

St. Mark's Episcopal Church  
Vestry Meeting Minutes  
July 3, 2024

**Present:** Fr. RJ, Leslie Redmon, Sr. Warden; Sara Strattan, Jr. Warden; Beth Bletzacker, Kent Clark, Joe Hoot, Ken Jaeb, John Willoughby (via Zoom), Rick Werren

**Not Present:** Kathy Wise

**Guest:** Charlie Kiesling, Treasurer

The meeting was called to order at 6:00pm with devotion and prayer provided by Beth.

Kent **motioned** to accept the minutes of the June 5, 2024, meeting with requested changes. Leslie seconded the motion, and the motion was unanimously approved.

### **Wardens' Reports**

- **Senior Warden**
  - The ECW luncheon was very successful, with 11 attending from St. Mark's and 11 from area parishes. We would like to host the event again.
  - The Strawberry Social on June 9<sup>th</sup> was well attended by 45 people, and we will consider having the event again next year.
  - An indoor Intergenerational Service will be held on August 18<sup>th</sup> and will include the Blessing of the Backpacks.
  - The September 15<sup>th</sup> service will be held in the outdoor chapel, and we may hold a Ministry Fair on the same date.
- **Junior Warden**
  - No report

### **Rector's Report**

- Fr. RJ's project proposal for his doctorate program has been approved and he is now a doctoral candidate. After completing his project and dissertation, he will graduate in May 2026.
- Bruce will conduct Morning Prayer on July 28 when Fr. RJ is away on vacation.

### **Liaison Reports**

- Kent reported that Doug Carey is a new Lector.
- Sara asked the Liaisons to find out which ministries have staffing needs and if they will participate in a Ministry Fair on September 15<sup>th</sup>.
- Beth reported that more donations of soap are needed for the Sunday School outreach project.
- A parishioner commented to Leslie that the Vestry should think of ways to encourage people to sit farther up-front during services.

### **Buildings and Grounds**

- We will not have a cleaning service until Weaver hires a new cleaning service when school resumes. In the meantime, we need volunteers to do light cleaning and empty wastebaskets.

## Old Business

- **Finance Transition Update**
  - We signed a contract with SMC Bookkeeping to start on July 6, 2024.
- **Office Update**
  - Kent and Fr. RJ talked to temp-to-hire staffing agencies and decided on Pivot Staffing because they are more local and provide the most flexibility.
  - Sara **motioned** to approve the expenditure of not more than \$10,000 for the remainder of the 2024 calendar year to fill the position of parish administrator. Beth seconded the motion, and the motion was approved.

## New Business

- **Credit Card Policy**
  - The Credit Card Policy is being updated to specify that credit cards are not to be used for personal use, all receipts must be turned in, and cardholders must review and sign the policy. St. Mark's cardholders are Fr. RJ, Charlie Kiesling, Carol Popovich, and Paulette Frech.
  - Beth **motioned** to approve the Credit Card Policy. Joe seconded the motion, and the motion passed unanimously.
- **Audit Committee**
  - Our annual audit will be conducted at 1:00 on July 7, 2024, by an in-house team.
  - The Finance Committee **motioned** to accept and approve the audit committee's report. Joe seconded the motion, and the motion was passed unanimously. The report is due on July 15<sup>th</sup>.
  - The Vesty's role in audits is to be briefed on the findings and make sure action is taken on all recommendations.
- **Delegates to Convention**
  - We will need 3 delegates to the convention in November. Vestry members were asked to think of 3 people to ask about attending.
  - Sara **motioned** to table the discussion until another meeting. Rick seconded the motion and the motion was approved unanimously.

The meeting was adjourned at 7:24pm with a **motion** by Beth, seconded by Joe, and approved unanimously.

The next meeting is scheduled for Wednesday, August 7, 2024, at 6:00pm.

Rick will provide the Reflection and Prayer for the meeting.

Respectfully submitted,

Karen Violand  
Clerk