

Minutes of the Vestry

St. Mark's Church Capitol Hill

March 16, 2008

Adams Room

Approved April 20, 2008

Present:

<i>Clergy:</i>	Paul R. Abernathy, Rector
<i>Wardens:</i>	Louise Walsh, Jim Michael
<i>Vestry:</i>	Kenn Allen, Eileen Blumenthal, Doris Burton, Kristen Hartke, Lisa Sotir-Ozkan, Margaret Wood, Kathy Gerhard, Don Mosher, Bruce Sherman
<i>Register:</i>	Susan Sedgewick
<i>Counsel:</i>	Rosemary Harold

Absent:

<i>Vestry:</i>	Kathy Gerhard
<i>Treasurer:</i>	Kathryn Powers
<i>Manciple:</i>	Charley Donnelly

The Rector called the meeting to order at 1:15. He announced that he had asked Senior Warden Louise Walsh to chair the meeting. The Opening Prayer was offered by Lisa Sotir-Ozkan.

Recognition of 2008 Canvass Chair, Josie Jordan

Josie Jordan joined the Vestry meeting to discuss the results of the 2008 Canvass and lessons learned. The following resolution was moved, seconded and approved by the Vestry:

Resolved:

That the Vestry, on behalf of the St. Mark's community, recognizes Josie Jordan for her inspired and faithful leadership for the 2008 Canvass and its theme "Giving Humbly From Our Abundance to a World in Waiting." We express our heartfelt thanks and gratitude for her excellence and passion in guiding the entire congregation throughout our stewardship campaign.

Annual Meeting Preparation:

Margaret Wood reviewed the actions required for the annual meeting. In addition, she expressed appreciation to Stephanie Deutsch for assisting with publishing candidate statements in the Gospel.

Treasurer's Report (Attachment A)

Louise Walsh provided the report in Kathryn Powers' absence. She identified two areas of concern: More than 60% of the amount budgeted for building maintenance has been spent and Baxter House utility costs are running higher than estimated. (Jim later clarified that some 2007 expenses were paid in 2008, accounting for much of the difference.)

Cost of Living increases for contractors:

The Rector provided the following which was moved, seconded and approved, with one negative vote cast.

In keeping with past practices during the last decade, the Vestry approves, the use of the Parish Reserve Account to fund 2008 Cost of Living Adjustments in the amount of 2.3% to the contracts with Warren O'Hearn, Bookkeeper, and Green Maintenance Company.

Paul Abernathy explained that other organizations may handle this type of adjustment differently, but at St. Mark's it has been the practice to handle them in this manner. These adjustments total \$1,547.67 and \$452.36, for Green Maintenance and Warren O'Hearn, respectively.

Parish Priorities Update

The Vestry's discussion of progress towards the 2008 Parish priorities, led by Louise Walsh is summarized below. Closing comments were positive about the amount of progress that has been made towards the goals, noting that some of these goals are multi-year in nature. Additional discussion focused on how best to share these accomplishments with the Parish. Louise Walsh said she would address them in her comments at the Annual Meeting.

- **Priority 1:** Moving forward to engage with others outside and to strengthen our engagement with each other:
 - The Racial Reconciliation Committee has taken on the task of Shrine Mont content.
 - Steve Dalzell is writing a piece for the Gospel on the recent Akinola class.
 - The Rector has asked the group formerly discussing religion and politics to serve as a discernment sounding board to help him clarify his ministry in the broader world. [Subsequently, Paul advised the group that his advisory committee would be best positioned to serve in that role.]
 - Actions toward a dialog with a Muslim community are not yet underway.

- Kenn Allen reported that action for building onto our strategic partnership with Capitol Hill Group Ministry has been deferred to coincide with the arrival of their new Executive Director.
- Kristen Hartke reported the various St. Mark's arts groups are enthusiastic about working with a Capitol Hill public school. The challenge is how to organize in time to have something in place by September. She is helping the arts groups become more integrated and has developed a facilities checklist for them so there will be a record of the status of space they have been assigned to use.
- Priority 2: Develop a Communications Strategy
Progress has not been accomplished on this goal for a variety of reasons. Kristen Hartke offered to work with the Vestry member who will be assigned to these liaison duties and/or Baxter House personnel as appropriate.
- Priority 3: Successfully bring our new Associate Rector into our community.
 - Louise Walsh reported the Search Committee is re-energized and is ready to re-new its efforts.
 - The Rector announced he will be writing the Parish to announce that he will be joined by an Interim Associate Rector, Kay Johnson, on April 1. She will serve two days a week.
- Priority 4: Review and renew the roles of Vestry Members and Pillar Heads.
This item will be addressed at the May Vestry Retreat.
- Priority 5: Advance the development of the Youth Program.
Louise Walsh noted Sian Jones' presentation to the Vestry in February, and Bruce Sherman's comments about the role of the Vestry Liaison to Youth, were indicative that efforts are well underway to accomplishing this goal.
- Priority 6: Complete the space/materials needs analysis and begin the necessary repairs on our buildings so they can be routinely maintained by in place maintenance contracts. Jim Michael reported the Rutherford Report has been updated and maintenance contracts are in place. He noted that with old buildings, there will always be something that needs to be addressed.

Upcoming Vestry Retreat

Louise Walsh announced the spring retreat will be held Friday evening and all day Saturday, May 16 and 17. Three Vestry Liaison positions are being vacated as of the Annual Meeting: Christian Education, Canvass, and Worship Committee. Louise commended Kristen Hartke's Arts Pillar report distributed to Vestry members by email.

Vestry Reports

- **Junior Warden's Report:**
Jim Michael informed the Vestry five parishioners have accepted his invitation to serve on the Historic Preservation Committee. They are Bart Barnes, Jane Sherman, Winnie Mosher, Bert Cooper and Mary Cooper. Michael reminded

the Vestry that the Vestry chartered this committee to advise the Junior Warden on the use of the Historic Preservation Fund, to be created with the bequest from the Linda Barnes Estate, to ensure that her wishes are met. He expects their efforts will start in the May/June timeframe.

Michael summarized the 2007 building accomplishments as significant. (see Attachment B for details) There were very few wish-list items satisfied, most expenditures were necessary. He continues to track costs closely especially as less is budgeted for 2008 than in 2007. In response to a question about the fence, he estimated the cost to repair the fence would be in the range of \$20,000 to \$ 25,000 due to the need for lead abatement.

Jim Michael alerted the Vestry that we will need to consider budgeting to replace the air conditioning systems, which might include duct work.

- **Register's Report:** Minutes of the February 17, 2008 Vestry Meeting were approved as amended.

Vestry Votes

- Rosemary Knipe, Vestry Legal Counsel, requested for a variety of reasons documented in Attachment C, that Michael Knipe be appointed Co-Counsel.

It was moved, seconded and approved to name Michael Knipe Co-Legal Counsel.

- Human Resources Officer:
Louise Walsh announced she would nominate Ed Cousins to serve as the Human Resources Officer. She requested that once elected that he would be able to address clergy compensation issues. The proposed duties are to help and advise on personnel issues such as pay scales, job descriptions, etc, and to make recommendations to the Vestry.

It was moved, seconded and approved that the Human Resources Officer will address Clergy compensation issues.

- **Endorsement of David Stone Dill for ordination.**
The Rector provided the necessary documents and background for this action.

It was moved, seconded and the Vestry approved the endorsement of David Stone Dill for Ordination to the Diaconate Diocese of Washington.

What's New, What Needs Attention, Who needs acknowledgment.

- Concern was expressed over the cancellation of the spring LCF class.
- Bruce Sherman suggested that with the new email "This week at St Mark's" or the TWASM, the role of the Gospel newsletter needs to be reviewed.

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- The issue of how to best integrate new members into the St Mark's community made up of a lot of small groups was raised.
- Doris Burton suggested the Vestry thank Tucker Harris for her work with the kitchen and the Outreach Board for their Lenten Mite Box project.

Jim Michael offered the Closing Prayer. The meeting was adjourned at 4:30.

Respectfully submitted,
Susan Sedgewick,
Register

Treasurer's Report

March 2008
(based on February 2008 Statements)

We had total income in February of \$62,733 and total expenses of \$80,542 for a negative cash flow of \$17,809.

The M&T money market account interest will be renegotiated 8 April 2008, and the DC at Washington First will mature 2 April 2008. New investments will probably be made at lower than current interest rates. The CD at Eagle Bank matures 18 October 2008.

Average monthly income from 2008 pledges should be \$56,290. Although February shows an increase of \$12,000, the total is still \$2000 under average. We expect 2008 pledge income to drop as usual through the month of July and then rise peaking in December.

#51130, parish life, YTD shows expenses of \$2338.48. This is an error. \$2050 of that amount will be transferred from #70583.

#51160, diocesan assessment, is paid monthly, but there was no payment in January so \$8257 is one eleventh of the total.

#50785, bookkeeper, Warren usually takes a large portion of his salary in January, then monthly, one eleventh of the remainder.

Attachment B

Jim Michael, Junior Warden provided the following which was drafted for the “Gospel According to St. Mark’s” and a list of 2007 Junior Warden expenditures.

April 15, 2007. It is a dark and stormy day. The in-coming Junior Warden is making a speech at the annual meeting. A rainstorm breaks out. A large leak erupts in the roof. The out-going Junior Warden Charley Donnelly grabs a mop and appears visibly relieved his term is over. Jim Michael, the in-coming Junior Warden, identifies his first repair. And so it goes!

My first term has not been boring. Our continuing need is to do the best we can to maintain our beautiful, historic building. My goal has been to set and meet priorities – balancing needs with wants – with the funds we have.

One of the Vestry's "things we ought to do" is to make improvements to our buildings and kitchen. We have done both. We have either started or continued service contracts for heating and air-conditioning, automatic fire protection, and wet pipe sprinkler systems, smoke detectors, fire extinguishers, pest control, and waste disposal. We worked with the Kitchen Cabinet to service the stoves and hoods, replace the refrigerator, add a freezer, replace the commercial disposal, rebuild the commercial faucet, and replace the commercial dishwasher. We have made significant repairs to our early 1990's heating and air-conditioning systems and leaking Baxter House radiators (also requiring Gregory Room repairs and repainting). We also completed the five year update of former Junior Warden Jane Rutherford's "Repair and Replacement Reserve Report" that led to the "Building Replacement Reserve" budget account for our aging facilities. The update recommended an increase, unfortunately not possible in the current budget.

One of my personal goals has been to eliminate safety hazards and make us more secure. We added stone to the parking area to eliminate step downs, patched the broken Nave terrazzo, changed the keypad code, added security locks to the church, rekeyed security locks on Baxter House, and rebuilt some exit door hardware. We are completing a fire and life safety study to ensure we are as safe as we can be.

Included were wants for a 3rd Street Garden irrigation system and hose bibs for the Garden Committee, and (by the annual meeting?) new carpeting for the platforms in the Nave. Also, the columbarium construction is complete, and attention can now be paid to upgrading the columbarium room.

In the hope we have addressed significant repairs in the previous year, in the coming year I hope we can focus more on space use. Recently, Senior Warden Louise Walsh and I received feedback from the Pillars for space use that will be analyzed for best planning. I am indebted to our outgoing Manciple Charley Donnelly and the Fabric Committee for their individual and collective help. I look forward to attending to our fabric needs as your Junior Warden in the next year.

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JUNIOR WARDEN EXPENDITURES FOR 2007

51620 Repairs and Maintenance Fund (\$30,000 per year, lump sum at beginning of year)

70517 Building Replacement Fund (\$36,000 per year, accrued at \$3,000 per month)

AIR CONDITIONING REPAIRS		\$16,362	30%
CARPET CLEANING		\$480	1%
ELECTRICAL REPAIRS		\$2,823	5%
ELEVATOR MAINTENANCE		\$195	0%
FIRE ALARM SYSTEM MAINTENANCE		\$3,275	6%
FLOOR REFINISHING		\$2,526	5%
GREEN MAINTENANCE SERVICE		\$894	2%
KITCHEN REPAIRS/UPGRADES		\$4,698	9%
MAINTENANCE AGREEMENTS HVAC		\$3,289	6%
MISCELLANEOUS		\$2,292	4%
PAINTING		\$990	2%
PEST CONTROL		\$900	2%
PLUMBING REPAIRS		\$1,699	3%
ROOF REPAIRS		\$1,911	4%
SPRINKLER SYSTEM MAINTENANCE		\$1,615	3%
TERRAHO REPAIRS		\$590	1%
THIRD STREET GARDEN IRRIGATION		\$3,100	6%
PARKING LOT REPAIRS		\$3,300	6%
SECURITY/LOCKS & KEYS		\$2,390	4%
SIGN INSTALL		\$450	1%
	TOTAL	\$53,777	100%

MEMORANDUM

Attachment C

TO: THE RECTOR AND VESTRY OF ST. MARK'S EPISCOPAL CHURCH,
CAPITOL HILL

FROM: ROSEMARY HAROLD, VESTRY COUNSEL

SUBJECT: PROPOSAL FOR APPOINTMENT OF VESTRY CO-COUNSEL

DATE: MARCH 6, 2008

CC: VESTRY OFFICERS

As I have discussed briefly with Paul and Louise recently, I wish to propose that the parish appoint Michael Knipe to serve as Vestry Co-Counsel. With his professional support—which, as a practical matter, I have been relying upon in any event—I will be pleased to remain in office as Vestry Counsel.

Appointing him as Vestry Co-Counsel offers several benefits:

- The volume and time demands of legal work for the parish are, as everyone appreciates, unpredictable and sometimes quite heavy. I have called upon the *pro bono* services of several lawyer-parishioners at times for help with complicated or crunch projects, but none more than Michael. Because I already rely on his professional judgment, I would find it personally beneficial to make his role clear to others within the St. Mark's community.
- Making Michael's role an official one would be helpful from a legal standpoint with respect to professional rights and obligations. As counsel to the Vestry, I have a fiduciary responsibility to St. Mark's and, as a licensed attorney, am subject to a number of important attorney-client responsibilities (such as confidentiality of communications, the right to protect work product from discovery, etc.). If I were still in a law firm, the firm itself—and all the lawyers in it—would be subject to the same professional rights and responsibilities. The same automatic extension of these professional obligations does not necessarily apply to *ad hoc* assistance I may receive from other lawyer-parishioners on a project-by-project basis. Although I have made efforts to document my supervision of other lawyer-parishioners who have helped out from time to time, it would eliminate an unnecessary burden if I could simply turn over the day-to-day supervision of some projects to the Vestry Co-Counsel.
- Michael brings some subject-matter expertise to the table that I do not possess. In particular, his pre-D.C. experience as a lawyer for Legal Services has given him a working understanding of some areas of “everyday” law (such as employment and contract issues) that has proved quite useful for St.

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Mark's already. Michael also was a trial-level litigator earlier in his career—experience that I lack and hope that we never have to draw upon.

- Michael is interested in the Co-Counsel position and already has taken steps to further his qualifications for it by attending, along with me, a day-long course offered by the D.C. Bar on nonprofit law issues.

I will be happy to discuss my proposal further and answer any questions you may have about it.

END TEXT