

St. Alban's Episcopal Church
Minutes of Vestry Meeting (In Person with Hybrid Option)
Wednesday, June 21, 2023
6:30PM

Officers Present: ~~Officers Present:~~ Trevor (Ted) Swett (Senior Warden), Ted Cage (Junior Warden), Hollis McLoughlin (Treasurer), and Rachel Colson (Secretary)

Members Present: Matt Cunningham, Michele Armitage, Erin Bowers, Brian Glosh, Tom Gustafson, Gloria Manzo (Zoom), Suzy Mink, Dustin Schade, Anton Vanterpool, Melanie Williams (Zoom), Katie Wilson, and Amie Vandersluis (Zoom).

Youth Representatives Present: Jay Chadwick (Zoom)

Members Absent: N/A

Staff Members Present: Yoimel Gonzalez Hernandez (Associate Rector)

Staff Members Absent: Emily Griffin (Senior Associate Rector) and Doug Dykstra (Director of Finance)

Others Present: Tom Roth (Chancellor), Robin Rudd via Zoom (WSA), Candice Brown via Zoom (Diocesan Delegate)

Opening Prayer: Rector Bertie Pearson opened the meeting with a prayer at 6:32PM.

Opening Meditation: Vestry Member Brian Glosh opened his meditation by playing a clip of Alice Cooper's song "School's Out," noting that, as a teacher, he welcomes summer vacation. It provides opportunities for personal growth, creativity, and exploration, including camping with squirmy children and planting vegetables in the back yard. Summer, like all seasons, provides exactly what we need. Brian said this was hard to accept during the summer of 2022, when he was uprooted from his role at National Cathedral. But summer provided an opportunity to reflect and find inspiration in God's word (including in Ecclesiastes, where we read that "for everything there is a season. . ."). This taught him that pain and sadness have their seasons, but that hope and comfort have seasons too. So just as seeds must struggle to break through the soil, birds must struggle to break the egg, we must suffer adversity to grow and mature. As St. Alban's enters a new season, we can take comfort that struggle makes us stronger and that change is natural.

Approval of Minutes. Upon motion seconded, the Vestry unanimously approved the minutes of the meeting on May 17, 2023.

[Vestry Action 2023-7.1]

Treasurer's Report. Treasurer Hollis McLoughlin presented the monthly report from April compiled by Finance Director Doug Dykstra. We experienced another surge of pledge income in May. Other income and expenses are on track, with no major concerns. We've taken the 2022 endowment draw and we've opened a second account at United Bank. St. Alban's cash position is strong, with \$842,000 on hand.

With the upcoming retirement of Finance Director Doug Dykstra on June 30th, the transition to Chazin & Co. for interim accounting and financial services is concluding. Brian Bello was hired in a temporary, part-time capacity to help us with some of in-house financial duties while Chazin provides interim accounting and financial administration services.

Funding Resolution. Treasurer Hollis McLoughlin presented a proposed resolution by the Finance Committee to draw up to \$903,000 from the Endowment Fund in 2023 (see EXHIBIT 1 to these minutes).

Hollis summarized the information contained in the resolution, including relevant background and context related to the endowment fund, endowment management policy and procedure, the fraud and its impact, the rectory renovation project, and the financing plan for renovating the rectory.

As specified in the resolution, as a matter of longstanding policy, annual draws from the Endowment Fund are normally limited to 5% of the average year-end balance for the previous three years. Under the policy, however, the normative limit may be exceeded if the Vestry (1) provides members of the parish with notice and an opportunity to comment, and (2) approves a larger draw by the vote of two-thirds of the members of the Vestry at two consecutive Vestry meetings.

In accordance with the above-referenced policy, the proposed resolution is being presented to the Vestry for a first vote at this June 2023 meeting and for a second vote at its next meeting, currently scheduled for August 2023. Written notice of the proposal went out to the Parish on June 20th, and parishioners have an opportunity to comment before the next Vestry meeting.

Hollis, Senior Warden Ted Swett, and Rector Bertie Pearson responded to various questions from Vestry members, including

- Will we will need to take a 4% draw in future years? Future draws will depend on the circumstances, but a goal of the resolution is to grow the endowment over time.
- Do people respond more generously to an opportunity to renovate the rectory or to a request to repay endowment? People respond differently to different opportunities,

depending upon their own preferences; but it's important to help them understand the bigger picture, which is new ministry.

- Have we investigated options to improve our insurance coverage and otherwise prevent a fraud from occurring again? Yes, we've utilized training provided by the Diocese; investigated new software that filters dangerous emails; and we'll investigate whether we have the appropriate coverages and whether additional coverages are available. We will take advantage of whatever seems cost-effective.
- Have we received feedback from parishioners following the parish-wide letter that went out on June 20th? Yes, we've received five responses so far; all have been positive and supportive.

After discussion, upon motion, the Vestry voted unanimously to approve the resolution.

[Vestry Action 2023-7.2]

Senior Warden's Report. Supplementing his written report, Senior Warden Ted Swett congratulated Suzy Mink on recruiting Tyler Holden to serve as the co-chair of the annual campaign. Ted also welcomed Dustin Schade to his first in-person Vestry meeting following his appointment to fill the remainder of Megan King's term.

Junior Warden's Report. Junior Warden Ted Cage provided an update on the rectory renovation project, the mold remediation in the music room, and the reserve study. The rectory renovation project continues to progress on budget and on schedule. Mold has been removed from the music room, and the drywall is almost patched. Ted is working with Charles to get proposals to conduct mold testing in other areas of the basement, such as the flower room. Ted is also seeking proposals for a capital needs assessment, which will help us identify, prioritize, and plan for the maintenance needs across campus (including moisture infiltration of below-grade walls).

Rector's Report. Rector Bertie Pearson offered highlights from his written report. Among them, Bishop Mariann Budde will be with us on October 29th for a Celebration of New Ministry at the 9am service. Bishop Mariann will also preach and preside at the 8am and 11:15am services. Bertie also previewed a new formation opportunity that will begin in the Fall, likely on Wednesday evenings.

Other Clergy Reports.

Associate Rector Yoimel Gonzalez Hernandez highlighted the upcoming departure for the pilgrimage with five youth.

Other Reports

Vestry Member Brian Glosch shared highlights from his Communications Report, which was distributed to Vestry members ahead of the meeting. The highest communications-related priority is a website refresh; staff is currently seeking vendors and proposals for this work. Brian also provided an update on the digital directory. Currently, everyone has been opted in. The next step is to get profile pictures for the directory.

Vestry Member Matt Cunningham, chair of the Nominations Committee, provided an update on the Committee's work to identify two more Alternate Diocesan Delegates. He reminded Vestry members that we have three Diocesan Delegates, each serving for three years in staggered terms. Current delegates are Candice Brown (through Diocesan Convention 2024), Mary Beth Albright (through Diocesan Convention 2025), and Stephanie Curcuru (through Diocesan Convention of 2026). Additionally, we typically have three alternate delegates who serve one-year term. At the June meeting, the Vestry elected Margit Williams to serve a one-year term as Alternate Diocesan Delegate.

The Nominations Committee recommends Meredith Morris and Mark Minukas to be elected for one-year terms as Alternate Diocesan Delegates, to serve through the Diocesan Convention of 2024. There were no other nominations from the floor. Upon motion to close nominations, Meredith Morris and Mark Minukas were elected by acclamation.

[Vestry Action 2023-7.3]

Google Drive Update. Overall, the transition to Google Drive is going well, though naming conventions would be very useful. Secretary Rachel Colson will work on creating a file plan and archival rules, including standards for naming conventions, for files in Google Drive.

Following closing prayers and a brief executive session, the meeting was adjourned at approximately 7:51PM.

Respectfully submitted,

Rachel Colson, Secretary