

**St. Alban's Parish
Vestry Meeting
March 16, 2010
Nourse Hall**

In Attendance

The Reverend Canon John Lawrence, Interim Rector; Kate Bouvé, Senior Warden; Jim Sottile, Junior Warden; Chris Holmes, Treasurer; Vestry members: Nathalie Bramson, Ruth Cline, Bill Edgar, Andrea Farr (Secretary *pro tem*), Chuck Holmes, Keith Jones, Danette (Dani) Gentile Kauffman, Jennifer Martin, Eric Melby, Richard Parkins, Ann Ramsey-Moor; Amanda Hobart, Delegate; Joanne Elegant Brainard, WSA President; Ron Hicks, Director of Operations.

Call to order and opening prayer

John Lawrence lead the opening prayer and called the meeting to order at 6:40 pm.

Approval of Minutes of February Vestry Meeting

The minutes for the February Vestry meeting will be addressed at the April meeting.

Treasurer's Report-Chris Holmes

1. 2008 Audit – The auditors' report has been completed. In their management letter, the auditors have provided some recommendations to improve the Parish's financial controls:
 - a) *Bank records should be reconciled in a timely manner.* As part of the 2008 audit the bank records have been reconciled up to December 2008. None of the 2009 bank records have been reconciled.
 - b) *Checks should be issued consistent with the check sequence.* As a result of back-dating of checks, the checks at times have run out-of-sequence.
 - c) *Consider moving to accrual accounting.* Currently the Parish's accounts are maintained on a cash basis. The auditors suggest the Parish consider moving to accrual accounting.

2. 2009 Audit – We have received an engagement letter from the auditors in which they propose a fee of \$13,250, which represents a 2 percent increase over the fee for the 2008 audit. The Junior Warden noted that the auditors have appreciated the work of the Treasurer, and have mentioned his continued involvement as a condition of the rate.

Motion:

Jim Sottile moved that the Vestry authorize the execution of the engagement letter by a Warden or Clergy to engage Hozik & Co. to prepare the 2009 audit for a fixed fee of \$13,250.

Seconded: Richard Parkins

Motion carried.

3. January 1-February 28 2010 Financial Report
The Treasurer presented the financial reports for January through February, highlighting certain figures. A discussion of the Financial Report followed.
4. Housing Allowance
John Lawrence presented a resolution form for each of the Clergy (John Lawrence, Tim Boggs, Jered Weber-Johnson and Harriette Sturges) that must be approved by the Vestry and signed by the Vestry Secretary in order to designate a portion of each salary as a housing allowance.

Motion:

Eric Melby moved that the Vestry accept the housing allowance resolutions.

seconded: Richard Parkins

Motion carried. Two sets of forms were signed by Andrea Farr as Secretary *pro tem*.

Jr. Warden's Report- Jim Sottile

1. Facilities
 - a) *Nourse Hall kitchen renovations*
The renovations have started and should be completed in approximately ten days. Jim reported that the budget of \$10,000 approved by the Vestry would be inadequate for the following reasons:
 - (i) In preparing the estimated costs our (former, now defunct) cabinet vendor understated the cost of the cabinets by \$3,000;
and
 - (ii) As the project commenced it was discovered that the electrical panel in the kitchen must be moved to comply with current Code. The estimated cost for moving the panel is \$1,000.
- Motion:**
Jim Sottile moved to increase the budget for the renovation of Nourse Hall to \$14,000, which will be drawn from the Reserve Fund.
Seconded: Keith Jones
Motion carried.
- b) *Handicap access ramp*
Marc Fetterman has obtained an indicative estimate for installation of the access ramp from a subsidiary of Tompkins of \$241,000, significantly exceeding the \$200,000 budgeted for the project. After reviewing the project and modifying the specifications, the estimate dropped to \$219,000. Marc will continue to review the plans and work with the builder, and also seek additional bids, to see if the cost can be brought down under \$200,000. A discussion followed.

Joanne Brainard asked whether the changes would require the approval of District of Columbia authorities. Jim responded that it was possible, depending on the nature of the changes.

Richard Parkins asked whether this step would have any impact on our rented ramp. Jim noted that we had already decided that it was more economical to purchase the temporary ramp than to rent it, so there would be no additional costs associated with the temporary ramp.

Dani Kauffmann asked what could be done to bring down the cost of the ramp by \$40,000 given the relatively simple nature of the plans. Jim responded that Marc Fetterman was in a better position to address that question, but did allow that it may not be possible. Dani also asked whether the Building Committee would table the building plans in the event that the estimate could not be brought under \$200,000. Jim stated that the committee had no present plan to ask the Vestry for additional funds for the project. It is hoped that in working with the builder and making design changes the estimate will be brought into line with the budgeted funds.

Chuck Holmes asked whether any of the changes contemplated at this point had an impact on the appearance of the ramp. Jim replied that they did not.

2. Finances

a) *Gratitude to Chris Holmes*

Jim noted the enormous debt of gratitude owed to Chris Holmes for his tireless efforts as Treasurer to improve the Parish's record-keeping and financial controls. His work will make future auditing much easier.

b) *Endowment draw down*

Jim Sottile reported that the three resolutions passed by the Vestry in connection with the annual endowment draw-down are inconsistent. The first required the drawdown be no more than 5 percent of the value of the endowment, calculated as a three year average, but did not specify when during the year the average should be measured. The second resolution called for the 5 percent drawdown to be calculated at the end of the year for three years. The third resolution stated that the 5 percent should be determined as of June 30 of each year. The Finance Committee favors the third resolution and, as it supersedes the prior two resolutions, no Vestry action is required.

Senior Warden's Report- Kate Bouvé

1. Rector Search Committee

Kate reported that the formation of the search committee would be taken up in Executive Session.

2. Search Consultant

Kate reported that, after interviewing three good candidates, she has selected Carol Wzorek to be our search consultant. Carol is known to the Parish as she is the partner of our former Associate Rector Carlyle Gill, and worshipped at St. Alban's during Carlyle's time here. Carol worked with John Lawrence in the search for the rector for St. Patrick's parish. The cost for Carol's assistance is \$2,500 over the course of the search. Under certain circumstances additional fees may be added. The terms of the agreement will be set out in an engagement letter.

Vestry Nominating Committee Report – Bill Edgar

Bill reported that the Committee has identified a significant pool of possible candidates and will contact them to determine whether they would be willing to stand for Vestry.

Interim Rector's Report

John Lawrence's report was brief, as he has been with us for just over two weeks. He expressed gratitude for the welcome he and Jeri have received from the people of St. Alban's.

Executive Session

Motion: Richard Perkins moved that the Vestry go into Executive Session. Ann Ramsey-Moor seconded and the motion and the motion carried. The Vestry went into Executive Session at 7:25 pm.

Motion: Richard Perkins moved that the Vestry approve the proposed Rector search committee that was presented by the Senior Warden. Ann Ramsey-Moor seconded the motion and the motion carried.

Adjourn

The meeting was adjourned at 8:00 pm.

Compline

John Lawrence closed the meeting with a blessing.

Andrea F. Farr
Vestry/Secretary *pro tem*