

**ST. ALBAN'S PARISH VESTRY MEETING
TUESDAY, FEBRUARY 16, 2010**

Call to Order and Opening Prayer

Senior Warden Kate Bouve called the meeting to order at 7:00 P.M. whereupon Associate Rector Tim Boggs offered the opening prayer.

In Attendance

Senior Warden Kate Bouve, Junior Warden James Sottile, Treasurer Christopher Holmes and Vestry Members: Nathalie Bramson, Ruth Cline, William Edgar, Oliver Eid (Youth Representative), Andrea Farr, Danette Gentile Kauffman, Jennifer Martin, Eric Melby (Acting Secretary), Richard Parkins, Ann Ramsey-Moor, Eve Zartman-Ball, James Tate, Amanda Hobart (Delegate). Clergy and Staff: The Rev. Timothy Boggs, Douglas Dykstra (Director of Finance). Parishioners: William Cline, Lin Tate. Keith Jones (Vestry) was absent.

Approval of Minutes of January Vestry Minutes

Approval was deferred to the next Vestry meeting pending submission of comments and/or corrections to the Secretary.

Treasurer's Report

Chris Holmes reported that income for 2010 was off to a good start, and that expenses were in line with expectations (see attached Financial Summary for January 2010). Over \$12,000 was collected for Haiti relief in the January Hunger Offering. Tim Boggs gave an update on the EMP campaign, noting that there are 357 pledges totaling \$1.027 million, with several more pledges anticipated from the Lost Sheep calls. The Treasurer's Report was moved by Dick Parkins, seconded by Nathalie Bramson and passed unanimously.

Jr. Warden's Report

Jim Sottile reported on two broad topics (a) Finances, and (b) Property

Regarding Finances, he distributed the final proposed budget for 2010, noting that it incorporated changes made at the January Vestry meeting, as well as several subsequent changes proposed by the Budget Committee (see page 1 of attached document). He proposed engaging an outside payroll service rather than handling this internally given the work load of the Director of Finance. The annual cost is estimated at \$3000. With this expense, and the other changes he detailed, the Operating Budget for 2010 shows a deficit of \$22,762. Jim noted that the Finance Committee would monitor discretionary spending in the first half of the year, and review the budget at mid-year to determine whether further changes would be appropriate. He moved that the Vestry approve the changes to the budget since the January meeting and adopt the budget for 2010. Dani Kauffman seconded the motion which was passed unanimously.

Jim reported that the Investment Committee proposes to begin to invest the previously-approved portion of endowment into equity funds. Initially, 12.5% of the equity portion will be allocated to three conservative equity funds. Vestry members will be sent an email with the details of current investments of the endowment portfolio. Jim also reported that the parish expects soon to receive approximately \$530,000 from the estate of Margery Dunn.

Regarding Property, Jim reported that architectural drawings for the Handicapped Ramp have been finalized and that preliminary pricing is being prepared from the March meeting of the Vestry. Estimated cost is around \$200,000. The drawings were available for the Vestry's perusal. He noted that parishioner Marc Fetterman has provided *pro bono* his services to design the ramp and oversee the process to date. However, Marc wishes to sign an agreement with the parish providing that Marc would not be held liable for any third party suit or any claim resulting from construction of the ramp. Jim proposed, and Ann Ramsey-Moor seconded, the motion authorizing the parish to sign the agreement (attached) with Marc. Ruth Cline proposed a motion to thank Marc for his extraordinary efforts to date in connection with the handicapped ramp. The motion was adopted by acclamation.

Jim distributed the Letter of Agreement (attached) that was reached with Rev. John Lawrence to govern his forthcoming service as Interim Rector of St. Alban's. After discussion, Jim moved, and Andrea Farr seconded, a motion to authorize the Senior Warden to sign the Letter. The motion was adopted unanimously. John Lawrence will begin his service March 1, 2010. Jim has invited clergy, staff, vestry and delegates to a dinner at his home on March 13 to welcome John Lawrence and his wife.

Senior Warden's Report

Kate Bouve reported on the status of setting up the search committee for the new rector. There has been significant interest among parishioners in participating. Kate will circulate to the Vestry the criteria she is using to identify candidates. A future Vestry meeting will include discussion and approval of the search committee. Kate noted that it has become customary to engage a consultant to assist the search committee. She has received expressions of interest from at least two experienced consultants whose services would cost around \$2500 for the duration of the search.

Associate Rector's Report

Tim Boggs reported on the general state of the parish, including preparation for the Lenten period, especially the retreat that Jennifer Martin is coordinating. He noted that he had had lunch with John Lawrence, who is looking forward to beginning his work at St. Alban's on March 1. He reported that he would be taking a week's vacation the first week in March but would be back for John's first Sunday. He also noted he would be attending the conference of Endowed Episcopal Parishes in Texas at his own expense. Tim reminded the Vestry that

February 17, Ash Wednesday, would be Loren Mead's 80th birthday. Dick Parkins moved that the Vestry adopt a motion to extend to Loren "its warmest congratulations to our brother in Christ on his 80th birthday and for his wonderful service to the parish and Church at large". The motion was adopted by acclamation amidst sustained applause.

Adjournment/Compline

Kate Bouve adjourned the meeting at 9:05 P.M. Tim Boggs distributed an Anglican version of Compline, which was led by Jennifer Martin.