

**Minutes of the Vestry Meeting  
January 16, 2007**

Scott Benhase, rector, called the meeting to order at approximately 6:40 p.m. He asked for volunteers to offer the devotions and provide dinner for the meeting on February 20. Kate Bouvé offered to lead the devotions, and Bob Woolfolk offered to provide dinner.

In addition to the rector, the following persons were in attendance during the meeting:

Gordon Avery, Senior Warden	Kate Bouvé, Junior Warden
Bob Woolfolk, Vestry	Jon Sawyer, Vestry
Susan Morris, Vestry	Sam Lewis, Vestry
Kammie Hedges, Vestry	Cay Hartley, Vestry
Marc Fetterman, Vestry	Dee Dykstra, Vestry
Bob Dunn, Vestry	Paul Brewster, Vestry
Bob Witten, Vestry	Alan Thorson, Youth Vestry Member
Sylvia Mahaffey, Secretary	Chris Holmes, Treasurer
Sally Craig, Diocesan Delegate	Bill Hall, Diocesan Delegate
Ed Frost, Diocesan Delegate	Ron Hicks, Director of Operations

Others present during part of the meeting:  
Doug Lapp, Building Committee

Minutes of December 12 Vestry Meeting

The minutes of the December 12 Vestry meeting having been inadvertently omitted from the materials provided for the meeting, discussion of those minutes was deferred to the February meeting.

Treasurer's Report

Chris Holmes provided the report of the Treasurer for the year ended December 31, 2006.

Chris began by stating that, in summary, the parish ended 2006 with a \$155,000 deficit. Chris pointed out that, under the system used in prior years, the deficit for 2006 would have been only \$55,000 because the parish received approximately \$100,000 in pledges relating to the 2007 fiscal year prior to year-end 2006. The \$55,000 deficit was almost entirely attributable to additional clergy compensation. He added that the deficit dropped from the predicted deficit of \$270,000 primarily because (1) pledgors contributed approximately \$40,000 more than the amount pledged for 2006 and (2) the parish received two additional gifts, one for approximately \$50,000 and one for approximately \$10,000, prior to year end.

Chris stated that the reserve fund would cover the operating fund deficit of \$55,000, leaving the reserve fund with approximately \$460,000 on hand at the beginning of 2007.

Chris also pointed out that the financial statements were not fully complete at this point because not all non-cash items, such as depreciation, had been reflected in the numbers.

During 2006, the endowment fund, which transferred some funds out during the year, earned approximately \$45,000, or 9.5%, on its funds. During 2007, the parish will transfer an additional approximately \$200,000 to cover costs associated with the capital campaign. As the pledges to the capital campaign fund are paid, those payments will be used to repay the funds transferred from the endowment fund.

The capital campaign fund, which totaled approximately \$1.2 million at year-end 2006, will be used in full during the first six months of 2007 for costs associated with the building project and, at that point, remaining costs of the building project will be paid with borrowings from the endowment fund. In response to a question about collections of amounts pledged for the capital campaign, Chris indicated that there should be two more years of large collections, with approximately \$700,000 remaining to be funded as of December 31, 2006. He cautioned, however, that collections were proceeding more slowly than expected, which might create the need to borrow more funds than had been anticipated.

As of December 31, 2006, the restricted gift fund had approximately \$110,000 in funds.

Scott accepted the Treasurer's report on behalf of the Vestry and thanked Chris for his excellent work during the year.

#### Report of Building Committee

Doug Lapp provided the report of the Building Committee.

He began by stating that the work was continuing to progress well and on schedule. At this point, there was heat in the church because a cable had been connected from the boiler to the church to provide heat for the sanctuary. The dry wall framing, electricity, plumbing and most of the walls and ceilings, as well as the new stairs, were complete. Once those parts of the construction are completed, work will begin on the shelving, millwork and wainscoting, as well as on the large window overlooking the central area of Nourse Hall. After that, finishes will be applied, and the elevator will be installed.

Doug stated that, at this point, there were two issues relating to the project.

The first is that there has been a delay in getting D.C. to issue the permit that is required before Pepco can install the upgraded electrical system. Failure to obtain the permit in accordance with the schedule will, in turn, affect (1) installation of the elevator and (2) the ability to provide heat for Nourse Hall. The cable from the boiler is not sufficient to heat both Nourse Hall and the sanctuary, and, in order to do the finish work, there must be heat in Nourse Hall. If the permit does not come through in time, it may be necessary to heat Nourse Hall during the week and then switch the cable for the heat over to the church at the end of the day on Friday and switch it back on Monday morning.

The second issue is that the plaster is pockmarked on the former east wall of the robbing room due to a leak that allowed salt to leach out of the masonry walls into the plaster, creating the pockmarked appearance. One solution is to rip off the plaster, put up sheathing and lathes, and then re-plaster – after installing a moisture barrier on the surface of the masonry wall. A second solution would be to use foil-backed dry wall after the plaster is removed. In response to questions, Doug commented that the leak is believed to be an old leak in the roof flashing that has now been repaired.

Sally Craig volunteered that she had many contacts with the D.C. permitting agency and could help in obtaining the permit if the difficulties continued. Doug and Marc thanked her for the offer and made a note of it.

In response to a question from Kammie Hedges, Doug stated that there was still no water in the sacristy but that there should be water within two weeks. Scott suggested that it would be worth finding out if the water could be turned on in the church on Friday night when the contractors leave for the weekend, and it was agreed that inquiries would be made about that possibility.

Doug concluded his report by saying that it is still expected that the project will be completed by Easter and that we hope that, in fact, the project will be completed sooner than that. Scott pointed out that, even once the contractors have finished, we will not be able to occupy the space, until the city issues an occupancy permit, which can sometimes be a slow process.

The Vestry thanked Doug and the members of the Building Committee for the report.

### Junior Warden's Report

Kate Bouvé presented the report of the meeting of the newly recast Resource Management/Property Committee that was held on December 15, 2006. At that meeting, Kate reported to the members that the Vestry had approved a resolution that the Finance Committee become a standing committee of the Vestry, dealing with financial issues of the parish and advising and counseling the rector and the Vestry on the operating budget, reserve fund, and short-term and long-term investments. As a result, the Resources Management Committee would no longer have responsibility for those matters and would instead become the Property Committee.

On December 10, 2006, the Finance Committee became a separate standing committee of the Vestry, with the role of providing advice and counsel, along with quarterly reports, to the rector and the Vestry on the operating budget, reserve fund, and short-term and long-term investments. As a result, the Resources Management/Property Committee has become the Property Committee, with responsibility for dealing with short-term and long-term maintenance and improvements in parish buildings and grounds. One of the first actions of the Property Committee will be to undertake a property audit to set priorities for maintenance and improvements.

Kate reported that the December 15 meeting was very productive. The committee discussed development of a planning process for carrying out necessary maintenance and upgrades, the situation with the restrooms in Satterlee Hall (particularly those near the Op Shop entrance), and the appropriate membership for the new Property Committee. Harry Hedges announced at the December 15 meeting that he would be resigning because of the need for him to devote more time to WSA. It was suggested that Don Durkee, who is the leader of the St. Joseph's Guild, and Doug Yon, who is a professional building inspector, be invited to join the Committee, and Kate agreed to contact both of them.

Kate reported to the Vestry that both Don and Doug had accepted the invitation to join the Property Committee. As a result, the members of the Property Committee now are Kate, Annie Bissell, Chris Larsen, Nathalie Bramson, Don Durkee and Doug Yon. While it is difficult to lose Harry, Kate stated that the members of the Property Committee are very well-suited for participation on that committee.

### Senior Warden's Report

Gordon Avery presented the report of the senior warden.

He began by stating that the Nominating Committee had been formed and were ready to start accepting nominations for members of the Vestry and for the one Diocesan delegate position that would become available when Rich Turner's term ends. Gordon commented that, because of a recent change in the by-laws, Rich had the right to run again for the position, in which case Rich should not be part of the Nominating Committee. Gordon spoke with Rich about the possibility of running again for Diocesan delegate, and Rich said that he was ready to rotate off.

As a result, the Nominating Committee consists of Gordon Avery, Paul Brewster, Dee Dykstra, Bob Dunn, and Rich Turner. The Nominating Committee is seeking nominations for (1) a senior warden, (2) four Vestry members and (3) one Diocesan delegate. An announcement to that effect will be included in the February issue of the Chronicle. The organizational meeting of the Nominating Committee will take place on Sunday, January 23.

Gordon next raised the issue of an appropriate celebration for the conclusion of the building project. He said that Nourse Hall should be blessed and that we should have a party to celebrate – and to use the new space. He asked for ideas and volunteers. In response, Sally Craig suggested exhibiting the Nourse watercolor paintings in Nourse Hall; Ed Frost suggested having some type of music and involving Sonja in the planning of that aspect; and Sam Lewis suggested inviting one or more members of the Nourse family to the celebration.

Scott pointed out that the most challenging thing may be to find an appropriate date for the celebration. He stated that Easter clearly would not be the right time. He added that, in his view, the basic features of the celebration would consist of a procession into Nourse Hall after completion of the Eucharist; the blessing of the hall; and food, fun and

fellowship, including, of course, recognition of the Nourse family, the members of the Building Committee and the West End Committee. Sally Craig suggested inviting the former rector of St. Alban's.

Kate Bouvé, Bob Woolfolk and Paul Brewster agreed to work on coming up with ideas and a date.

### Rector's Report

#### *Planning for Vestry Retreat*

Scott began by stating that it was advisable to move the retreat to May 18-20 since (1) the original dates included Mother's Day and (2) at least one member of the Vestry had already advised Scott of his unavailability to attend the retreat on the originally planned dates. The retreat will be in Harper's Ferry and will involve staying overnight on Friday and Saturday, returning in time for supper on Sunday. It was the sense of the meeting that the new dates were acceptable.

Scott then stated that the retreat would have three foci: year-round stewardship, Sunday worship and adult formation, and facility issues.

Year-round stewardship would include giving during the fall campaign, pledging of time and talent in connection with Easter, and planned giving. The Sunday worship and adult formation discussion would focus on (1) the appropriate format for the 5:30 Sunday worship service, particularly given the demographics in the three zip codes closest to St. Alban's (20016, 20008 and 20007), adult formation classes on Sunday mornings, and the change to the Catechesis of the Good Shepherd for children below the level of the Rite 13/J2A program. Scott strongly endorses the program, which has three cumulative levels of Ages 2½ to 6, 6 to 9, and 9 to 12, with parents deciding when to move their children from one level to the next. Facility issues would include discussions of the Satterlee Hall restrooms, an audit of existing space to determine the best use for the various rooms, and a discussion of the next phase of renovation and development for the parish. The Vestry restructuring would also be discussed at that time.

#### *2007 Budget Proposal*

Scott stated that we have received \$1.25 million in pledges, and he wants a budget of \$1.336 million budget. His proposal is based on that number, which will require 80-100 people to come up with approximately \$80,000. A phone campaign will be starting shortly to call of each of these people and urge them to pledge. If we cannot raise the additional funds, then the parish will not have a third minister.

A number of questions were raised. Bob Dunn asked if the budget presented to the Vestry was a contingent budget that was dependent on revenues. It was agreed that that was the case. Susan Morris asked when would decide that no more pledges would be forthcoming, and Bob Woolfolk said that the February Vestry meeting would be the cut-

off. Kammie Hedges asked if the budget would be revisited at the February meeting. Scott said that it would but that he wanted a motion to accept the budget in principle (including each bold line item), subject to review in February.

A discussion ensued relating to the bold expense line items, which consisted of:

- **personnel** (including funding of a third minister who would serve as a children's minister),
- **Christian formation** (including children, youth, youth pilgrimage, adult formation and a seminarian),
- **worship** (including the fabric arts guild, the altar guild, child care and the sound system),
- **music** (consisting of choir music and maintenance of the pianos and organ),
- **parish events support,**
- **hospitality,**
- **communications** (including the Chronicle, which now will be published only once each month plus Christmas, Easter and Pentecost, reducing the number of publications from 24 to 14; advertising and signage, the parish book, and the web site),
- **building and grounds** (including insurance, utilities, maintenance and equipment),
- **parish office** (including supplies, equipment, telephone and postage, and computer support and supplies),
- **finance** (including the costs of the stewardship campaign, the annual audit, bank charges, and officer liability insurance),
- **support of the wider church,** and
- **outreach** (including feeding ministries, seniors program and millennium development goals).

Chris Holmes commented that some of the numbers used for the 2006 budget (which were included in the draft budget for comparison purposes) were in actuality fairly different from the 2006 budget numbers and that, in at least one case, some double-counting of expenses appeared to be involved.

Scott then stated that what he really was looking for was approval by the Vestry of \$1.54 million and each bold line item in the draft budget supplied to the Vestry. He would like a contingency, however, for things such as final payments to Norman Scribner, who will be resigning in May, with Sonja replacing Norman.

Upon motion made by Bob Dunn and duly seconded, the Vestry unanimously approved the draft budget of \$1.54 million, subject to modification to eliminate double counting and to reflect the amount finally raised by the stewardship campaign.

### Old Business

Bob Woolfolk reported that a good start had been made on Operation Lost Sheep and that he would have a more detailed update at the February Vestry meeting.

Scott stated that he would table discussion of the start-up of the Outreach Commission because of the late hour.

### New Business

Scott stated that one of the parishioners, Charles [Briody?], wished to donate a sanctuary lamp. In response to questions from the Vestry, Scott explained that a sanctuary lamp is placed above the aumbry, or tabernacle, where the reserved sacrament is kept and is lit when reserved sacrament is available. He asked that the Vestry allow him to pursue discussions about obtaining the lamp in a style consistent with the architectural style used in the sanctuary.

On motion made by Bob Dunn and seconded by Bob Woolfolk, the Vestry unanimously authorized Scott to pursue discussions regarding the gift of a sanctuary lamp.

### *Pastoral Concerns*

The Vestry then met in executive session to discuss pastoral concerns and adjourned thereafter.