

St. Mark's Episcopal Church
Vestry Meeting Minutes
April 2, 2019

Present: Derek Gordon, Sr. Warden; Rhonda Warren, Jr. Warden; Linda Deuble, Grace Giammarco, Bob Kennedy, Beck Rand, Sara Strattan, Christy Thorley, Caroline Willoughby, John Wise

The meeting was called to order at 5:35pm. Rhonda led opening devotions with a prayer for Lent.

A motion to accept the minutes of the February 27, 2019 meeting was made by Sara Strattan and seconded by Beck Rand. The motion was approved.

Nursery Attendant

- Carolyn made a **motion** to approve hiring Chantelle Freeman for the Nursery Attendant position contingent upon her reference checks. Bob seconded the motion and the motion passed.
- The surprise farewell party for Riley will be held at the 10am service on April 7, 2019.

Safety and Security Committee Updates

- A First Aid and CPR class has been offered to ushers, Sunday School teachers, and parishioners. So far, 16 people from the parish have indicated interest in the class. The cost is \$25 per person. Sara made a **motion** to request that the Finance Committee find money to fund the First Aid and CPR training for parishioners. Beck seconded the motion and the motion passed.

Office Manager Contract Approval

- The Vestry reviewed Katie's Office Manager Letter of Agreement and the Roles and Responsibilities Attachment and suggested some minor revisions. Bob **motioned** to approve Katie's Letter of Agreement as amended. Grace seconded the motion and the motion passed.

Staff Employee Handbook

- The Vestry reviewed the Staff Employee Handbook and suggested minor revisions. John **motioned** to approve the Staff Employee Handbook as amended. Rhonda seconded the motion and the motion passed.

Finance Committee

- The Finance Committee will be meeting on Friday April 5, 2019.

Transition Update

- The Search Committee has been meeting regularly for 2 hours a week and has been focusing on honing their interviewing skills.

Senior Warden's Report

- **Stark County Fair Determination** – The Vestry discussed issues regarding our Baby Changing/Feeding Station Booth at the Stark County Fair: cost, volunteer staffing, and our booth being underutilized because people do not know it is available. Our booth provides a service to fair attendees and is not a typical vendor booth, yet we pay vendor booth fees to the Fair Board. As vendors, our booth and its services are not allowed to be advertised. If we continue to do this, we should either become part of the Fair Board or get the Fair Board to waive the cost of our booth. Having enough volunteers to adequately staff all shifts at the booth is also a problem. St. Timothy's was asked to take the lead in managing the booth, but they declined. Rhonda and Derek will talk to Carol about these matters.

- **Beth's Proposed Donation** – Beth has generously offered a gift of matching funds up to \$750 to be shared equally between the Bishop's Annual Appeal, the Rector's Discretionary Fund, and the Restoration Campaign. John made a **motion** to accept Beth's matching gift. Christy seconded the motion and the motion passed. All donations received will be divided equally among the three funds.
- **Promotional Video Update** – Instead of using a promotional video to attract a new rector, we will wait and let the new rector put his/her personal touch on it. A parishioner will be needed to work with Katie and the new rector.
- **Clean Up Day** – Bob presented a proposal for an outdoor Clean Up Day on April 23 from 2:30 to 4:30pm followed by an Appreciation Cookout from 4:30 to 6:30pm. Volunteers would come from St. Mark's, Weaver School, and interested neighbors. The projected food cost is \$125.00 and would not involve kitchen crew help. Beck made a **motion** to approve the Clean Up Day request and cover up to \$125.00 of the cost of food. Linda seconded the motion and the motion passed.
- **Weaver Update**
 - **Space** -- Weaver had downsized from 5,000+ square feet when they moved into 2,500sf of our building and would like to have more space to accommodate their needs. They are not expanding the school. They would like to use the choir room and are open to a rent increase for the extra space. The Rector's Office and the Weaver Director's offices may be swapped.
 - **Access During School Hours** – When Katie or the rector are not in the building, whether during lunch or on a day off, Weaver will not let anyone in the building. Only St. Mark's parishioners who have keys will be able to enter the building. Parishioners will be notified that they will need to make special arrangements ahead of time if they need to get in during the day at those times.
 - **Restroom Access During School Hours** -- The only restroom that parishioners may use during school hours is the handicapped restroom on the main floor.

Other Business

- Bob Morrison requested approval to plan a special afternoon Pentecost Service with St. Paul's and St. Timothy's at St. Mark's on June 9th at 4:00pm followed by a picnic in the pavilion. The Vestry has no objections.
- Father Gaston and Rev. Barbara Bond will alternate officiating at the 8:00am service after Easter Sunday.

The meeting was adjourned by consensus at 6:53pm.

The next meeting is Wednesday, May 1, 2019 at 5:30pm. Sara will provide the devotions.

Respectfully submitted,

Karen Violand
Clerk