

**St. Alban's Episcopal Church  
Minutes of Vestry Meeting  
Wednesday, January 18, 2023**

**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, Erin Bowers, Ted Cage, Rachel Colson, Matt Cunningham, Lisa Garnett, Brian Glosch, Tom Gustafson, Megan King, Gloria Manzo, and Suzy Mink

**Youth Representatives Absent:** Hana Keenan and Alex Mello

**Diocesan Delegate:** Candice Brown

**Staff Members Present:** Associate Rectors Emily Griffin, Yoimel González Hernández and Jim Quigley

**Others:** Tom Roth (Chancellor)

**Call to Order:** Associate Rector Emily Griffin called the meeting to order via Zoom conference call at 6:32 PM and led the vestry in prayer.

**Approval of Minutes of Regular Meeting:** Upon motion seconded, the Vestry unanimously approved the minutes of its regularly scheduled meeting held on December 14, 2022.

**[Vestry Action 2023.1-1]**

**Approval of Minutes of the 2022 Annual Meeting:** Upon motion seconded, the Vestry unanimously approved the minutes of the 2022 Annual meeting.

**[Vestry Action 2023.1-2]**

**Treasurer's Report:** Treasurer Hollis McLoughlin informed the vestry that we met budgeted income for 2022 thanks to St. Albanites who continue to pay what they pledge. Pledge income for December was astounding, exceeding \$400,000, due to pledgers making catch-up payments for amounts pledged but not paid earlier in the year. Expenses appear unusually high for December due to delay in booking some expenses. The deficit predicted through December did not consider the \$302,000 in endowment draw or the \$127,000 in designated funds. As of now, St. Alban's should be able to report a break-even budget for 2022, with some surplus carried into 2023 and about \$150,000 added to the reserve fund. Hollis expressed confidence that St. Alban's will be able to develop a balanced budget for 2023 but cautioned that a balanced budget is enabled by two structural issues that must be addressed: 1) using a \$100,000 bequest for the 2023 operating fund and 2) authorizing a 6% draw from the endowment rather than the desired

4%. The Finance Committee and Executive Committee join the Treasurer in providing ongoing attention to financial matters, including these structural issues and will keep the vestry informed.

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

### **[Vestry Action 20223.1-3]**

**Annual Appeal Report:** Vestry members and Campaign co-chair Matthew Cunningham reported that the campaign has reached 83% of its goal for pledging households (215) and 87% of its goal for dollars pledged (\$1,170,764). To date, 74 households have increased their annual pledge, with an average increase of 20%, and 15 new households have pledged. After a vigorous round of calls this week by Emily, Jim, Hollis, Matt and Suzy to those pledging members who have not yet responded, 12 have indicated that they will pledge for 2023 but have not yet submitted pledges.

**Associate Rectors' Report:** Associate Rectors Emily Griffin, Yoimel González Hernández and Jim Quigley provided written reports in advance of the meeting, with highlights as follows.

Emily reported that, to date, four baptisms are scheduled in 2023, two involving families new to St. Alban's. Attendance at the Christmas pageant was strong (175) despite holiday travel. Our Spanish speaking parishioners have engaged particularly well in the stewardship campaign and vestry election process this year.

Yoimel noted that attendance for the Rite13 and J2A groups continues to be low. There will be a Rite13 liturgical celebration during the 9AM service on January 22, with a reception in Nourse Hall to follow. Some members of the Spanish-speaking group have expressed interest in being confirmed and clergy will provide confirmation formation for them during the year. Beginning January 22, clergy will offer five formation sessions about church leadership and governance after the Spanish-speaking service.

Jim informed the vestry that the Memorial Lecture weekend on April 21-23 will focus on the intersection of faith and food justice with featured speaker Chris Carter, minister in the United Methodist Church and assistant professor of theology and religious studies at the University of San Diego. Chris is the author of *The Spirit of Soul Food: Race, Faith and Food Justice*. A Four-Part Pre-Lenten Forum on "Loving our Neighbors: The Intersection of Faith, Human Wellbeing, and Our Relationships with Animals" will be an excellent primer for the 2023 Annual Lecture Series. St. Alban's parishioner Lois Godfrey Wye – ethicist, environmental attorney, and animal welfare activist – will lead participants in an exploration about how our relationships with animals intersect with faith and well-being, including how our actions and habits often impact our non-human neighbors in devastating ways.

Jim also reported that the recent election held by the WSA board recently confirmed the following roles for the coming year: President, Robin Rudd; First Vice President, Betty Dietel; Second Vice President: Sharon Whitehouse; Recording Secretary: Mary Beth Albright; Corresponding Secretary: Amanda Hobart; Treasurer: Doug Dykstra; Opportunity Shop

Treasurer: Dudley Winthrop. At the WSA board meeting earlier this week two significant motions were passed: 1) To resume the WSA's financial commitment to the church in 2023 in the amount of \$65,000 (\$6,500 per month for each month the Opportunity Shop is open for business); 2) To create a working group which will evaluate the Grant making process, one of the key functions of the WSA board.

**Senior Warden's Report:** Senior Warden Ted recognized Stephanie Curcuru, who is completing her service as Junior Warden and vestry members who are completing three-year terms - Carol Aschenbrener, Rachel Colson, and Lisa Garnett - and Gloria Manzo, who is completing a one-year term of appointment and is eligible for election in 2023.

Ted noted that, with the blessing and concurrence of Bishop Mariann Budde and the diocesan Office of Transition Ministry, the 2022 vestry will remain as the Rector Search Committee until that process is completed. The 2023 vestry will begin its service with a working retreat February 10-11 at the Claggett Center.

Ted explained that the dimmer system needs to be replaced as soon as possible for the lights to function properly. The current makeshift solution requires entering a crawl space to turn the lights off and on. After receiving three relatively comparable estimates, confirming estimated completion times and consulting with clergy, the Director of Operations recommends working with VarcoMac Electrical Construction Co. The estimate from VarcoMac (1) is at the midpoint in price between the other two (a range from \$30k to \$40k), (2) is superior to the lowest bid in scope of work, and (3) offers a much more favorable delivery time than the higher bid.

VarcoMac will disconnect and remove the existing dimmer panel and override switches, furnish and install a new Schneider NQ panel and dimming power packs for each circuit controlled, replace the Grafik eye with a new Npod touch, replace the override switches with new 4 scene switches, and install new Cat6 wire between the new switches, control panel and the Npod touch. The total cost is estimated at \$35,438.00. The contractor estimates that the work will take approximately 60 days from acceptance of the proposal (before Holy Week). They have also assured us that work will be coordinated in such a way as to minimize interruption of church lighting during the process.

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

1. The Director of Operations be authorized to enter into arrangements with VarcoMac for replacing the dimmer system in the Church.
2. The costs of the authorized work, having been estimated at \$35,438.00, shall be charged to the Reserve Fund; provided, however, that if it turns out that the actual costs may exceed the estimate, St. Alban's shall not expend, or become obligated to pay, more than \$40,000.00 on this project without further action and approval by the Vestry.

The vestry unanimously approved the motion.

**[Vestry Action 2023.1-4]**

**Junior Warden's Report:** Junior Warden Stephanie Cucuru provided a written update on the status of building and grounds issues. The bench near the Lych Gate support has been replaced with long-lasting faux wood. Other boards on the Gate will be replaced and painted as needed once the weather is warmer. The locksmith is still waiting for custom-made hardware for the doors in Satterlee.

**Reflections from Outgoing Vestry Members:** Outgoing vestry members Carol Aschenbrener, Rachel Colson, Stephanie Curcuru and Lisa Garnett offered brief reflections, all of them expressing gratitude for St. Alban's and the opportunity to serve on the vestry. Several offered suggestions for nurturing the church going forward.

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

The meeting was adjourned at 8:02 PM.

Respectfully submitted,  
Carol A. Aschenbrener, Secretary