

St. Mark's Episcopal Church  
Vestry Meeting Minutes  
July 3, 2019

**Present:** Fr. Gaston, Derek Gordon, Sr. Warden; Rhonda Warren, Jr. Warden, Linda Deuble, Bob Kennedy, Beck Rand, Christy Thorley, John Wise

**Excused:** Grace Giammarco and Caroline Willoughby

The meeting was called to order at 5:30pm. Christy led opening devotions.

Rhonda **motioned** to accept the minutes of the June 5, 2019 meeting. John seconded the motion and the motion was approved.

#### **Finance Committee**

- The audit for FY2018 was performed on June 14, 2019 by an auditor from the Diocese, which was less expensive for us than a CPA. She was very complimentary of the job Charlie and Katie are doing. We will receive a letter of findings and recommendations, which are expected to be minor.
- Regarding the 5-year Financial Forecast, we will be able to put money back into the fund in 2019. We are projecting a \$30K deficit in 2020 and 2021, and a \$50K deficit in 2022.
- The account at Westfield Bank was successfully opened.
- We are about \$40-45K short on the Capital Campaign goal.

#### **Senior Warden's Report**

- **Vestry Coffee Hour Duty** – There is a key in the office that can be used to close the church after coffee hour if a key-holding church member is not present.
- **Stark County Fair** – Due to miscommunication, we did not attend the Fair Board meeting. John called and talked to a representative of the Fair Board, acknowledged that we missed the meeting, and asked about our booth appearing on the Fair map and putting up signs. He was told they would “see what they can do”. We will meet with the Fair Board in the spring to present our request for fee adjustments.
- **Lector's Guide Purchase** – Bruce Hixon had submitted a proposal at the June Vestry meeting for the church to split the cost of Lector's Guides with any Lector who wants them. The entire 3 year set of books is \$60 per set. John made a **motion** to accept Bruce's proposal for any new or existing Lector who wants a set of the three books. Linda seconded the motion and the motion was approved. The line item in the budget for this expense of \$30 per set will be Worship Supplies.
- **Parish Care Proposal** – When Fr. Gaston is unable to respond to a request for parish care, Beth Frank and George Baum have agreed to fill in as needed. They will not accept a retainer, so there is no financial commitment. If they are needed, though, we can do something for their respective churches.

#### **Weaver Proposal for Additional Space**

- The Amendment of Lease Agreement with Weaver School was reviewed. Sara **motioned** to approve the Agreement as written with the understanding that the Exhibit that was attached for review would be replaced by the corrected Exhibit. John seconded the motion and the motion was approved.
- Rhonda and Derek met with Weaver and made them aware that we are unable to give up any more space in the future. Weaver assured that they intend to stay beyond their lease expiration in 2022 and are not looking to get any bigger. Derek plans to write a summary of the ways in which Weaver helps the parish.
- The downstairs bathrooms are not ADA compliant. We are getting a quote from the same construction company that Weaver has used. Weaver will help pay for the improvements.

## Transition Update

- Candidates are being interviewed.

## Rector's Report

- Fr. Gaston distributed an overview of duties that are performed by an interim priest during the week. These are in addition to preaching and celebrating the Eucharist at Sunday services.
- Fr. Gaston would like to establish a Welcome Guild, which is a ministry of parishioners who greet newcomers, follow up with phone calls, etc. Members of the Guild would be charged and blessed during a regular Sunday service.

## Other Business

- **Frazer Right-of-Way** – Our neighbor at Frazer and Hannah Circle, Frank Kemp, has been wanting us to vacate our Right of Way on Frazer and give it to him, as we do not maintain it. We are willing to do this if he presents us with all the necessary legal paperwork. We have now received the documents and will send them to the Diocese for review, which will then be brought back to the Vestry for approval.
- **Altar Guild** – Altar Guild has only 8 members, and routine tasks aren't getting done. Quarterly work days will be scheduled, and volunteers will be needed. Proposals are being considered for rearranging the storage in the sacristy. Rhonda reported that a parishioner donated \$30 a week for 9 weeks for altar flowers every week during the summer.
- **Vestry Voting** – Our bylaws will be examined to see if it is permitted for Vestry members to vote on motions by email.
- **Trees** – Bob reported that Canton City Arborist, Mr. Richard Drake, recommended immediate removal of the split Linden tree in the playground area due to the tree's spongy base and proximity to the building. He recommended further professional advice regarding the other two diseased hardwood trees on the playground to see if they can be salvaged and nursed back to health. He recommended contacting Davey Tree and/or A Cut Above Tree Service. Weaver would like the dead limbs trimmed from the trees before school starts. Bob is getting 3 quotes for the tree work that needs done.

The meeting was adjourned by consensus at 6:35pm.

The next meeting is Wednesday, August 7, 2019 at 5:30pm. John will provide the devotions.

Respectfully submitted,

Karen Violand  
Clerk