

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



Minutes of the Vestry Meeting  
Sunday, December 17, 2017  
1:30 p.m.

Present:

Clergy: The Rev. Michele Morgan, Rector; The Rev. Cynthia Dopp, Deacon  
Wardens: Nora Howell, Senior Warden; Kenn Allen, Junior Warden  
Vestry Members: Jim Brooks, Tracy Councill, Stephanie Deutsch, Thia Hamilton, Doug Jackson,  
Beth Mahood, Karen Wiedemann  
Officers: Martha Huizenga, Treasurer; Michael Knipe, Counsel and Manciple; Mary  
Anderson Cooper, Register  
Absent: Vestry Members Alix Pereira and Jen Holland  
Guests: Raiford Gaffney, Beryl Lillaston, Pete Eveleth

The Senior Warden presided at the meeting.

The Opening Prayer was offered by Stephanie Deutsch.

The minutes of the November meeting were

**APPROVED.**

### **TREASURER'S REPORT**

Martha Huizenga reported that there is likely to be a small surplus for the year, in part as a result of building use fees. She reported that some numbers in the draft projected budget are still to be finalized, but at this point it seems possible that there will also be a small surplus in 2018. The budget assumes that there will be an Assistant Rector beginning July 1 and includes an Interim Associate Rector for 15 hours a week for five months.

Martha explained a chart showing the disposition of current designated funds. Most of these separate funds are being eliminated and incorporated in the parish operating budget, as recommended by the auditors. Others will remain as separate accounts, some only until their funds expire, and a few will be kept for a reserve.

The Finance Committee hopes to present a final budget in January but much depends on final canvass numbers.

## **JUNIOR WARDEN'S REPORT**

The Junior Warden distributed an overview of the St. Mark's Endowment Funds, laying the foundation for asking the Vestry for their preliminary input on a formal request that will be made later for Vestry approval to request Endowment funds for two building assessments.

**Building Exterior:** With regard to major building preservation issues, he reported that he has received via Emily Eig, our historic preservation consultant, a proposal from Aeon Company, a historic preservation firm, to conduct a complete assessment of the exterior of the building and to provide a prioritized list of repairs and maintenance to be performed. The total fee for that work plus oversight by Emily Eig will be approximately \$40,000.

**HVAC:** He also has a proposal, solicited with the assistance of Ed Corr, from GPI Engineering and Construction Services to advise us on the best approach to replacing the HVAC system for the nave and old undercroft for a fee of \$4,800 from the Endowment Board to pay for this work. This is in line with the purpose of two of the funds the Board manages.

Once the Fabric Committee reviews and approves the proposals and his recommendation to seek endowment funds, he will report this to the Rector and Senior Warden. If they approve, there then will be a motion put to the Vestry and a request for an electronic vote in early January.

## **THE RECTOR'S REPORT**

**Anti-gun Vigil:** The Rector reported that St. Mark's is becoming a pilgrimage site for people who are victims/survivors/advocates around this issue. About 500 people attended the vigil this year.

**Assistant Rector Search:** The Rector reported that a position description has been developed and she and the committee are working on various ways to get it distributed. Applicants are already making contact with her.

**Capital Campaign:** No decisions have been made yet about exactly how funds will be used, but several major issues have been identified. There will be a donation to a charitable group in the community as part of the campaign, but no decision has been made at this point as to amount or recipient.

## **DEFINITION OF MEMBERSHIP**

The Bylaws were last amended in 2015 with regard to membership and financial contributions to the parish, but some confusion remains. Counsel Michael Knipe and Vestry Member Karen Wiedemann were asked to prepare a resolution for the January meeting to clarify the connection between voter eligibility at the Annual Parish Meeting and financial contribution to the parish.

## **SENIOR WARDEN'S REPORT**

Canvass: The Senior Warden reported that so far there are 32 new pledgers to the parish in the first five weeks of the canvass. Two-thirds of returning pledgers have increased by an average of 7%. The increase among younger members is 29%. There are still a number of people who have not renewed their pledges and Vestry members will be asked at the January meeting to follow up with them.

Pillars: In January, the Senior Warden will begin having group meetings with the pillars to learn about their plans for the year.

Annual Parish Meeting: The APM will be held this year on February 25. There are three open Vestry positions for which candidates are needed, as well as one Diocesan Delegate position. The retiring Vestry members (Doug Jackson, Karen Wiedemann, and Jen Holland) are the Vestry members on the Nominating Committee. The term of one Diocesan Delegate, Michael Knipe, is also expiring.

Resolution for Justi Schunior: The Senior Warden presented a resolution thanking Justi for her service to St. Mark's and wishing her well in her new role as Rector of St. Thomas Episcopal Church in Denver. She thanked Kathryn Powers for her beautiful calligraphy on the resolution, which was distributed for signatures by the Rector, Vestry and officers.

### **PILLAR REPORTS:**

Arts: Tracy Council reported that David Evelyn's daughter wants to do a retrospective of his work in the Spring at St. Mark's. Tracy is excited at the prospect and is working with David's daughter to settle on a date. The Arts Council wants to look at more ways to display arts in the nave.

The Senior Warden requested that the Pillars post written reports on the Google Drive.

The Closing Prayer was offered by the Rector.

Respectfully submitted,  
Mary Anderson Cooper  
Register