

St. Mark's Episcopal Church
Vestry Meeting Minutes
May 2, 2018

Present: Derek Gordon, Sr. Warden; Rhonda Warren, Jr. Warden; Beth Crowl, Grace Giammarco, Bruce Hixon, Bob Kennedy, Charlie Kiesling, Beck Rand, Sara Strattan, Christy Thorley **Excused:** Rev. Beth Frank
Guest: Rick Werren representing St. Mark's Trustees

The meeting was called to order at 6:00 pm. Opening prayers were led by Christy Thorley.
A motion to accept the minutes of the April 4, 2018 meeting was made by Grace Giammarco and seconded by Christy Thorley. The motion was approved.

NEW BUSINESS

Transition Process

St. Mark's Trustees

Rick Werren attended the Vestry meeting on behalf of the Trustees. We learned from the parish visits that most other churches have had to use funds or interest from endowments to balance their budget. The Vestry wants to make sure the parish can afford a full-time priest if that is what is decided, and wanted to know if funds from the Trust could be made available for short-term use if necessary. Rick said that when the time comes and the vestry submits a proposal to the Trustees, they will thoroughly consider the request and work with the Vestry to determine how funding may be made available. Rick explained that the original purpose of the Trust was not to fund regular church operations, but to do extra things for the church. The money is meant to be used for items the Vestry and the Trustees agree on for God's work.

Church Visit / Parish Information Session Review

All visits have been completed and the first parish information session was held and was well attended. Parishioners were interested to hear about the experiences of other parishes and appreciated the efforts of the Vestry to be well-informed. Two more sessions will be held after the 10:00 service on May 6th and May 13th.

Transition Timeline Review

The Vestry will decide whether to seek a full-time or part-time priest, start the Search Committee process, and decide what we want to look for in a priest.

- **Search Committee** Derek asked each Vestry member to submit the names of 5 candidates who represent the church spectrum by the next Vestry meeting. One of the parishes we visited said it was important to get at least one newer parishioner on the Search Committee. When nominating, consideration needs to be made that the Search Committee may be active for as long as 18 months.
- **Congregational Survey and Meetings** A congregational survey along with congregational meetings will give direction to the Search Committee about what parishioners want in a priest. A survey using Survey Monkey was suggested by other parishes as the best way to capture honest input from the parish. Starting congregational meetings in the summer months may exclude those who are out of town. The Vestry decided to run the survey during the summer and then hold meetings after the surveys are completed. St. Timothy's Massillon felt that their survey was essential to their successful search process, so we will ask to see their survey to give us ideas for our own survey questions.
- **Consultant** We do not believe that we will need to utilize the consultant for the full extent of transition services, but we will definitely need them to facilitate our parish meetings, at a minimum.

Event Notifications

No events are reported.

Security Committee Update

- We are getting pricing on some of the upgrades we will need for enhanced security.
- Beck Rand offered to attend a seminar led by the Stark County Health Department about emergency planning and preparedness for churches and non-profits.

Building and Grounds

Signage Proposal

A proposal was reviewed for 7 new signs: Two signs, back-to-back, at Market/47th and 44th/Frazer; two at existing locations on property corners; and one installed at the main entrance. The signs will be paid for from the Memorial Gifts account. To initiate discussion, Sara motioned to approve the on-site sign locations per the proposal. We may be able to order standard "The Episcopal Church Welcomes You" signs through the diocese, which may change the number of signs from the proposal that we would need. Sara made another motion to table the sign decision to the May 30th meeting to allow us to get more information. Beck seconded the motion and the motion passed.

Groundskeeping

Joe received bids from 5 companies for groundskeeping services. We are staying with the same company we have used for the last 3 years.

Financial Approvals

Audit Approval

Charlie presented the 1 Q 18 audit which showed that no changes were needed. Charlie motioned to accept the audit, Beth Crowl seconded the motion, and the motion passed.

Transfers

There are balances in three Restricted Monies accounts that are not being used. The Finance Committee recommends that these balances be transferred to Unrestricted Operations. The money can be transferred back if it is needed. Sara motioned to move money from the Aluminum Can Fund account, St. Mark's Youth Group account, and the Hands On Worship account to Miscellaneous Income. Rhonda seconded the motion and the motion passed.

Quarterly Reports

- The **copier lease** will be up in July. We will be leasing a copier from LA Office Solutions for \$120 per month less than we are paying now. A code will need to be entered to make color copies. This should eliminate copies unnecessarily made in color and therefore reduce our printer costs.
- Costs for **HVAC** preventive maintenance and installing extra heating in the nursery are less than originally budgeted.
- Sara motioned to approve the 1 Q 18 Financial Reports. Bruce seconded the motion and the motion passed.

Other Items

- Derek will make sure that our defibrillator batteries are being checked periodically.
- The front entrance has heating coils under the bricks. We don't know if they are hooked up or how to turn them on. Derek may try to get ahold of Scott Walton and see if he has any helpful information.

Sara moved to adjourn the meeting, Bruce seconded the motion. The meeting was adjourned at 7:30 pm.

The next meeting has been rescheduled to Wednesday, May 30, 2018 at 6:00 pm. due to scheduling conflicts for Rev. Beth and Derek. Charlie Kiesling will provide the devotions.

Respectfully submitted,
Karen Violand, Clerk