

St. Mark's Episcopal Church  
Vestry Meeting Minutes  
August 7, 2024

**Present:** Fr. RJ, Leslie Redmon, Sr. Warden; Sara Strattan, Jr. Warden; Beth Bletzacker, Joe Hoot, Rick Werren, Kathy Wise

**Not Present:** Kent Clark, Ken Jaeb, John Willoughby

**Guest:** Charlie Kiesling, Treasurer

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

Rick **motioned** to accept the minutes of the July 3, 2024, meeting. Joe seconded the motion, and the motion was unanimously approved.

## **2nd Quarter Financials**

- Charlie distributed the 2<sup>nd</sup> Quarter Finance Recap and noted that we are realizing savings from reduced office staffing and cleaning expenses.

## **Wardens' Reports**

- **Senior Warden**
  - Leslie distributed new updated parish calendars.
  - Three Garden Grooming Days were set in August, September, and October.
  - Our last outdoor service will be September 15. Joe noted that more volunteer help is needed for setup.
  - There will be a Progressive Dinner on Saturday, September 21.
  - When the choir returns, we will again sing an Orison hymn at the end of the service.
- **Junior Warden**
  - The Outreach Committee is looking for a chairperson.
  - The Outreach Committee plans to meet to better understand the Outreach budget and make sure there are funds available for our continuing commitment to Thanksgiving Baskets and Community Christmas.

## **Rector's Report**

- Tasha Rouech is our new parish administrator. The arrangement is Temp-to-Hire, and her hours will be MWF 10-2. Fr. RJ's day off will be Thursday while she is learning her new job.
- Fr. RJ will briefly introduce Tasha in the Lion's Pause.

## **Liaison Reports**

- Rick reported that Hope Ministry is giving out approximately 25 hygiene kits a day. They also accept many household items, and he encouraged donations to them or the Domestic Violence Shelter instead of Goodwill.
- Rick also suggested that we need a central clearinghouse for Outreach activities.

## **Buildings and Grounds**

- Weaver has hired a cleaning company, and we will contract with them.
- Sara thanked the parish volunteer restroom cleaner for their excellent job.

## Old Business

- **Finance Transition Update**
  - We have transitioned to our new bookkeeping service. We deliver our documents to them on Mondays.
  - We may elect to begin to do some tasks internally.
- **Audit Committee Report**
  - Audit Committee members were Kathy Sloan (Lead), Ken Jaeb, and Bobbi Zollinger. Sara Strattan was the recording secretary and Charlie Kiesling provided documents.
  - The 2022 Audit Items have all been resolved with the exception that ECW and Trust account signers were not included in the annual review by the Vestry.
  - Findings for 2023 are:
    - No reporting is done to the Vestry concerning the Rector's Discretionary Fund.
    - It is not clear that local taxes are properly withheld for all employees.
    - Any physical inventory that has been done is completely out of date.
    - Although people who are authorized to use the parish credit card are approved annually along with those bank accounts signers, the credit card limits for each person have not been specified in the annual resolution.
  - Kathy **motioned** that the Vestry received the Audit Committee report and accepts the Audit Committee Findings. Rick seconded the motion, and the motion was approved.

## New Business

- **New Signers Document**
  - The list of signers for our various bank accounts must be affirmed every year, or when changes occur, and noted in the minutes. The banks need to see this resolution.
  - Charlie presented the Resolution for Signers as outlined below.
  - Sara **motioned** to adopt the new information on the Resolution for Signers document, add the ECW and Morgan Stanley accounts to the list, and add the credit card limits as presented. Joe seconded the motion, and the motion was approved unanimously.
- **Key Business Checking 3861**
  - Charles Kiesling, Sara Strattan, Gary Mull, Leslie Redmon, and Geoff Gordon
  - Add Kathy Sloan
- **Key Discretionary Checking 3879**
  - Ronald Johnson
- **Key Silver Savings 2157**
  - Charles Kiesling and Geoff Gordon
  - Add Kathy Sloan
- **Key Altar Guild Checking 3887**
  - Kathy Sloan
- **Key CD \$10,000 – 0044**
  - Charles Kiesling and Geoff Gordon
- **Key CD \$25,000 – 9616**
  - Charles Kiesling and Geoff Gordon
- **Stark County Credit Union – ECW**
  - Sue Little
- **MasterCard – Each card limit is \$5,000**
  - Ronald Johnson, Charles Kiesling, Carol Popovich, Paulette Frech
- **Morgan Stanley Trust Account**
  - Geoff Gordon, Maggie Holihan

- **Finance Committee New Member**

- Sara **motioned** to add Kathy Sloan as a member of the Finance Committee. Leslie seconded the motion, and the motion was approved unanimously.

The meeting was adjourned at 7:04pm with a **motion** by Joe, seconded by Beth, and approved unanimously.

The next meeting is scheduled for Wednesday, September 4, 2024, at 6:00pm.

Sara will provide the Reflection and Prayer for the meeting.

Respectfully submitted,

Karen Violand  
Clerk