

**St. Alban's Parish, Washington, D.C.**  
**Minutes of the Vestry Meeting of September 18, 2007**

**Present:** Scott A. Benhase, Rector; Harriette Sturges, Deacon and Coordinator of Children's Ministries; Kate Bouvé, Senior Warden; Jim Sottile, Junior Warden; Bill Edgar, Marc Fetterman, Kammie Hedges, Keith Jones, Danette Kauffman, Sam Lewis, Mark Shima, Bob Witten, Vestry; Bill Hall, Barbara Manard, Diocesan Delegates; Colin Mahaffey, Chase Felker, Youth Representatives; Chris Holmes, Treasurer; Andrea Farr, Secretary.

**Guest:** Stephanie Kinney

**Opening Prayer**

Scott Benhase called the meeting to order at approximately 6:35 pm, following dinner, and offered an opening prayer.

**Minutes of previous meetings**

The following amendments were made to the minutes of the August 2007 Vestry meeting:

- On page 2, the action item is to be revised to read: "Chris Holmes and Scott Benhase will explore how to reflect in the budget the two (2) year budgeting cycle of the funds for the J2A pilgrimage";
- On page 3, item "2" first line revised to replace the highlighted portion with "Russell";
- On page 3, item "5", second to last line, delete highlighted portion;
- On page 3, item "6", delete everything after "progress";
- On page 5, first line, after "assessment;" add "a principal of";
- On page 7, fifth paragraph add "Dr." before "Felix Kloman" in the first sentence and replace "Felix" in the last sentence with "Dr. Kloman".

**Motion:** Keith Jones moved to accept the minutes of the August 2007 Vestry meeting, as amended.

Mark Shima seconded the motion and the motion carried.

**Treasurer's Report**

Chris Holmes presented his report. A discussion followed. Chris noted that the rate of pledge collection is lower than expected, even after making allowances for the flow of giving over the course of a year, and that the challenge will be to bring the year in on balance. The parish's investments are fairly well insulated from market swings and are holding their own. It was suggested that Chris prepare a piece for insertion in the Chronicle addressing the rate of collection. It was noted that copy was due for the next issue on October 15.

**Action:** Chris Holmes will prepare a report concerning the rate of collection of pledges and capital campaign pledges for the Chronicle.

**Motion:** Sam Lewis moved to receive the Treasurer's Report.

Kammie Hedges seconded the motion and the motion carried.

Scott Benhase noted that St. Alban's had received an anonymous pledge to allow the Parish to bring in Tim Boggs to address stewardship. The pledge amounts to \$35,000 for the period from July 15 through December 31, 2007. Scott noted that the budget should be revised to reflect both the donation and the corresponding change in personnel expenses.

**Motion:** Keith Jones moved to revise the budget to add \$35,000 to "Designated Offerings" with a corresponding increase to personnel expenses.

Mark Shima seconded the motion and the motion carried. Chris Holmes will work with Vilma Smith to implement the revisions.

### **Catechesis of the Good Shepherd with Harriette Sturges**

Harriette Sturges spoke to the Vestry concerning the Catechesis of the Good Shepherd, the children's formation curriculum being used for the first time at St. Alban's this year. A booklet explaining the program was available. Harriette noted that children have a deep understanding of the Kingdom, and that adults can learn from them. When asked about differences from Godly Play (the curriculum replaced by the Catechesis of the Good Shepherd), Harriette noted that Godly Play is based on the Catechesis. Godly Play, however, may be described as more creation focused, while the Catechesis is Christological in focus.

The curriculum is divided into three areas: Three to five-year olds are in Level I, first through third graders are in Level II, and fourth through sixth graders are in Level III. Teacher training begins with Level I and proceeds up through Level III.

### **Junior Warden's Report**

Jim Sottile addressed three issues:

1. Satterlee Hall bathrooms
2. Stone House assessment
3. Painting of windows

#### *1. Satterlee Hall bathrooms*

The work has not yet commenced, but is scheduled to start a week from today.

#### *2. Stone House assessment*

Ron Hicks must be available during the assessment process. Accordingly, once he is able to return the Property Committee will arrange for the assessment to begin. The Property Committee does not anticipate a change in the completion date.

3. *Windows*

Jim Sottile had issued an e-mail message to the Vestry outlining the need for wood repair and exterior painting for certain windows. The trim around some of the windows is in poor condition, leaving the windows in question vulnerable to damage, particularly during the winter. The project includes re-screening and repair of the wood on the Rectory porch. To prevent further deterioration, the wood should be repaired and painted before it gets cold.

The Property Committee has received bids from:

- i. Higham--approximately \$17,000. Ron and Anne Bissell thought this was a realistic amount given the location and extensive nature of the repairs; and
- ii. William Walker--approximately \$9,000. Ron Hicks will confirm that this bid takes into account all of the windows that require attention.

A third bid, from “Javier” who works with Anne, is outstanding. Because winter is fast approaching, the Property Committee cannot specify which bid it favors in its request for authorization to make the repairs.

**Motion:** Jim Sottile moved to authorize the Property Committee to spend up to \$17,000, drawn from the Reserve Fund, for exterior painting work on high windows in Nourse and Satterlee Halls and the Rectory, and re-screening and replacement of rotting wood on the Rectory porch, as set forth in the Junior Warden’s e-mail of September 18, 2007, with the final selection of the contractor left to Ron Hicks and with final approval by the Property Committee.

Sam Lewis seconded the motion and discussion followed.

The Vestry asked why none of this work was included in the recent renovation. It was noted that much of the recent project was conducted during the winter (when exterior painting is not recommended) and that there were budgeting concerns.

It was noted that the windows are on slate roof tiles which are difficult to walk on and may break. As a result it is advisable to use a “bucket” to reach the high windows. Jim noted that the Higham bid contemplates the rental of a bucket. The Vestry noted that the PECF should be consulted in scheduling the work because the bucket will have to be parked on South Road.

Following the discussion, the Vestry voted and the motion carried.

### **Senior Warden’s Report**

Kate Bouvé provided a written report that addresses the Rector’s position description, the history of the relationship between St. Alban’s and the Cathedral, and the Mutual Ministry Review. Kate reported that the Mutual Ministry Review process continues. Kate asked the Vestry to get feedback to her or to Jim Sottile in a Word document, e-mail or other

electronic format as soon as possible. The Vestry, Wardens and Rector will meet on Saturday, September 29 from 9 am to 11 am to discuss the feedback.

### **Rector's Report**

Scott Benhase reported that Ruth Cline has completed the manuscript for the parish history book and Posterity Press is handling production.

Progress concerning the completion the Vestry Retreat Action Items continues.

Scott suggested that the Vestry move the October Vestry meeting to October 23, and the December meeting to December 11.

**Motion:** Bill Edgar moved to reschedule the October Vestry meeting from October 16 to October 23, and the December Vestry meeting from December 18 to December 11.

The motion was seconded by Mark Shima and the motion carried.

The Rector's comments concerning partnerships with St. Albans School will be presented at the October Vestry meeting.

Scott distributed updated burial and marriage brochures.

As an addition to the agenda, Scott reported that the parishioner who had intended to review the parish's human resources policy has not done so. There is another parishioner, also an HR professional, who had indicated that she could conduct the review. Scott will ask her to do so.

**Action:** Scott Benhase will approach a parishioner who is an HR profession to conduct the parish's HR policy review.

### **Old Business**

As an addition to the agenda, Bill Hall reported on the status of the Cathedral Community/St. Alban's dialogue. The second meeting is scheduled for tomorrow (September 19) and following that meeting Bill will provide a general report to the Vestry via e-mail.

**Action:** Bill Hall will report to the Vestry via e-mail following the next Cathedral Community/St. Alban's meeting.

Marc Fetterman noted that **Nourse Hall renovation** was largely completed and the hall reopened five months ago. The contractor continues to address items on the "punch" list. According to the contractor, the open items are not contractor issues, such as a problem with high humidity downstairs. Marc indicated that the contractor has done what was asked of him. Currently, the parish is withholding \$67,000. The parish has received a bill for

\$52,000 and Marc believes the money is owed the contractor. The bill has been given to Chris Holmes.

The Vestry expressed frustration with the slow rate of progress, and commented that given that we are five months out and the punch list is not yet completed, perhaps we should not give any more money to the contractor until the work is completed. Marc responded that while this seems like a long time, the pace is actually in keeping with current industry standards.

Marc Fetterman reported on the progress of the development of the **handicapped access ramp**. A drawing has been completed and was favorably received. The ramp is to be built at the south door extending toward St. John's chapel with steps remaining on the Wisconsin Avenue side of the door. The drawing shows the ramp covered with the same type of stone as that used on the rest of the church. To get a better sense of the cost will require obtaining a survey and bids.

Mark Shima reported on behalf of the **Parking Committee**. The Committee asked Scott Benhase to arrange a meeting with the Steve Rippe of the PECF in October. The Committee would like to have the input of Ron Hicks with respect to the \$1,800/month maintenance fee, and is inclined to be firm on a few points, such as paying \$1,100 for each of four parking spaces plus a portion for maintenance. The Committee is developing a number the parish can "live with."

The Vestry discussed the scope of the mandate of the proposed **Hospitality Commission**. It was asked whether the Commission would be in charge of only special events (not regularly occurring functions). Dani Kauffman responded that that was one way to look at the Commission; however, it could also encompass greeters, attending to newcomers, whatever the parish needed to be hospitable. The Commission structure is intended to utilize the synergy created by bringing together the various groups engaged in hospitality. The Vestry expressed concern that the Commission structure would simply add bureaucracy and not the needed volunteers. Dani responded that the Commission structure is a way to get more people involved. Scott Benhase stated that he will discuss with the staff and come back to the Vestry with a proposal concerning how to manage receptions.

As an addition to the agenda, Kammie Hedges reported that two of the individuals identified at the last Vestry meeting as proposed members of the **Outreach Commission** are unable to serve. The Outreach Committee, therefore, asked for authorization to approach up to three named individuals to fill the two empty seats.

**Motion:** Bill Edgar moved to authorize the Outreach Committee to approach the following individuals to effect the identified changes in the makeup of the Outreach Commission: 1) Sally Lothar or Lisa Birchard to serve as the Institutional Grants representative instead of Nancy Williams; and 2) Glenn Bowden to serve as a parish representative instead of Melanie Bostic.

Mark Shima seconded the motion and the motion carried.

Stephanie Kinney reminded the Vestry that the WSA would be hosting the 4<sup>th</sup> Sunday Fellowship this week.

**Compline** followed at 8:50 pm.

**Executive Session**

The Vestry did not go into Executive Session.

**Adjournment**

The meeting adjourned at 8:55 pm.

Andrea F. Farr, Secretary