

ST. ALBAN'S PARISH VESTRY MEETING

Tuesday, December 15, 2009

Call To Order

The Rev. Scott Benhase, Rector, called the meeting to order in Nourse Hall at 6:35 p.m.

In Attendance

Senior Warden Kate Bouvé, Junior Warden Jim Sottile, Treasurer Christopher Holmes, and Vestry members: Nathalie Bramson, Ruth Cline, Andrea Farr, Chuck Holmes, Keith Jones, Danette (Dani) Gentile Kauffman, Eric Melby, Richard Parkins, Ann Ramsey-Moor, Eve Zartman-Ball: Oliver Eid (youth member), Amanda Hobart (Delegate), Joanne Brainard (WSA President). Clergy and staff: The Rev. Scott Benhase, The Rev. Tim Boggs, Douglas Dykstra, Ron Hicks. Secretary Jim Tate. *Vestry members Bill Edgar and Jennifer Thorson were absent*

Minutes of previous meetings

- The Vestry **approved the minutes** of the October 2009 (moved by Dani and seconded by Eric Melby) and November (moved by Richard and seconded by Chuck Holmes) Vestry meetings by unanimous voice vote.

Treasurer's Report

- Chris Holmes provided highlights from the Treasurer's report (**attached**):
 - **Through the 15th of December, 2009** the Parish's budget showed a Income to Expense variance from the budgeted amount of (\$187,619) in the Operating Fund.
 - **Income, year to date**, showed a variance of (\$40,343) from budgeted income. This was largely due to a variance of (\$31,269) from budgeted pledges and matching gifts. In addition, income from invested funds was \$39,000 instead of budgeted \$44,000 for the year to date.
 - **Expenses** exceeded budget projections for the year to date by \$56,272. Unanticipated utility and maintenance costs created a variance of \$48,334 from budgeted Buildings and Grounds expenses.
 - **Overall, Income-to-Expense variance** for the year to date showed a deficit of \$187,619.
 - **The Operating Fund deficit** is expected to be made up from the Reserve Fund.
- Tim Boggs gave an **Annual Pledge Campaign** report that about sixty parishioners who have yet to meet their 2009 pledges will be sent letters encouraging them to meet their pledge by 30 December if their present circumstances allow.
- Dani Kauffman and Tim Boggs reported that calls by the Vestry will be made to fewer than 200 parishioners who pledged in 2009 but then stopped any regular attempts to meet their pledge. They commented that this is the smallest number of "lost sheep" in the Parish history.
- Ruth Cline expressed concern that a Diocese report showed loss in St. Alban's membership of over 400 last year and nearly 300 this year. The report showed St. Alban's membership has been in decline since 2004. In the same time period the Parishes within the Diocese showed relatively stable membership as a whole.
- Scott Benhase commented that it was unwarranted to use these statistics to show that St. Alban's is in a long-term decline. He noted that by most commonly used measures St. Alban's is a healthy parish community.
- Chris Holmes reported that all of the financial statements for the 2008 Audit – update have gone to the Finance Committee. A final auditor's report is expected in January and will be available to Vestry at that time.

- Chris Holmes also reported that about \$100,000 is available for investment in liquid small mutual funds out of an Endowment Fund of about \$1,250,000. Part of this is from CDs coming due.
- Eve Zartman-Ball asked if there was an easily accessed account for quick action if needed. Chris Holmes replied that the Endowment Fund is for long-term investments and that the reserve fund is available for money market use if needed.
- The Treasurer's report was accepted (moved by Keith Jones and seconded by Andrea Farr) unanimously on voice vote.

Draft 2010 Budget

- Rector Scott Benhase provided a proposed Parish operating budget for 2010 of about \$1,500,000 (attached). He represented this budget as tentative, draft, and subject to change. He stated that this was informational and that no action by the Vestry would be needed at this time.

Junior Warden's Report (Jim Sottile)

- Jim explained the renovation of the **Nourse Hall Kitchen** has been delayed until January due to numerous scheduling conflicts during the months of November and December.
- Jim read a proposal (attached) from the Rev. Jared Weber-Johnson on behalf of the Green Team to **weatherize the Warner Memorial Rectory (WMR)** by conducting an energy audit (cost \$400) and proceeding with weatherization of the building (estimated to cost between \$2,000 and \$5,000).
- It was moved (by Jim Sottile) and seconded (by Eric Jones) to provide no more than \$5,000 for the conduct of an energy audit and weatherization of the WMR. Discussion followed:
 - Scott commented that weatherization would not just save money, but it would also create jobs and become a model home. Tim added that this effort would attract more homeowner participation in the *Green Team* weatherization program. Ruth requested advance notice of any work on the WMR as St. Alban's archival materials are stored on the third floor of the WMR. Eve asked if weatherization would go on at the same time as the planned renovation or if it could be accomplished without affecting the renovation. Jim replied that weatherization now would not materially affect future renovations. Scott mentioned that current plans are for staff to move to the WMR during renovation of Satterlee Hall. Weatherization now would make them more comfortable at that time. Scott suggested that these expected costs would be a 2010 expense.
- The Vestry **approved** the motion by unanimous voice vote.

Senior Warden's Report (Kate Bouvé)

- Kate reported that she has the **Parish Planning Workshop report** and that she planned to distribute it to group leaders first.
- She also said that the Wardens and staff had identified a likely candidate to serve as an **interim rector**. This would be the subject of an Executive Session later.

Rector's Report (The Rev. Scott Benhase)

- Chuck Holmes provided a report (attached) by the **Outreach Commission** on funding St. Alban's outreach initiatives. The report recommends that the Workers of St. Alban's (WSA) review the combined contributions of both the parish and WSA to Washington DC community organizations. In addition, the report proposed that the monies given

annually by the WSA should appear as a single line item in the St. Alban's budget. The WSA passed a resolution (attached) accepting this responsibility on behalf of the parish for a one-year period. JoAnne applauded the new spirit of cooperation represented by these two documents. Discussion followed:

- Tim commented that this is a part of the staff effort to bring down silos of independent effort and making them a part of the overall outreach effort. This change will apply to any existing payments to the recipients of St. Alban's monies. Instead it will identify to the recipient agencies that monies come jointly from both St. Alban's and from the WSA of St. Albans. Recipient agencies have not always understood that all of these monies come from St. Alban's directly or indirectly.
- Keith Jones moved the Vestry adopt a **Resolution** stating their acceptance of the Outreach Commission report and the WSA resolution and that the Vestry expresses its pleasure and appreciation that WSA has willingly agreed to this task. The motion was seconded by Eve and passed unanimously by voice vote.
- Scott briefly discussed the **Christmas schedule**.
- Kate stated that this was Scott's last Vestry meeting. She said this is a task he has taken on forty times over the last three years with unfailing energy, commitment and faith. In response to applause from the Vestry, Scott replied that "You are the stewards of this meeting. It has been a pleasure to work with you." A brief discussion of the events at Scott's doctoral defense held earlier today followed.

Executive Session

- **An executive session** was called for the purpose of scheduling the selection of an Interim Rector.

Adjournment