

# ST. ALBAN'S PARISH VESTRY MEETING

## Tuesday, January 19, 2010

### Call To Order

The Rev. Tim Boggs, Associate Rector, called the meeting of the Vestry to order in Nourse Hall at 7:00 p.m. to consider some agenda items. The full agenda was not considered until after a quorum of members had arrived.

### In Attendance

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

### Special Report by Hospitality Commission

The Vestry heard a special report (attached) by Lacey Gude, Chair, Hospitality Commission on the results of recent deliberations by the commission.

- The Hospitality Commission noted that Lacey will end her term in April and recommended a successor be named promptly and that the successor be a member of the Vestry or that there should be a Vestry member on the Commission.
- The Commission noted that the Parish nearly did not have a coordinator for the annual Christmas dinner, and recommended an early search for Christmas dinner coordinator in the future. Other important events on the Parish calendar deserve similar advanced planning.
- In addition the Commission recommended clear clergy liaison to various committees be established and should be in attendance at committee meetings. Roles of both volunteers and clergy liaisons need to be clearly established.
- The Commission strongly recommended the Vestry establish a position of Volunteer Coordinator to promote volunteerism, match the interests and gifts of parishioners with ministry opportunities, as well as seek and coordinate the work of volunteers.

Lacey also reported that the "time, talents and needs" survey of parishioners is almost completed. She also reported that the new magnetic name tags are at the printers, and passed out new name tags for Vestry members. The Vestry was invited to look at and make suggestions on the newly constructed bulletin board in the Narthex. The commission's goal is for all parishioners to see themselves as greeters at each worship service they attend. Ruth Cline noted that the Art and Memorials Committee is considering hanging photos of past Rectors. Ruth suggested that all items placed on the walls be cleared through the Art and Memorials Committee. The Vestry accepted the report, thanked Lacey for her leadership, and for the tremendous strides the Hospitality Commission has taken during her tenure as Chair.

With the arrival of Andrea, a quorum was reached.

## Workers of St. Alban's Report

Joanne Brainard, WSA President, provided an end of year report (attached) showing a shortfall of \$12,225 in income in a budgeted amount of \$125,000. She reported that the WSA has not been able to provide the usual contribution to the Diocese as a result of reduced income at the Opportunity Shop (OpShop), and has had to make modest cuts in expenses. WSA is featured in the center section of the St. Alban's Chronicle this month. In response to a question, Joanne said the WSA OpShop needs volunteers to sort donations and provide sales staff.

The Vestry accepted the WSA report (moved by Keith, and seconded by Nathalie) by unanimous voice vote.

## Minutes of previous meetings

The Vestry **approved the minutes**, with corrections, of the December Vestry Meeting (moved by Richard Parkins and seconded by Nathalie) by unanimous voice vote.

## Treasurer's Report

Chris Holmes provided highlights from the Financial Summary of Operating Activity for the twelve months of 2009 (**attached**):

- The report does not show end of year transfers from the endowment fund. As a result, the three-year trailing average was calculated on the base in the account on 30 June, 2009. When end of year transfers are completed, the reported deficit will be reduced.
- **Income, year to date**, showed a variance of (\$45,671) from budgeted income.
- **Expenses** exceeded budget projections for the year to date by \$56,590. Unanticipated utility and maintenance costs created a variance from budgeted Buildings and Grounds expenses.
- **Overall, Income-to-Expense variance** for the year to date showed a deficit of \$86,907.
- **The Operating Fund deficit** is expected to be made up from the Reserve Fund.
- The Treasurer's report was accepted (moved by Dick and seconded by Eric) unanimously on voice vote.

## Draft 2010 Budget

- Kate asked for and received permission to deal with the 2010 budget in executive session.

## Junior Warden's Report (Jim Sottile)

- Jim explained the renovation of the **Nourse Hall Kitchen** has been delayed until the second week of February due to ongoing scheduling conflicts.
- A proposal 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 has been received for the amount of \$5,500). Jim reported that after review it is expected to be approved, but in any case for no more than \$5,000 previously approved by the Vestry.
- Further discussion on the costs of the search for a new Rector and other unanticipated expenses was deferred to the Executive Session with agreement of the Vestry.

### **Senior Warden's Report** (Kate Bouvé)

- Bill Edgar was requested to discuss formation of a nominating committee for the next Vestry. He noted that Keith, Dani, Nathalie, Bill and Kate are rotating off the Vestry as their terms expire. Jim and Nathalie have chosen to reclude themselves from the nominating committee. Bill requested authority to seek two to three additional members of the nominating committee with the specific goal of increasing diversity.
- A motion was made by Dick and seconded by Andrea to direct Bill to develop a nominating committee of four persons with the discretion to add two to three additional members. The motion was passed unanimously by voice vote.
- Kate asked the Vestry to recommend Vestry candidates to her. She noted the heavy responsibility of next term's vestry members since both wardens are rotating off.

### **Rector's Report** (The Rev. Tim Boggs)

- Tim reported that St. Alban's is in the fourth week since the departure of Scott Benhase.
- The Mustard Seed offering for Haiti Earthquake relief brought in \$12,000 as compared to the usual Mustard Seed offering of \$1,200 - \$1,600.
- The Lenten theme will hold up the question, "What is my ministry now?" aimed at discerning how we can best continue to exercise our faith in our lives. St. Alban's has chosen to read together *A 40- Day Journey with Dietrich Bonhoeffer*, and to join in weekly small group reflections on the readings during four weeks of Lent,

### **Executive Session**

- **An executive session** was called for the purpose of considering the budget.

### **Adjournment**