

St. Mark's Episcopal Church
Vestry Meeting Minutes
June 3, 2020

Present: Derek Gordon, Sr. Warden; Beth Crowl, Grace Giammarco, Bruce Hixon, Bob Kennedy, Beck Rand, John Wise

Excused: Fr. Gaston, Linda Deuble; Rhonda Warren, Jr. Warden

Not Present: Marcia Kiesling, Caroline Willoughby

Guest: Charlie Kiesling, Treasurer

The Vestry met virtually via Zoom due to the COVID-19 pandemic.

The meeting was called to order at 5:38pm. Grace led the opening devotions.

Beth **motioned** to accept the minutes of the May 6, 2020 meeting. Bruce seconded the motion and the motion was unanimously approved.

Finance Committee

- **COVID-19 Emergency Expenses**
 - Due to COVID-19, we have incurred many unanticipated expenses which are necessary to continue to operate and stay in compliance with State and Diocese mandated restrictions. Some examples of these expenses are masks, disinfectants, additional cleaning services, a speaker system for outdoor services, cables, other technical items to facilitate broadcasting our services, etc.
- **SBA Paycheck Protection Program Loan Update**
 - A separate expense account was created for PPP expenses. We will be applying for loan forgiveness and anticipate that the loan will be forgiven.
- **Diocesan Grant Request**
 - We submitted a grant request to the Financial Committee of the Diocesan Council to be used for the parking lot repairs and paving. We expect to know the status of the grant request by the end of June.
 - We decided not to pursue reopening the driveway to Harvard Ave. at the north end of the parking lot by the playground area. We suggested to Weaver that we be proactive and invited them to join with us to talk with neighbors first about opening the driveway. Weaver was not willing to engage with the neighborhood, and because the driveway was mostly to benefit Weaver, we have decided not to reopen the driveway.

Senior Warden's Report

- **Weaver Agreement Review**
 - The Vestry reviewed a draft of Weaver's lease renewal agreement. Weaver requested one change which was to eliminate the CPI as an escalator and instead use a flat amount for an increase. In years 2 and 3 the rent would increase by \$600. In years 4 and 5 the increase would be \$750 over the current rate. This will make budgeting easier for both Weaver and St. Mark's. We will do a 5-year forecast again when we get a new rector. This agreement is for 2022 when the existing agreement ends. It was noted that it will be good to have a new contract in place before we have a new rector.

Transition Update

- **Search Process**
 - All activity continues to be on hold due to the COVID-19 pandemic.

Rector's Report

- **Planning for Reopening**
 - We received a letter from the Bishop which outlined specific requirements for churches that wish to reopen. Some churches in the diocese have decided not to reopen yet.
 - We will continue to livestream our services on Facebook for anyone who does not want to attend in person.
 - Rhonda noted that Altar Guild has provided the altar flowers from the church garden for the altar in the outdoor chapel.
 - Mary, our cleaning service, has been made aware of our extra cleaning requirements, which includes extra cleaning before and after our services, as the church is open for restroom access during services in the outdoor chapel. Mary is being paid extra for the additional cleaning.
- **Sunday Services**
 - Sunday, May 31, 2020 was our first return to in-person services. The service was held in the outdoor chapel with 40 people in attendance. The service was also livestreamed for those who did not attend.

Other Business

- Frank Kemp, our neighbor on the west side, has been helping us with brush hogging and general cleanup work in the areas outside of our forested area. He is willing to continue doing this work. Building and Grounds will come up with a proposal to pay him for the work he is doing.
- Derek was contacted by Compassion Delivered, an organization like Meals on Wheels, that serves suburban and rural areas. They are currently based out of another church but may not be able to stay in that location. They would like to relocate to our kitchen and would also need storage areas. We felt we are not in a position at this time to make a commitment like this because a new rector may want to be part of the decision, and we need to determine the impact with Weaver. Derek let them know that at this moment we are not in a position to say yes or no, but we will revisit it at a later date.

The meeting was adjourned by consensus at 6:23pm.

The next meeting is Wednesday July 1, 2020 at 5:30pm. Beth will provide the devotions.

Respectfully submitted,

Karen Violand
Clerk