

St. Alban's Episcopal Church
Minutes of March 11, 2014 Vestry Meeting

Meeting called to order by Senior Warden Peg Keyser at 7:06 p.m.

Present: Peg Keyser (Senior Warden), John Hartley (Junior Warden), The Rev Tim Boggs, The Ven. Audrey Delafield, Gretchen Hartley, Peter Merrill, Julie Merriam, Michelle Whitney, Jason Burks, Scott Read, Nancy Pezzullo, Frank Governali (Treasurer) and David Abbiati (Secretary)

Opening Prayer (Fr. Tim)

Vestry Business

- Review and accept minutes from January
 - minor changes then moved, seconded and accepted
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- Settle on date for Vestry meetings
 - 2nd Tuesday of month works for all.
- Discussion of improvements to the nomination process of new Vestry members
 - Discussion points: Broader group? Include 3 from the parish at large? More publicity for nomination process?
 - Action: Committee to make recommendations for election to vestry and delegates. John, Nancy and Jason will comprise the committee. Report back for the April meeting.
- Discuss/approve Memorial Garden policies and procedures
 - History of the garden given by Fr. Tim. He explained Memorial Garden Policy is needed to comply with contract law. Policy is to be overseen by the vestry.
 - Action: move to approve – seconded – approved. New policy attached
 - The policy will be publicized to the parish and materials prepared for inquirers.
 - Audrey: When will the memorial children bench be ready? Tim: Soon, St. Alban's Day 6/22
 - Discussion: melding of the Memorial Garden Committee with the Building and Grounds Committee. This integration was approved by the vestry on 7/10/12. This document is attached and incorporated by reference into these minutes.
- Need for new Coffee Hour Coordinator

Discussion points:

How much work and expense should the person in charge bear?

Julie was coffee coordinator for two years. Could do it for \$35.00 per Sunday

Revisit recruitment of Ministries to host particular Sundays

Use of freezer to stockpile food for the coffee hour.

Action: Peg will contact people who may want to be coordinator and discuss with staff

Centennial Celebration / discussion of rector's concept paper

Review of concept paper by Tim. Attached.

Discussion of possible candidates for a committee to organize the events of the anniversary.

Julie will be on committee representing for vestry

Action: Resolved to go forward with the celebration and establishment of a committee to plan.

Seconded and passed

Julie will report back to the vestry at the next meeting.

- suggestions for committee members and special events

Audrey's Departure – Tim and Peg

Emphasized that this will be a significant transition, calling for planning and care.

Audrey made a list of responsibilities she has taken on over recent years. They fall into three large categories: Pastoral, Liturgical and Outreach

Liturgical and pastoral duties will fall to clergy.

Essentials pantry?

Organizing service prayers will be taken over by a parishioner.

A coffee hour after Audrey's last Sunday, May 4th will be coordinated by Daphne James.

Discussion of a fund to be created to Honor Audrey's departure, will revisit at April Meeting

No action taken

Buildings and Grounds (Pete)

New Chair - Philip Hamilton with assist from Chris Pezzullo

The challenge is to develop a prioritized list of key projects, an effort that is underway. Phil would like to come to vestry and present a 3-5 year plan. He will present his committee report and their consensus recommendations at the April meeting.

Things under B G discussion include, among other items:

Painting or staining of church siding and trim

Exterior painting of rectory

Rock wall restoration and rock steps at rectory

Rectory rear walkway repairs

Insulation gaps in rectory

John suggested review of what had been done in recent budget cycles.

Clergy reports

Worship: Tim reported a cycles of worship which tracked with the seasons. Attendance good, reflecting winter patterns. Peg: family service was exceptional well received. Thank are owed to Kelly and Debbie for an outstanding job.

There have been two large funerals in the recent pass. Peg commented that they were exceptionally well done and received by the families.

Administration: four electronic communication platforms are being used. They are being carefully evaluated for effectiveness. And will be reviewed by Jen Tarling at the April meeting
The Albanor is coming out in our new seasonal journal format – Joy is the central theme of spring issue.

Staff report: The budget calls for only two extra hours for Administrator she has agreed to work at home for two hours per day on Mondays. This is a trial and will to be evaluated. So far good
Summer Seminarians – As with last year, it is hoped that Tim has started working on this. He has interviewed a few for St. Albans. Housing for the Seminarians is a problem that must be addressed. There is a feeling that lasts summer's housing was too broken up. This is an issue that should be addressed to the congregation.

Heidi Schott will be liaison with the bishop. To be present at the April meeting

Health Committee: well accepted programs by the congregation, quite varied. The “New Art of Dying” and health chats well attended by parishioners and outside people.

Coming up: Haiti travelers: Kelly and Gretchen will be going to Haiti 3/27-4/4. They will bring school supplies as in the past. They will continue to build relationship with St. Luc's School and Parish, good agenda to pursue.

Deacon's report

Audrey will have a vacation 3/14 for 10 days.

Long Creek Youth Center sponsorship of Girl's unit has begun. Has her badge for Long Creek!

Julia Becket is leading the parish committee.

She will arrange for parishioners to take care of the essentials pantry.

Treasurer's Report (Frank)

- year-to-date report
- discussion of Endowment Planning and Giving Committee
- See Treasurer's report for details.

Gordon Gayer: Endowment Committee Report

The committee is on schedule to meet quarterly – report to next vestry meeting first vestry meeting after the quarter end.

Investments are steady and improving. There was a general discussion of a social audit of investments. The Endowment Committee considers this beyond their scope. No action was recommended at this time. The Committee recommends that there be no change in first year (next year) to the current investment strategy with Vanguard. Gordon will continue to report regularly on performance. Current endowment assets: \$632,000 at year end.

A general discussion of the advisability of establishing further specific endowments, e.g., buildings and grounds, education, music etc. followed. Frank stated that these were not worth administrating until they reached \$100,000 in value. To be discussed further.

Next step: develop and appoint Endowment Planning and Giving Committee as called for in the parish endowment policy. Frank and Tim to take lead on this before the April meeting.

Thank, Julia Beckett – Long Creek and driving program

Justin LeBlanc for work on memorial garden

AJ DiNinno and son for making the handicap ramp for parishioners in need

Michelle for selling jewelry to raise funds for Haiti

Greg Hicks for snow plowing –Tim to thank and share good news.

Closing Prayer (John)

Meeting brought to a close at 9:17

Respectfully submitted

Dave Abbiati

Secretary

Attachment 1
Vestry Resolution
Regarding the
St. Alban's Episcopal Church Memorial Garden

July 10, 2012

Whereas St Alban's Church is graced with a joyful garden for the worship of God and in memory of those who have gone before, and that this is a sacred and beautiful space, blessed and consecrated by the Right Rev Stephen P. Lane, Bishop of Maine as The Memorial Garden of St. Alban's Episcopal Church, it is resolved:

that the Vestry commits itself to a policy and plan to better integrate The Memorial Garden into the full life of the parish by requesting that henceforth the Buildings and Grounds Committee of St. Alban's take full responsibility for guiding the maintenance and improvement of The Memorial Garden, incorporating this responsibility with their ministry for the entirety of the buildings and grounds of the parish, using their best judgment, in consultation with the Rector and Vestry, to assess the garden's needs and care in light of the overall condition of the St. Alban's buildings and grounds and the parish budget,

and that the Vestry endorses the creation of a new parish committee, The Memorial Garden Program Committee which is requested to develop, in consultation with the Rector and Vestry, proper policy and active plans for the creative and faithful use of the garden, including the schedule for worship and performance, the promotion and utilization of the Columbarium and the Memorial Garden Plaque, and requests for other memorials,

and that the Building and Grounds Committee and the Memorial Garden Program Committee are requested to communicate and consult freely and openly with each other and the parish so as to create a spirit of collaboration and common understanding of the garden, its care and use, and that the garden is to be known as The Memorial Garden, a place of peace.

AGREED to by VESTRY, 7/10/12
TB