen and Bathroom Remodeling – I now have three companies to pursue kitchen and bat remodeling as well as window replacement, attic fan removal and general sheetrock repairs. I will solicit quotes next month.

Capital Reserve – I have finished the update to the church/rectory mechanical equipment spreadsheet (send via separate email). To cover all future equipment replacement costs,

our Capital Reserve should be funded at \$115,000 if we exclude the church roof (\$203,00 if we include the church roof).

Of concern, all the Samsung brand split A/C units are obsolete (they use a refrigerant that is no longer commercially available) and cannot be repaired. Replacement costs in 2023 are estimated at \$4000 per unit. All the units that serve the Parish Hall are these Samsung units.

Bill reported that given the under funding of the reserves, he is very concerned about the ability to replace systems and equipment as they break down.

**Strategic Planning Report:** Chris provided an update on behalf of Bob Ensinger. Vestry members encouraged establishing a more robust communication plan around the strategic vision. Chris offered to work with Bob to write an article in the Word.

With regard to the fourth pillar "Enhance Christian Education & Learning," Adam Huston suggested an option for Catechesis at the same time as the Choirsters as a potential alternative to the traditional Sunday School setting. He is going to investigate this option and he will report back to the Vestry on his research. Bob and Chris will invite him to the next Strategic Planning Task Force meeting to discuss with the task force members.

**Memorial Plaques:** Jeff reminded everyone that we need to purchase a new Memorial Plaques. A family has offered to purchase a third one. But we need to find a location to place all three of them.

**Trustees:** Trustees are needed to sign documents from time to time for the church. Current Trustees are Ann Zuvekas, Ed Caress, Martha Kelley and Shawn Clune. We need to replace Ed Caress as he is in North Carolina. Father Jeff will check on the interest of the others in continuing. Suggestions include Chuck Blanchard, Betsy Anderson and Margaret Pendley.

Next Vestry Meeting is scheduled for Tuesday, May 16. Monique Clark will provide the Reflection and lead us in the closing prayer.

Prepared by: Chris Peck, Register