

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting, As Approved**  
**Wednesday, December 14, 2022**

**Officers Present:** Trevor (Ted) Swett (Senior Warden), Stephanie Cucuru (Junior Warden), Hollis McLoughlin (Treasurer), and Carol A. Aschenbrener (Secretary)

**Members Present:** Michele Armitage, Carol A. Aschenbrener, Ted Cage, Rachel Colson, Matt Cunningham, Lisa Garnett, Brian Glosch, Tom Gustafson, Gloria Manzo, and Suzy Mink

**Members Absent:** Erin Bowers, Megan King

**Youth Representatives Present:** Hana Keenan

**Youth Representatives Absent:** Alex Mello

**Diocesan Delegate:** None

**Staff Members Present:** Associate Rectors Emily Griffin, Yoimel González Hernández and Jim Quigley; Director of Finance Doug Dykstra

**Others:** Robin Rudd (WSA) and Tom Roth (Chancellor)

**Call to Order:** Associate Rector Emily Griffin called the meeting to order via Zoom conference call at 6:36 PM and led the vestry in prayer.

**Opening Meditation:** Vestry member Ted Cage shared a fascinating and inspiring reflection about how YouTube videos about nature and the origin of the universe have kept his mind open to miracles and faith. Such videos expanded his understanding about some of the marvelous events and conjunctions that happened over the history of the universe to establish the ground for life to emerge. He outlined a series of such events, including the formation of the universe directed to increasing order rather than chaos or collapse; the formation of our solar system from a dust cloud at a site where conditions, including our class G yellow star, could permit life; the earth's collision with another proto-planet, Thea, early in the formation of the solar system, which gave the earth a larger metal core, providing a strong magnetic field that shields earth from the solar wind. This collision also created the moon, which steadied the earth's axis and provided the stability of tides and seasonal cycles that promoted the development of life; plate tectonics and the constant geologic activity which are essential to maintaining the carbon cycle and other self-regulating climatic features, all of which allowed life to flourish. His growing appreciation for the many events that had to happen in order for humanity to emerge on life-sustaining earth feeds his gratitude for miracles and faith.

**Approval of Minutes of Regular Meeting:** Upon motion seconded, the Vestry unanimously approved the minutes of its regularly scheduled meeting held on November 16, 2022.

**[Vestry Action 2022.12-1]**

**Treasurer's Report:** Treasurer Hollis McLoughlin opened his report by announcing that Director of Finance Doug Dykstra had officially shared his plans to retire, effective 6/30/2023. In commending Doug, Hollis noted that during his 15 years as Director of Finance, Doug transformed what had been a "barely adequate" finance office. Senior Warden Ted Swett commented that the recent diocesan review gave St. Alban's an A+ for financial function, due in large part to Doug's work.

In preparation for Doug's retirement and with the intention of shaping the financial database for the future, Hollis reported that St. Alban's will hire the Chazin & Co. financial consulting firm, which was recommended by the diocese for its expertise in financial management of not-for-profit organizations, including churches. Their review of current procedures and any recommendations for changes will help inform development of a position description for the next financial director. Chazin's fee of \$4500 will be funded from the \$17,000 line item previously approved for Doug's transition.

Hollis referred the vestry to the detailed financial report that Doug distributed in advance of the meeting and highlighted a few points. The endowment fund currently stands at \$5.2M, significantly below its high point but trending in the right direction. To date, we have paid out \$1.9M in expenses for completed capital projects. Fulfillment of capital campaign pledges was high in the initial year, with about \$400,000 still due.

Hollis completed his report by detailing some of the complexities and unknowns at this point in 2022 and how they might affect a potential deficit in the 2023 budget. At present, it looks like final capital project expenditures will come in below the contingency amount, but the amount is still uncertain. The most important variable is pledge income, with \$294,000 currently unpaid. Historically, St. Alban's has seen significant reduction in the pledge income gap during December. However, as we are continuing to see some of our major contributors decreasing their 2023 pledges because of changing life circumstances, we are cautiously optimistic about closing the gap for 2022.

Upon motion seconded, the Treasurer's Report was unanimously adopted as presented.

**[Vestry Action 2022.12-2]**

Hollis presented a motion from the Executive Committee for continuing resolution on expenditures: The vestry hereby approves a continuing resolution that authorizes that spending levels authorized for fiscal year 2022 operations be extended into fiscal year 2023 until such time as the Vestry approves an operating budget for fiscal year 2023.

The vestry unanimously approved this continuing resolution.

**[Vestry Action 2022.12-3]**

Finally, Hollis requested vestry approval for the three 2023 Clergy Housing Allowance Resolutions distributed in advance of the meeting. These resolutions are in accordance with

Section 107 of the Internal Revenue Service Code that provides for designation of a portion of total compensation as a rental allowance for “minister of the gospel” for a residence not provided to that person.

The Clergy Housing Allowance Resolutions were approved unanimously.

**[Vestry Action 2022.12-4]**

**Annual Appeal Report:** Vestry members and Campaign co-chairs Matthew Cunningham and Suzy Mink updated the vestry on the status of the 2023 annual appeal. Over the last month, the number of pledges increased from 130 to 173, with 11 new pledging households and \$953,000 pledged. Matt and Suzy urged vestry members to continue their efforts to contact those who have not yet pledged, noting that it seems to be taking multiple contacts to elicit a response.

**Report of the Nominating Committee:** Vestry members and co-chairs of the Nominating Committee Rachel Colson and Lisa Garnett recommended that Katie Wilson and Anton Vanterpool be added to the previously approved slate of candidates for vestry positions. They also recommended that the vestry appoint Amanda Gilman to the Memorial Lecture Committee.

The vestry unanimously confirmed the addition of two vestry candidates and the appointment to the Memorial Lecture Committee as proposed by the Nominating Committee.

**[Vestry Action 2022.12-5]**

**Report on the Ministries in Spanish:** Vestry member Gloria Manzo submitted a written report in advance of the meeting. She noted that the service in Spanish is regarded as excellent and members of the Spanish-speaking community appreciate the large new cross in Nourse Hall. Gloria reminded the vestry that the Latino group is very diverse, with members from different countries in Latin America and no dominant nationality.

**Rectory Update:** Vestry member and chair of the Rectory Rehabilitation Committee Ted Cage provided a clear and detailed report on the direction and action plan for this project. With assistance from parishioner Marc Fetterman, they are pursuing a preliminary zoning review. The property was zoned as a house in 1952 and proposed renovations will focus on maintaining the facility as a single-family residence, allowing for resumption of use as a Rectory if the need arises. A renovation would require building permits; maintenance repairs would not and would be more affordable. The committee will develop approaches to finance the restoration as a capital project consistent with St. Alban’s non-profit status.

The committee’s report was very favorably received by the vestry. Ted will engage in ongoing discussion with the wardens, treasurer and clergy about financing costs of the pre-construction phase.

**Associate Rectors’ Report:** Associate Rectors Emily Griffin, Yoimel González Hernández and Jim Quigley provided written reports in advance of the meeting.

**Senior Warden's Report:** Senior Warden Ted Swett's written report included details on the upcoming annual meeting, election and ballot procedures. He described additional work done by the HVAC contractors while on site. Most of this work addressed issues discovered in Satterlee Hall during the capital project and had to do with fixing up the Op Shop for reopening and addressing damage caused by water infiltration in the Satterlee basement. These expenses were deemed necessary, and the work was conducted under the church's direction.

On behalf of the Executive Committee, he proposed the following motion for vestry approval:

The vestry hereby ratifies certain spending and authorizes certain charges to the Reserve Fund:

1. Ratifies spending in the amount of \$16,134 for work performed under Change Orders 7, 8 and 9 issued to Interstate Services to address certain needs in the Satterlee basement, including remediating the effects of past water infiltration, installing a receptacle for a solar panel control and certain electrical and lighting improvements;
2. Ratifies spending in the amount of \$13,889 for work performed under Change Orders 8 and 9 issued to Interstate Services for improvements to the Opportunity Shop, including various electrical improvements, rewiring smoke detectors, relocating cameras, furnishing and installing exit signs and LED fixtures;
3. Authorizes charging the Reserve Fund for \$30,023, being the sum total amount of the foregoing spending; provided, however, that Treasurer is directed to discuss with the president of WSA, clergy and other representatives of WSA, as appropriate, the question whether the Reserve Fund should recoup out of future profits of the Opportunity Shop the \$13,889 spent for improvements to the Opportunity Shop.

The motion was approved unanimously.

**[Vestry Action 2022.12-6]**

**Junior Warden's Report:** Junior Warden Stephanie Cucuru provided a written update on the status of building and grounds issues.

After closing prayers led by Jim, the vestry went into executive session.

The meeting was adjourned at 8:17 PM.

Respectfully submitted,  
Carol A. Aschenbrener, Secretary

