

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



Minutes of the Vestry Meeting  
Monday, December 17, 2018  
6:30 p.m.

Present:

Clergy: The Rev. Michele Morgan, Rector

Wardens: Nora Howell, Senior Warden; Kenn Allen, Junior Warden

Vestry Members: Jim Brooks, Tracy Council, Stephanie Deutsch, Thia Hamilton, Christina Herman, Brandon Dunn Knight; Beth Mahood, Amber Macdonald, Alix Pereira,

Officers: Rosemary Harold, Counsel ; Martha Huizenga, Treasurer; Mary Anderson Cooper, Register

Absent: The Rev. Scott Lipscomb, Assistant Rector

The Opening Prayer was offered by the Rector.

**MINUTES OF PREVIOUS MEETINGS:** The Minutes of the October and November meetings were posted electronically prior to the meeting. Nora Howell moved, Kenn Allen seconding and the Vestry agreeing unanimously that the Minutes be **APPROVED.**

**TREASURER'S REPORT:** Martha Huizenga reported that there is a small deficit at the end of October. Income is at 80% but expenses have been higher than budgeted. The Finance committee will meet January 7 to work on the budget.

With regard to the operating budget, for 2019 the Vestry was requested to review and cut over \$11,000 from the budget to reduce the deficit. Increased giving will be sought from the Players, whose payment has been the same for nearly 20 years. Kenn Allen stressed the importance of presenting a balanced budget and several adjustments were discussed.

**JUNIOR WARDEN'S REPORT:** Kenn Allen reported on his negotiations with AEON. They will begin where they left off and repaint the tower and façade, putting a protective covering over the Tiffany window from April to August. Four payments will be required as the work progresses. Nora Howell outlined the discussions she had with AEON while Kenn was away. She summarized their proposal including terms and costs, a technical description of the work to be done, and analysis of the backup to the costs provided by Aeon at our request as we conducted our due diligence of the proposal. She reported that their work so far has been excellent. The staff are very responsive and they already know the building. Their work should be finished by September.

The total cost for work that needs to be done is \$1.8 million for HVAC, sound system and repairs to the exterior. Over \$1.2 million is pledged so far. \$956,000 has been received to date. Another loan may be needed.

The Finance Committee of the Diocese may be able to help secure additional funds. Other possibilities are an additional bank loan and returning to pledgers to request increases. There will be a reboot of the Extended Vision campaign at the end of January.

Jim Brooks moved, with Nora Howell seconding, approval of the Phase II tower proposal. Beth Mahood opposed and Brandon Dunn Knight abstained. The motion was **APPROVED.**

Kenn Allen reported that Monarc had gotten estimates for replacement of the HVAC system from its vendors. With three bids in hand, they recommended the one from Comfort Solutions, who would also do maintenance in the future. The estimate is \$215,000 for five air handlers and new compressors and refrigerant lines. The prices increased over earlier estimates because of delays in decision-making, so some features were deleted. With these changes, the estimate is now \$190,000, with delivery in two to six weeks.

Christina Herman moved, with Stephanie Deutsch seconding, that the parish spend up to \$190,000 for this purpose. The motion was **APPROVED.**

Kenn reported that the parish has received a designated gift of \$3,000 to put opaque white film behind the cherry tree panels in Baxter Hall to make the design visible. Members of the Fabric Committee pledged an additional \$1,000, leaving a balance of \$500, which several Vestry members offered to cover.

Amber Macdonald moved, Beth Mahood seconding, and the Vestry concurring unanimously, that the acceptance of the gift be **APPROVED.**

**SENIOR WARDEN'S REPORT:** Nora Howell reported that the Canvass total is running behind last year at the same point. Telephone follow-up will begin in January to those who have not pledged.

**LIAISON REPORTS:**

**Membership:** Ryan Baugh and Amber Macdonald are now leading the Membership Committee.

**StMarks.net.** Beth Mahood reported that the leader of each group will have an email address so people interested in the group can make contact.

**Annual Parish Meeting:** The Senior Warden noted that the committee to seek candidates for Vestry consists of Stephanie Deutsch, Thia Hamilton, Beth Mahood and Karen Wiedeman.

**Next Vestry Meeting:** 6:30 Monday, January 28, 2019.

Respectfully submitted,  
Mary Anderson Cooper, Register

