

St. Alban's Episcopal Church

Vestry Meeting

October 20, 2019

1:00 p.m.

Minutes

Vestry Members Present: Jill Binder, Don Pitts, Steve Martel, Jennifer Cawley, Nelson Smith, Claudia McKee, Ken Kuntz, Annette Greenfield, Marcy Leonard

Others Attending: Rev. Erin Hensley, Liz Swofford

Additional Documents Referenced: Letter from Audit Committee, Expense Report, September 2019 Vestry Minutes

1. Opening Prayer + Commitments of Presence
2. Parishioner Comments
3. Review of September 2019 Minutes

A Motion to accept September Minutes was Seconded and Passed

4. Vestry Bible Study
5. 2019 Annual Season of Giving Packet and Plan
 - Stewardship committee sent out packets
 - Stewardship ambassador ribbons
6. Discuss New Vestry Discernment Process
7. Treasurer's Report
 - a. 2018 Financial Review/Mini-Audit Committee Report
 - Mainly focused on transactions
 - b. 2019 3rd quarter financials
 - c. FYI re October Finance Com. + upcoming November Finance Com. Mtgs.
 - Annual Financial Audit completed 10/15/2019 (Vestry approved team 10/04/2019)

A Motion to accept Annual Financial Audit was seconded and Passed

8. Rector's Report

- a. October 27 from 3:30-5p gathering of ministry leaders
 - Discussed new forms for Groups: Space Request Form & Publicity Request Form
- b. November 10 from 3:30-5p newcomers reception
- c. November 17 + December 8 monthly vestry meetings
- d. Capital Campaign Task Force
 - All members have agreed to serve on committee
- e. timeline presented to parish on 8.11.19
 - *By All Saints' Sunday, November 3 facilities report shared w/parish*
 - *By the first Sunday of Advent, December 1, Worship Committee formed*
 - *By the first day of Christmas, December 25, debt repayment plan shared w/parish*
 - *By the Epiphany, Monday, January 6, 2020, clarity re cc management scope of work and acceptable range of payment.*
 - *By the First Sunday of Lent, Sunday, March 1, 2020, name, scope of work, and payment of cc management shared with parish.*
 - *By June 1, 2020, the first day after Pentecost, CC manager begins work w/St. Alban's*
- Discussed VPoS Schedule

9. Closing Prayer