

**St. Alban's Episcopal Church
Minutes of Vestry Meeting
Tuesday, 4/16/24 at 7:00 PM**

Present: Fr. Jeff, Fr. Paul, Pam Matthes('27), Donna Eichna('27), Nancy Calvert('27), Bethany Bower('26), Stanley Utterback('26), Kristina Potts('25), Debbe Heiman('25), Glen White('25) and Sue Mairena(T), and Betsy Anderson and Tim Jorgenson

Regrets: Margaret Pendley('27), Adam Hutson('26) and Christie O'Connell('25),

Opening Reflection: Pam opened with prayer and reflected on.

Minutes of Previous meeting: Chris Peck emailed the draft February meeting minutes to Fr. Jeff and Nancy for Vestry review and approval. Following discussion, Glen motioned to approve the minutes as written. Debbe 2nd the motion and the minutes were approved as written.

Nancy emailed the March Meeting minutes to the Vestry after the meeting and the requested updates were made prior to the meeting and submitted to the Vestry for review. Bethany mad a motion to approve the minutes as written, Donna 2nd the motion and the minutes were approved as written.

Nancy reported that she will be out of town in May and a volunteer is needed to record the minutes at the May 21st meeting. No one volunteered during the meeting.

Reports (attached):

- **Treasurer's Report:** Sue presented the March 2024 Financial report.
 - Sue reported that the Finance Committee has requested she begin transferring all funds out of the STAMP account to financial institutions that have a higher interest rate. She stated that transfer to each financial institution will be limited to \$250,000 FDIC limit.
 - Sue asked about how the Vestry would like to handle the deficit for the Holy Land Pilgrimage. Fr. Jeff informed the Vestry that tickets were purchased from a commercial airline but flights were not available and our folks were brought home with help from the State Department; and the airline has been unresponsive to our requests for a refund. Sue recommended that funds be taken from Operating Reserves to cover the deficit. Pam made a motion to approve wiping out the Holy Land pilgrimage debt by taking funds from the operating reserves. Stanley 2nd the motion and it was passed unanimously.
 - Kristi asked if Sue knew why plate/non-pledge income was \$16K less than budget and significantly less than this time last year. Sue said this has been trending down since Covid. Fr. Jeff said he believes this could be in part to us not having a way for visitors to pay with a credit card and wondered if we could get a pay pal account. This would allow visitors to make a donation without creating an account on e-Offering. Another option discussed was having a Square payment device on hand during passing of the plate.

- **Rectors Report:** was emailed prior to the meeting. Fr. Jeff said his report did not include that Ron Vogel approached him on Sunday to express his interest in filling the vacancy created when Monique moved to Chicago for a new job. Fr. Jeff said our Bylaws state that if there is a vacancy on the Vestry for any reason, the Vestry can appoint someone to fill that position until the next Annual Meeting. Monique's term would have ended at the Annual Meeting in 2026. Nancy Calvert made a motion to elect Ron Vogel to the Vestry, Glen 2nd the motion and it was passed unanimously.

Verbal Reports:

- **Senior Warden's Report:** Fr Jeff reported that Margaret asked him to provide the following info to the Vestry:
 - Margaret wanted the Vestry's thoughts on her plan to invite folks to email her "shout outs" about fellow parishioners that she will publish in her Warden's Pen section of the Word anonymously. Everyone thought it was a great idea. Glen hopes people reply but wanted her to know that when he was Senior Warden he asked the Vestry for input every month and he did not receive any.
 - Margaret will be emailing call lists out to the Vestry soon. Upon receipt of call list, Vestry members are to reach out to everyone on their list. Fr. Jeff said that he wants to know if you are not able to get in touch with someone. He indicated that our efforts will help improve our database and will aid in the development of a new parish directory.

- **Junior Warden's Report:** Pam remarked that she is drinking from a fire hose and accomplished the following this month.
 - Pam is working with Alex to get the updated Maintenance contracts tied to the calendar to ensure scheduling. Pam gave a hats off to Bill for his work on getting all the maintenance contracts up-to-date as Junior Warden.
 - Pam reported that Chris Peck approached her regarding Will's Eagle Scout project. Will would like to build stairs on the hill from the sidewalk by the kitchen doors to the dumpsters. She reached out to Steve and Will to get additional details but has not heard back. She said she emailed to see if Will would be willing to install a ramp vs stairs. The Vestry consensus was that a ramp would need to comply with ADA requirements and may more than he is capable of.
 - Pam followed-up on the purchase of new chairs to replace the damaged blue chairs. She said we have 97 metal chairs without cushions that we should consider getting rid of. Fr. Jeff suggested putting them on Craigs list. We also have 32 blue patterned chairs, 52 solid blue chairs and 9 brown chairs leaving us with a total of 91 available chairs. She indicated that if a decision is made at a later date to replace the chairs, she has done research and can provide estimates at that time.

Old Business:

Buildings and grounds update: See Junior Warden's Report

Policy on pets/animals in church (other than blessing of the animals): Since the last meeting, Kristi reached out to several local churches and found that other local churches do not have a policy on animals or only allow service animals. Fr. Jeff reported that Margaret researched our liability if we allowed pets on a recurring basis and she found that the owner would be liable in the event of an incident, not St. Alban's. Donna and Bethany drafted a policy for pets in church and sent it to the Vestry for review.

Following discussion, the Vestry consensus was that a policy was not required and the Rector should be able to approve the requests on a case by case basis. It was determined that a resolution would ensure documentation of the Vestry's decision and the following resolution was discussed: "If the opportunity for a parishioner is negatively impacted by not bringing their domesticated dog or cat to church, they may contact the Rector seeking his pastoral guidance. This is the exception not the norm." Donna made a motion to approve the resolution. Bethany 2nd the motion and it was approved unanimously.

New Parish Directory – Following last month’s meeting, Nancy asked Fr. Jeff if she could help update the new directory. Following discussion, it was decided the path forward was to have the ladies of chatting fingers, of which Nancy is a member, look at the existing directory and offer input on members that have moved out of the area. During the month of May, the ladies will be taking informal pictures that be used in a new photo directory. Alex has created a new email address, photos@stalbansva.org, that will be used for submittal of photos and changes to addresses and updates of family status. Nancy requested Vestry support and participation each Sunday during the month of May. The goal is to issue a new directory before the end of June.

Approval of new Memorial Grove plaque: Fr. Jeff followed up with Ray Hanlein and determined that the proposed plaque was being donated by the Hanlein’s in memory of their daughter. Fr. Jeff sent the clarification to the Vestry and requested a vote for approval of the new plaque. Email votes require 100% approval, but one Vestry member did not reply. Following discussion, Nancy made a motion to approve the new Memorial Grove Plaque as submitted, Pam 2nd the motion and it was approved unanimously.

New Business (on the Agenda):

Vestry Call list and Committee Liaisons – Fr. Jeff reported that Margaret will be sending out a call list and Vestry members are requested to reach out to everyone on their list prior to the next meeting. This will help with the issuance of our new parish directory. Committee liaisons were not discussed during the meeting.

Federal Emergency Management Agency (FEMA) Nonprofit Security Grant: Committee Chair, Betsy Anderson briefed the Vestry on actions the committee has taken since last September. For the benefit of new Vestry members, Betsy reiterated the following:

- Last year, Bill Calvert learned of a Nonprofit Security Grant program that provides funding to nonprofit and religious organization for security enhancements to protect against possible terrorism and hate crimes.
- Fr. Jeff asked Betsy Anderson to chair a committee to study whether St. Alban’s might qualify for a grant. If so, to apply for a grant on behalf of St. Alban’s from FEMA. Committee members include Bill Calvert, Monique Clark, Tim Jorgenson, and Bob Fulcher.
- FEMA has awarded grants since the early 2000s to help qualified non-profits to improve their security against potential terrorist attacks.
- Grants are on a reimbursement basis, meaning we will have to complete and pay for the projects during the 3-year grant performance period, and submit invoices for reimbursement.
- FEMA administers the grants through state emergency planning entities. We fall under the District of Columbia because we are in the National Capital Region.
- Last year, approximately, 40% of applications were approved.
- Vestry authorization to pursue the grant is not an obligation of funds. If approved, the Finance Committee would need to appropriate funds. At that time, the Vestry would provide final work approval.

Since September, the committee has obtained the required vulnerability study, free of charge, from Secure Community Network; received ballpark estimates for the costs of projects to address the vulnerabilities; learned about the application process and drafted the application based on last year’s form.

Betsy reported that FEMA recently received authority to spend \$274.5 million, a 10% decrease from last year. State emergency planning entities are tasked with soliciting and reviewing applications from qualified non-profits. The maximum a non-profit can apply for is \$150K.

On behalf of the Committee, Betsy reported the following recommendations to the Vestry for the projects and requested Vestry approval to:

Vulnerability	Cost	Remarks
Doors	\$130,000	This includes replacing multiple sets of doors that access the courtyard, and doors into the parish hall with security hardened doors. Quote received was from the contractor that did our kitchen renovation and reflects the same level of blast protection for all doors. Tim Jorgenson provided details on what constitutes a security door and how that drives the cost.
Security Cameras	\$14,000	The church would need to buy all the equipment. Tim Jorgenson reported that he would oversee the project. He and Carlos would install the cameras and needed wiring. We would then hire an electrician to do the connections so that everything is up to code.
Exterior Lighting	\$5,400	New lights would be installed in back of the church and around the memorial grove.

During discussion, Glen questioned what other vulnerabilities were identified during the study. Betsy stated other vulnerabilities included the potential for a vehicle to come through the front doors, which installation of bollards in front of the Narthex doors could deter. Other suggestions included replacing windows, closing a gap in the fence near the barn, security of the courtyard gate, and establishing access controls (e.g., keys, security code). The committee determined that there is insufficient time to get parish buy in on bollards and the cost of windows exceeds the amount we can apply for in one year.

The committee is not certain when the FY 2024 instructions and application form will be released, but it will be soon. They have drafted the application using last year's form and are ready to adapt it as soon as the instructions come out.

Pam made a motion to authorize the committee to submit a FEMA grant application. Debbe 2nd the motion and it was approved unanimously.

New Business (NOT on the Agenda):

Status of Action and Tabled Items: Nancy notified the Vestry that action and tabled items will be tracked until completion. Once an item is marked as complete in the approved minutes, will be removed from future minutes..

Follow-up from meeting Sep 2023 Vestry Meeting regarding Listening Sessions: Nancy reported that in October, Chris Peck and Father Jeff wrote an article for Word summarizing the listening sessions and next steps. The agreed upon Quarterly listening sessions have not occurred and Nancy suggested that 3 Vestry members sign-up to host a meeting per quarter (pick a topic, provide drinks and snacks). The

Vestry agreed this was a good idea and members volunteered to host 2nd and 3rd quarter listening sessions.

2nd Quarter '24 – Nancy, Pam & Donna volunteered to host a session in June.

3rd Quarter '24– Debbe, Bethany and Stanley volunteered to host a session in Sept.

4th quarter '24 – Volunteers needed for Oct/Nov/Dec

1st quarter '25 – Volunteers needed for Jan/Feb/Mar

It was noted the following items were discussed by the previous Vestry and could be used as a starting point if folks needed help on a topic:

- Reviewing potential new 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
- Increasing the St Alban's swag and giveaways
- Enhancing our presence at local community events

Close: . The meeting adjourned at 9:00

Meeting Summary

Resolutions passed	<ul style="list-style-type: none"> ➤ Ron Vogel was elected as new Vestry member until the 2026 Annual Meeting. ➤ Wipe out the Holy Land pilgrimage debt by taking funds from the operating reserves. ➤ Authorize NSGP committee to apply for a Federal Emergency Management Agency (FEMA) Nonprofit Security Grant. ➤ Bringing domesticated dogs and cats is a pastoral decision that will be reviewed on a case by case basis.
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*** Items sent to the Vestry via email must be unanimous to pass. This differs from regular meetings where majority approval is required.**

Action Items

Date Added	Action	Status *
3/19/24	➤ Christie sign the Vestry Oath.	Open
3/19/24	➤ Margaret will look at our insurance policy to determine what liability, if any, St Alban's will assume if we allow pets on a recurring basis on our premises.	Complete
3/19/24	➤ Fr. Jeff will notify the Vestry via email with Ray Hanlein's response on whether they Memorial Grove Plaque is a donation.	Complete
3/19/24	➤ Upon receipt, the Vestry will vote on allowing the hanging of the donated plaque in the Nave. *	Voted on during April meeting
4/17/24	➤ Nancy, Pam & Donna to host a quarterly listening session in Jun '24.	
4/17/24	➤ Debbe, Bethany and Stanley to host a listening session in Sep '24.	

4/17/24	➤ 4 th quarter '24 listening session – 3 Vestry members needed to host in Oct/Nov/Dec.	
4/17/24	➤ 1 st quarter '25 listening session – 3 Volunteers needed to host in Jan/Feb/Ma.	
4/17/24	➤ Margaret to send out Call list to Vestry members.	
4/17/24	➤ Upon receipt of call list, Vestry members are to reach out to everyone on their list. Prior to the next meeting, report back to Fr. Jeff on anyone you are not able to contact.	

*** Items marked as complete in the approved minutes, will be removed from future minutes.**

Tabled Items

Date Added	Action	Remarks / Date completed *
3/19/24	➤ Pam will discuss with Bill purchasing new chairs to replace the damaged blue chairs and discuss next month.	Completed 4/16/24
3/19/24	➤ Approval of new Memorial Grove plaque (if action item is not approved).	Approved 4/16/24
4/16/24	➤ Look into getting a pay pal account or having a Square payment device on hand during passing of the plate. This was not assigned to anyone during the meeting. We need a volunteer to pursue this item.	New
4/16/24	➤ Pam to work with Carlos on putting the 97 metal chairs without cushions on Craig's list.	New
4/16/24	➤ Pam to provide update on Will Peck's Eagle Scout project at the next meeting.	New

*** Items marked as complete in the approved minutes, will be removed from future minutes.**

Submitted by: Nancy Calvert, Register (Minutes approved 5/21/24)

March 2024
Financial Report

Balance Sheet

1. 1000/1015- Current cash & Money Market balance is \$36K lower than 2023.
2. 1250,1265,1285 – STAMP was \$127K less than 2023 due to the transfer, other investments were \$14K ahead of 2023 due to return on investments.
3. **St. Albans ended Mar with net income of \$5K. This was \$15K higher than Mar 2023.**

Income Statement

1. 4110 – Pledge income was \$37K higher than budget through Mar and \$16K higher than 2023.
2. 4010/4040 – Plate/Non-Pledge was \$16K less than budget and \$7K behind Mar 2023.
3. **Overall pledge, plate and non-pledge income was over budget by \$21K.**
4. 4210 – Rental income was under budget by \$2K and \$3K less than last year.
5. 4270/4280/4285 – Interest and Investment income was \$4K higher than budget due to our return on investments.
6. **Total Income exceeded the budget by \$31K for the month. This excludes the \$29K budgeted from the operating reserve.**
7. 5010/5015 –Budgeted Outreach was over budget by \$1K due to the timing of payments.
8. 5130 – Flower expense was over budget by \$1K.
9. 5470 – Asst Rector Medical & Dental are under budget due to the Church insurance agency billing. Still waiting on this to catchup.
10. 5755 – Grounds maintenance was over budget by \$4K. Will investigate.
11. **Total expenses were under budget by \$2K.**
12. 8065 – Bequests – In 2023 we moved \$100K to Rectory Improvement Fund and \$50K to the Church Improvement Fund. **The balance in bequests is \$197K.**
13. 8050/8275 – We currently have \$40K in our Capital Reserve and \$225K in our Operating Reserve.
14. 8985 – Capital Campaign is at \$17K. For 2023 we moved \$38K of the excess to the Capital Reserve. We will move \$17K to the capital reserve from the capital campaign account in Apr.

Sue Mairena, Treasurer

Rector's April 2024 Report to the Vestry

- Attended our monthly Clericus at the Falls Church.
- Wrote Amelia's Spring seminarian evaluation.
- I am continuing to serve as a mentor for our EfM group, meeting weekly on Wednesday evenings.
- Conducted a burial service with Fr. Paul for Mike Yarborough's father at Arlington Cemetery. I will be conducting another burial service on Friday (4/19) at Arlington for Moe and Linda Fraunfelder.
- Continued to work with Alex on scrubbing our parish roster database and am working with Nancy Calvert to continue that work as she prepares a new parish directory.
- I spent a considerable amount of time reviewing and updating our Holy Week and Easter customaries (basically, these are "how to" documents) and reviewing worship bulletins. I also made several pastoral visits during Holy Week.
- Spent the week after Easter on the couch with a bad cold.