

ST. ALBAN'S PARISH, WASHINGTON. D.C.
VESTRY MINUTES – October 21, 2008

[AS AMENDED BY VESTRY, 11/18/08]

Attendees: Clergy and Staff: Scott Benhase, Ron Hicks; Vestry: Kate Bouve, Jim Sottile, Andrea Farr, Eric Melby, Keith Jones, Nathalie Bramson, Marc Fetterman, Bill Edgar, Chuck Holmes, Danette Gentile Kauffman, Robert Woolfolk, Kammie Hedges; Delegates: Bill Hall, Barbara Manard; Secretary: Stephanie Kinney

Opening Prayer by the Rector

Minutes of previous meeting: September 16th Vestry Meeting Minutes were approved as amended.

Treasurer's Report (C. Holmes):

- The Financial Report (**Attached**):
 - Pledges continue to show a \$47K positive variance above budget, and budgeted collections continue to lag (-8K+). Expenses to date are less than budgeted (-\$24K). Notable savings in this regard are related to personnel and Parish office expenses.
 - No dramatic evidence yet of the financial crisis impact on St. Alban's; we are more likely to see this by the end of the year.
 - We need to determine what is driving the higher than expected water bill and seek a permanent solution. **ACTION: A motion** by Eric Melby was seconded and approved for Ron to do this.
- **06 & 07 Audit update:** John Hozik is scheduled to start work next week, but progress will depend on Vilma's condition and/or the ability to find someone to undertake her role and work.
- **Church investments:** Our Endowment Fund has only lost .5% YTD, with additional slippage expected in October. All CD's, in which most of our funds are invested, are FDIC insured, so no need "to monitor" Community Bank in that regard.
- **'09 Budget & Outreach:** Scott announced that all budget requests are due by mid-November and praised the Outreach Commission for a great job reviewing what Kammie announced will now be known as "Community Ministry" grants. The Commission hopes that we can decrease "events funded activities" in favor of more "pledge funded activities." Kammie also described the current coordination process, especially with WSA, with which all information is now being shared. Stephanie explained WSA's new focus on organizations with operating budgets of less than \$1.5 million dollars.
- **Elizabeth Nowlan Estate:** Scott announced that the recently settled bequest from the Nowlan estate is in excess of \$131K, bringing the total bequest from this "person of modest means" to \$288K. **ACTION:** Scott emphasized the importance of confirming that Nowlan's intentions and the Church's uses of her bequest be properly aligned.

Junior Warden's Report (J Sottile):

- **Sun Edison proposal for solar panels at St Alban's:**
 - There are two options: 1) Sun Edison would bear the cost of solar panels and guarantee rate for 20 year with a modest savings of \$5K or 2) St. Alban's could purchase and maintain the solar panels, bearing all the up front costs of an estimated \$50K, in lieu of confronting with an expected 3% per year rise in electricity rates and the probable unfreezing of PEPCO's current "unrealistic rates."
 - The Property Committee recommendation is for Sun Edison to bear the risk of owning and maintaining the panels over the contracted timeframe. However, the state of St. Alban's 40 year old roof is a concern. Its state and load bearing capacity for the solar panels needs to be assessed. Also to be taken into consideration is the impact of any Saterlee Hall renovation, which would require gutting the electrical room. Any contract with Sun would need an extension clause to take the renovation impact into account. Jim **recommended** that no decision on the Sun Edison proposal be taken until the roof issues are explored.
 - A number of questions involving net present value (less than \$25K); technology development issues (locked into current technology for 20 years if we want to move now); possibility of other bids (none); option of just using solar for heating and St. Alban's School potential interest. **ACTION:** Jim will look into both of these last two issues.
- **Saterlee Boiler:** Estimate of final proposal to replace heat exchanger and rusty valve is \$25K. Current contractor, Shapiro and Duncan, is the best. Work will take 3-7 days with shut-down of the heating system required. Pending arrival of the parts, plan is to do the work in October or early November; otherwise, it will have to wait until the Spring.
- **Renovation of the handicapped bath in Saterlee:** Work has been completed.

Senior Warden's Report (K Bouve):

- **Parish Planning Strategic Assignments:**
 - Royster's report (**attached**) has been e-mailed. We need more parishioners involved, especially from new comers. Co-chairs are needed for Youth and Children. Sign-ups from the Sept. 26th forum need to be sorted out and vestry members need to be more engaged.
 - Scott reported that Quarterly Reports from the various Committees will start in January, and that Sam and Bill have got the Program Management Committee underway.

Rector's Report (S Benhase):

- **Vestry Youth Representation:** Erin is overseeing process whereby youth will choose their own representatives.
- **Child Ministry Report (Attached):** The *Kids Reaching Out* program has begun by identifying a number of fall projects. Of particular importance is a request (**Letter attached**.) to dedicate a Mustard Seed Offering to their **Nets for Life** project to protect African children against malarial mosquitoes and for one of the children to make a presentation to the Congregation the Sunday the Offering is made.

- **Good Shepherd Program:** The number of teachers in the 3 levels of the Program has increased from 6 to 12 this year. We're offering an afternoon atrium on Mondays for our children and the SAECC children. Scott noted the need to advise St. Alban's parents of the priority they have for intake into the SAECC program. **ACTION:** Scott promised to get back to the Vestry with the number of children currently enrolled in the program.
- **Café Feasibility update:** The feasibility group has met twice, producing more questions. Four potential partners have been identified: Geoff Tracy (Chef Geoff), Iona Services, DC Kitchen and the Cathedral. Per Scott, a final report won't be ready for at least a year.
- **Episcopal Medical Trust Insurance:** The Executive Council voted to leave Blue Cross/Blue Shield and go with the Episcopal Medical Trust as insurer with the understanding that it will soon be mandated, thus creating a larger premium pool with promised savings of 4-5% in 2009.

New Business:

- Barbara Manard and Bill Hall reported on the Diocesan Convention, highlighting the need for careful preparation and church nominees for the January event. Budget issues and congregational development are important issues.

Old Business

- **Handicap accessible ramp for Church (Fetterman):** New civil engineer information now needs to be incorporated into the drawings.
- **Arts & Memorials Committee (Fetterman):** Standards need to be drawn up for accepting and deaccessioning art work. Standards are also needed for plaques so as to avoid some current problems. **ACTION:** Marc believes he has found a good place for the Elizabeth Nolan plaque in the Wade Room and will give the appropriate measurements to Ron. Should there also be a plaque to honor the Wade Room and also the renovation of Nourse Hall? **ACTION:** Scott encouraged the Committee to come up with a proposal for Vestry action. Marc also noted the need to locate "missing plaques." Scott noted that Julie Russell and Vilma could help provide/confirm the full list of gifts for which plaques are needed.
- **Archive Issues:** Marc toured the archives in the upper reaches of the Rectory and noted cramped space and overburdened shelving, an issue which should be factored into the Rectory renovation project. Also, there is no archive for the current decade. Vestry minutes need to be reproduced on acid free paper.
- **St Alban's Columbarium Proposed Fee Change to \$1500 (Benhase):** Half of our 250 niches are subscribed. After discussion of comparative rates and perpetual care issues, a **motion** was made by Bob Woolfolk, seconded by Jim Sottile and approved to raise the current fee to \$1,500. It was agreed that the fee issue needs annual review and that there could be a separate resolution next month to establish a separate fund for the Columbarium.
- **Discretionary Fund (Benhase):** The Fund is near zero due to the number of people out of work and in need of assistance. Most are non-members of St. Albans, but a significant number of our members are also looking for work and have newly joined the Career Transition Group, and some have needed help with utility bills.

- **Peter Spalding Reception** (Benhase): Vestry was reminded of reception honoring Peter Spalding for the long years and dedication with which he has headed up the Shelter.

Compline was conducted by Bob Woolfolk and the meeting was adjourned.

Stephanie Smith Kinney, Secretary