



Vestry Meeting Minutes  
July 19, 2015  
12:15 PM

**Present:**

The Rev. Michele Morgan, Interim Rector

Peter Sherer, Senior Warden

Doris Burton, Junior Warden

Vestry Members-Stephen Dalzell, Doug Jackson, Nora Howell, Karen Wiedemann, Martha Huizenga, Fritz Henn, Christina White

Andrew Stafford, Treasurer

Jack Burton, Manciple

Blair Ford, Register

- I. **Call to Order:** The meeting was called to order at 12:15 PM.
  
- II. **Opening Prayer:** The opening prayer was offered by Rev. Michele Morgan.
  
- iii. **Treasurer's Report:**  
The Treasurer's Report was submitted electronically prior to the meeting. Andrew Stafford noted that he reviewed the church's budget, as we have reached the midway point of the year. He did not find any particular budget items that needed alterations. In particular, he noted that the budget had accounted for several church salaries being paid prior to the actual start date. Therefore, there are some remaining funds due to the delay. Additionally, Andrew suspects that St. Mark's has received as many pledges from last year as it will get.

The Treasurer's report proposed three motions:

The first motion established Peter Sherer and Andrew Stafford as the signatories on the two lines of credit now held at National Capital Bank. Fritz Henn moved

and Karen Wiedemann seconded that this motion be approved. The motion **passed**.

The second motion established Peter Sherer and Andrew Stafford as the signatories required for drawing additional funds on either of the two lines of credit now held at National Capital Bank. Karen Wiedemann moved to approve the universal borrowing resolution and Doris Burton seconded. This motion **passed**.

The third motion proposed the acceptance of the \$100,000 bequest to St. Mark's Episcopal Church in the will of Bert Cooper to be designated for the maintenance of the stained glass windows and the historic fabric of the building. The Finance Committee recommended that this motion be approved. Fritz Henn moved and Doug Jackson seconded the motion. Peter Sherer mentioned that he will write a thank you letter to Mary Cooper. The Vestry noted that with conditional requests, it is critical that the church use this money to carry out the request. Additionally, these requests can be addressed in phases. This motion **passed**.

#### **IV. Senior Warden's Report**

##### **A. Update on Claggett 2016:**

Claggett is another retreat option similar to Shrine Mont that St. Mark's would like to reserve for the second week of June 2016. So far, 15 people have put down deposits; to reserve the weekend for St. Mark's we have to get to 55 people to commit. Peter Sherer, Linda Staley, and Marilu Sherer will drive to Claggett to check out the retreat center. They will report in the Gospel that all is well and highlight that we are looking for more people to commit to the weekend up front. Karen Wiedemann suggested taking photos. Doris noted that most parishioners will plan on going up for the weekend, but there will be an option to just come for the day. Steve Dalzell recommended collecting parishioners' money up front and if not enough people commit the checks will be voided.

Additionally, the Vestry discussed ways to encourage younger individuals to attend. One concern is that these individuals don't generally have checks. To address this, Michele Morgan and Martha Huizenga will work on creating a Square account for St. Marks to allow an alternate payment method. To ensure this is successful, the staff will need to be trained on Square and the budget logistics.

**B. The 2016 Canvass:**

Peter announced that Nora Howell will be the co-chair of the 2016 Canvass. So far, there are 42 canvassers signed up. There will be a training to get everyone going in October.

**D. A new parish-wide publication:**

Karen Falk and Hank Donnelly presented a motion to approve a new publication that will improve our church-wide communications. This publication will be called *Winged Lion Review: A Journal of the St. Mark's Community*. In this publication, parishioners will be able to submit updates or reflections about their life and their life in community. This electronic publication will have the infrastructure of the Gospel. Karen is developing a format and an email will go out to parishioners clarifying the difference between the Gospel and *Winged Lion*, which will have no announcements. Nora Howell suggested that this publication might consider including art from the Sunday school program. Fritz Henn suggested it could include reflections on the Middle East trip.

There was some discussion surrounding the name of the publication, which was selected to recognize this as a new publication. Penny Hansen added that it will be important to create explicit restrictions surrounding content length. Hank Donnelly agreed and noted that this will be published six times a year. Christina White commented that this publication has the potential to incorporate videos and mixed media to show the creative side of the parish. There was a discussion surrounding printing a few paper copies to include in the racks for newcomers. Additionally, there was a broader conversation surrounding editing the publication and rejecting content. Hank Donnelly recognized that it will be their role to ensure the content is appropriate and managed well. Michele Morgan commented that it will be important to create some parameters surrounding the content and goals of the publication.

Doug Jackson moved to approve the motion and Peter seconded. The motion **passed**.

## V. Junior Warden's Report

### **Greene Contract:**

Nora Howell negotiated and signed a 6 month contract with Green's Maintenance that explicitly outlined a rhythm of work for the maintenance of the church. Doris Burton will work to monitor the progress. If Ed doesn't meet expectations, the church is ready to go with a Request for Proposals (RFP) from other companies. The contract will require monthly reporting. In the long term, we are considering other options, including a sexton or hiring through Community Purchasing Alliance. Additionally, there is a schedule of fees for extra services that still needs to be negotiated with Ed. The contract will be revisited in December.

Doris Burton presented and moved to approve a resolution that recognized Nora's extensive efforts surrounding this contract and thanked her for her work. Doug Jackson seconded the motion. The motion was **approved**. Nora received a round of applause in appreciation and was presented with a miniature rose by Peter.

### **Building Financial Report:**

Doris Burton offered a hard copy of the building financial report. The first part of the report detailed recent repairs. Among other items, the report detailed that the dishwasher estimate was \$1,500 in repairs and the boiler required \$8,400 in repairs. Additionally, the report noted that \$1,630 of repairs were required for the air handler servicing the east side of the Nave. Doris commented that there is more work to be done on that air handler if we expect another 5-10 years out of it. Lastly, the report highlighted that the Adams Room pipes required \$1,200 and the new window wells, constructed to mitigate flooding in the library cost \$6,000 .

The second portion of the report overviewed building items needing to be updated or fixed in the near future. These included the gutters and the air handler among several other items. Doris noted that she wants to fix the air handler well because repairs are very costly. Penny Hansen expressed a concern that all of the repairs, when made at the same time, will strain the budget. Penny suggested that prioritizing for the Finance Committee what

should be done first and creating a phased list for the other items would be helpful.

Michele Morgan commented that the air handler seems to be the first priority and that the gutters might be saved for a later date. Doris agreed and noted that she plans to use money from the Building Replacement Reserve to fix the air handler.

## **VI . Standing Committee Reports**

### **A. Youth & Family Ministries Report:**

The Youth and Family Ministries Report was submitted electronically. Steve Dalzell highlighted that the Caroline McReynolds-Adams' husband, Brett, is interested in healthcare advocacy. He has yet to find a job. If the Vestry has any ideas, please send them to Steve. Additionally, Steve reported that Nadine Hathaway is stepping down as the Director of Boys and Girls Choir. Jeff Kempkie is looking at options to continue the program. Karen Wiedemann suggested writing a thank you note to Nadine and Steve noted that he will make a presentation once the St. Mark's kids are back in school.

## **VII. Old Business**

The Vestry discussed the historic preservation of the church. This includes two components: establishing the archives as part of parish life and use of the Historic Preservation Fund.

Doris Burton proposed to create a standing committee for Historic Preservation so that it is not solely up to the Junior Warden to approve. The Historic Preservation Committee would answer to the Vestry. Currently, the Junior Warden has complete purview over these funds.

In response to this consideration, some Vestry members were hesitant to create another committee and were supportive of the Junior Warden playing a large role in historic preservation. There was also discussion surrounding integrating the preservation component into the Fabric Committee and integrating the archives component into the Parish Life pillar. Additionally, it was suggested that not drawing distinct lines would help to reduce tension.

It was suggested that the document be amended to establish a Historic Preservation Subcommittee within the Fabric Committee that reports to the Junior Warden.

Martha Huizenga moved to approve the proposal as written; Peter Sherer second. The motion **did not pass**.

Fritz Henn moved to approve the motion creating an Historic Preservation Subcommittee within the Fabric Committee; Karen Wiedemann seconded. **This motion passed.**

**VIII. New Business – only if there is time**

A. Leadership positions to fill

1. **Pillar chairs (Christian Ed):**

Peter Sherer is still looking for someone to fill the role of co-chair with Joe Calizo.

2. **Co-Chair the Canvas**

This position has been filled.

B. Social events:

1. **Women's Dinner:**

On July 16, there was a Women's Dinner for Michelle Morgan. The event went well. For future event like this, Susan Block will create a list of all female pledging members.

2. **The Crab Feast:**

The Crab Feast will be July 26. Vestry attendance is encouraged. The event starts at 11:30AM. Because this is such an unusual event, it is important to describe the tradition to new parishioners. Michele Morgan suggested overviewing this tradition in the clergy welcome and including a sentence in the bulletin.

3. **The Parish Picnic:**

The Parish Picnic is scheduled for September 6; however, there has been a request to move it to September 13 to avoid any Labor Day conflicts. It would be nice to have the Vestry there.

**IX. WW/WN (what's working/what's not)**

There is still a need for someone to take charge of organizing coffee on Sundays and pub lunch. Some Vestry members suggested a consistent coffee hour period. One consideration with this coffee hour is how to pay for it.

Christina White suggested a more formal process for the Vestry to consider ad hoc projects. Specifically, she envisioned a one-page template that served as a “project proposal” or “project plan” that outlines the goals, mission, timeline, budget, and appropriate contact people. This would help create a record for the church and standardize the Vestry approval process. Christina will work on a draft of this.

There was a request that any reports for upcoming Vestry meetings be uploaded directly to the Google Drive or emailed to Blair Ford, instead of being emailed to the whole group. These documents should be posted or emailed to Blair by Wednesday close of business, with the exception of the Treasurer’s Report, which will be sent Friday or Saturday.

Additionally, there was an interest in posting the upcoming Vestry meeting agenda publically, possibly in Friday’s gospel.

**X. Closing Prayer:** Michele Morgan offered the closing prayer.

**XI. Adjournment**