

St. Mark's Episcopal Church  
Vestry Meeting Minutes  
August 1, 2018

**Present:** Rev. Beth Frank, Derek Gordon, Sr. Warden; Rhonda Warren, Jr. Warden; Beth Crowl, Grace Giammarco, Bruce Hixon, Charlie Kiesling, Beck Rand, Sara Strattan, Christy Thorley **Excused:** Bob Kennedy  
**Guest:** Emily Gordon, representing Sunday School

The meeting was called to order at 6:00 pm. Opening prayers were led by Rev. Beth with a special blessing and anointing of Emily Gordon for safe childbirth and a healthy baby, and special prayers for The Gordon family.

A motion to accept the minutes of the June 27, 2018 meeting was made by Sara Strattan and seconded by Christy Thorley. The motion was approved.

### **Library Renovation Proposal**

On behalf of the Sunday School, Emily Gordon presented a proposal to remodel the Library so it can be better used as a Sunday School room, while still remaining a Library. Proposed remodeling includes removing the kitchenette to use for a storage area and removing existing carpet, replacing it with vinyl planking that looks like hardwood. Charlie presented a proposal from the Finance Committee for financing the proposed renovations using the Library Trust account.

- Charlie motioned: St. Mark's Vestry requests the Trustees to review our request to use the present Library funds for the Library floor and kitchenette remodel at a cost not to exceed \$5,000. Sara seconded the motion and the motion passed.
- Charlie made a second motion: The Vestry requests the Trustees to review our request that Library funds remaining be used toward the cost of the new heating and air conditioning system for the Library/Family Room (cost \$13,125). Sara seconded the motion and the motion passed.

### **Restoration Campaign Update**

Charlie presented a Cash Flow Forecast for the 3 year Restoration Campaign, noting that we have received sixty one (61) pledges totaling \$111,528 toward the 3 year goal of \$150,000, contributions received as of June 2018 totaled \$77,728, and the cost of HVAC repairs are lower than what was forecast. The Grant and Loan we received from the Diocese for HVAC repairs will be used to replace money advanced from the St. Mark's Trust. Based on the present forecast we are \$15,857 short of the 3 year goal to raise \$27,697 for future capital improvements in addition to the (6) capital expenditures identified in the campaign. The Restoration Campaign Committee continues to look at ways like the upcoming Jambalaya event to raise the additional funds.

### **5-Year Financial Forecast**

To cover expenses during the next five years, St. Mark's will need to use funds from the Trust on a scheduled basis. It is necessary that the Trustees develop an investment strategy that will support monthly withdrawals based on the 5 Year Financial Plan.

- Charlie motioned: The Vestry request the Finance Committee to complete a Proposed St. Mark's 5-Year Financial Forecast for review with the Trustees at their August meeting. St. Mark's Vestry is requesting the Trustees to develop an investment strategy which supports the required scheduled withdrawals to support the proposed 5-Year Financial Forecast. The status of the Plan is to be reviewed at the September Vestry meeting. Sara seconded the motion and the motion passed.

### **Sunday Vestry-in-Charge Proposal**

Rev. Beth proposed the concept of a Vestry member assigned on a rotating basis to assist the rector with various tasks before and after Sunday services. Tasks can include helping find substitutes when needed, photocopying, making sure lights are off, burners are off, etc. The Vestry-in-Charge person would also serve as a contact for parishioners with issues that don't necessarily need to be addressed by the clergy. This will become especially important during times of transition, so parishioners know who can help with operational matters on Sundays. Rev. Beth will provide a list of duties at the September meeting.

### **Stewardship Campaign Recommendation**

Materials are available from the Diocese that we can use for our Stewardship Campaign. Our intention is to get a group together to review the materials and see what is most helpful to give a personal touch to our Campaign.

### **Quarterly Finance Report – 2 Q 18**

Charlie presented the quarterly financial reports. Midyear expenses exceeded income by \$15,208. Due to the 2018 stewardship pledge campaign shortfall total income is \$10,809 less than budget. Expenses for the first half of the year were \$11,090 under budget driven by not spending any funds earmarked for transition expenses and other cost controls. Reserve for Capital Improvement funds totaling \$13,909 were transferred to operating funds to support the deficit.

### **Outreach Report**

Rev. Beth is examining our Outreach projects and shared a draft of a summary of our various projects, how they are funded, and current activity status. If projects were primarily funded by the church instead of individual donations, the Vestry could help determine which Outreach projects St. Mark's would support. Sara suggested that we could also ask those who signed up for Outreach from the Treasure Hunt to oversee Outreach.

### **Transition**

Derek named the Search Committee members: Joe Hoot, Chair; Grace Giammarco, Vestry Representative; Anne Coen, Ken Jaeb, Mandy Pelger, and Paul Sack.

- Bruce motioned to approve the Search Committee. Rhonda seconded the motion and the motion passed.

The Search Committee will be officially commissioned on September 9<sup>th</sup>. The Vestry thanked Derek for a job well done in selecting the Search Committee members.

### **Other Items**

- Blessing of all students and teachers will be on August 19<sup>th</sup> at both the 8:00 and 10:00 services.
- Outdoor worship will be September 2<sup>nd</sup> at 8:00 and 10:00.
- Derek mentioned that we have received 51 parish surveys.
- The new signs are in and will be installed in the next few weeks. A sign will be placed at 44<sup>th</sup> and Yale, as the 44<sup>th</sup> and Frazer location has several other signs and may be confusing.

The meeting was adjourned without motion at 8:15 pm.

The next meeting is Wednesday, September 5, 2018 at 6:00 pm. Beth Crowl will provide the devotions.

Respectfully submitted,

Karen Violand  
Clerk