

St. Alban's Parish, Washington, D.C.
Minutes of the Vestry Meeting of May 17, 2008

Present: Scott Benhase, Rector; Kate Bouvé, Senior Warden; James Sottile, Junior Warden; Nathalie Bramson, Bill Edgar, Andrea Farr (outgoing Secretary), Marc Fetterman, Kammie Hedges, Keith Jones, Danette Kauffman, Sam Lewis, Jennifer Martin, Eric Melby, Bob Woolfolk, Vestry.

Scott Benhase called the meeting to order at 9:20 am and led an opening prayer. There was no formal agenda for this Saturday-morning meeting, but the objectives were twofold: 1) to attend to certain pressing business items; and 2) to orient the new Vestry members.

Selection of new Vestry Secretary

Motion: Keith Jones moved that the person who received the fifth highest number of votes in the recent Vestry elections be invited by the Rector to become the Vestry Secretary. Further, if that individual declines, the Rector is authorized to invite the recipient of the sixth highest number of votes.

Nathalie Bramson seconded the motion and the motion carried.

Minutes of previous meeting

The minutes from the February, April and May 2008 Vestry meetings will be considered at the next Vestry meeting (June 10, 2008).

Treasurer's Report

Jim Sottile discussed the financial report and, for the benefit of the new Vestry, provided an orientation to the information provided therein. Jim described how the reports are generated every month and then reviewed by the Chris Holmes and by the Finance Committee prior to the Vestry meeting.

Jim noted that the Stewardship Report, which will be considered at the June Vestry meeting, provides a plan to transform the Endowment from a savings account into a true endowment fund.

A discussion of the Report followed. The Vestry suggested, and the Junior Warden concurred, that it would be useful to have the pledge payments plotted on the color graph that depicts budgeted and actual expenditures. It was noted that the parish's personnel expenditures, one of the few over which the parish has control, are on budget. The Vestry discussed the importance of receiving financial information on a regular basis from the ministries in the parish that have their own financial accounts.

The Vestry discussed the possibility of in the future having a budget item for receptions. Although much of the food for such events is donated by individual parishioners, it might be helpful to get a sense of how much is being spent.

The Vestry noted that the year-to-date water/sewer expenditures were double the budgeted amount. Jim will investigate. It was reported that the District of Columbia allows the installation of a separate meter for water used for irrigation. Such water is not subject to sewerage charges. It was also noted that parish office supplies are above budget. Jim will investigate this matter also.

The audits for 2005 and 2006 should be completed within the next few weeks.

Open mutual fund account with Meehan Focus Fund: A parishioner would like to make a gift to the parish of shares in a mutual fund in order to satisfy a Capital Campaign pledge. In order to sell the shares the parish must open an account, which, for this mutual fund, requires the formal approval of the parish's governing body.

Motion: Sam Lewis moved that the Vestry authorize the opening of an account on behalf of the parish, at no cost to the parish, with Meehan Focus Fund, which is distributed by Viking Fund Management, LLC, solely for the purpose of receiving and then selling the gifted shares.

Danette Kauffman seconded the motion and the motion carried.

Motion: Bob Woolfolk moved to receive the Treasurer's Report.

Keith Jones seconded the motion and the motion carried.

Junior Warden's Report

Jim Sottile described the work of the Stone House Group, and summarized some of the highlights in the Stone House Group's report. Jim noted that the report describes approximately \$1.6 million in maintenance items that will require attention over the next ten years. The most pressing matter, and the most expensive single item, is replacement of the HVAC in Satterlee Hall, at a cost of approximately \$540,000. Stone House identified the boiler as critical. The installation of an elevator in Satterlee Hall is the most expensive item at approximately \$225,000. It was suggested that the installation of an elevator is less pressing and should be considered in the context of a larger renovation.

As part of its due diligence, the Property Committee has consulted with Shapiro and Duncan (subcontractors on the Nourse Hall project) concerning the boiler. Shapiro and Duncan has concluded that we do not need to replace the entire boiler at this time, and suggested that the critical components could be replaced at a cost of approximately \$30,000. The Property Committee will have a recommendation for the Vestry at the June meeting.

It was noted that the Hospitality Commission will meet Sunday afternoon. The Commission has done a great deal of reconnaissance, learning how other parishes address hospitality. The Commission will be presenting its recommendations to the Vestry in the near future.

Senior Warden's Report

Kate Bouvé reported that so far there are 60 confirmed participants in the Parish Planning Retreat, with eleven invitations outstanding. Kate reminded the Vestry that it is important during the Parish Planning Retreat to keep an eye on the longer term. It was noted that on the Monday after the Retreat there will be an e-mail report sent out to provide parishioners with information concerning the results of the Retreat.

The Vestry noted that they would like a report from Erin Hensley and Harriette Sturges concerning the Youth and Children's programs, including a summary of current and prior participation levels. A discussion of the Children's ministries followed.

The meeting adjourned at 12:25 pm.

Andrea F. Farr