

St. Mark's EPISCOPAL CHURCH

Capitol Hill

3rd & A Sts SE,
Washington, DC



Minutes of the Vestry Meeting

Sunday, June, 24 2018

1:15 p.m.

Present:

Clergy: The Rev. Michele Morgan, Rector; The Rev. Scott Lipscomb, Assistant Rector;
The Rev. Cindy Dopp, Deacon

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

Officers: Mary Anderson Cooper, Register; John Edwards, Assistant Treasurer

Absent: Vestry Members Amber Macdonald, Alix Pereira; Martha Huizenga, Treasurer;
Rosemary Harold, Counsel

Visitors: Raiford Gaffney, Michelle Strange, Beryl Maloney Lillaston

The Senior Warden offered the opening prayer and presided at the meeting.

MINUTES OF THE MAY MEETING: The minutes were posted electronically prior to the meeting. Kenn Allen moved, seconded by Beth Mahood, the Vestry concurring, that the minutes be **APPROVED.**

Brandon Dunn Knight abstained because he had not attended the May meeting.

TREASURER'S REPORT: Assistant Treasurer John Edwards presented the Treasurer's Report, which had been posted electronically prior to the meeting. He reported that the 2017 audit was completed and that the auditor was very pleased with the progress made in moving most designated funds into the budget.

Kenn Allen moved, Jim Brooks seconding and the Vestry concurring unanimously, that the audit be **APPROVED.**

A discussion followed concerning the current auditors, concluding with affirmation of the relationship and their services.

The Finance Committee recommended the following use of the 2017 surplus funds:

The total surplus to be disseminated is \$121,502. We recommend using \$75,000 towards the restoration of the building and moving \$25,000 to the Building Reserve and the remainder \$21,502 to the Parish Reserve.

For reference, the Building Reserve (formerly Building Replacement Reserve) can be used for any emergency expenses or maintenance that cannot wait until the next budget cycle that is needed for the building. The Parish reserve is for any emergency expenses that are not building related, for example paying regular bills during a cash flow crunch.

Thia Hamilton moved, Christina Herman seconding and the Vestry concurring unanimously, that the motion be **APPROVED.**

John reported that with regard to capital campaign funds, the Finance Committee is discussing various options regarding how much to use to pay down the mortgage and at what intervals, how much to give to charity, and what savings can be achieved by refinancing any mortgage remaining. The Committee seeks input from the Vestry concerning what data points the Vestry wants to see.

JUNIOR WARDEN'S REPORT: Kenn Allen reported that town hall meetings had been held after all three services on June 19 and that an oversight team will be created to meet with the Aeon Company to review and understand cost estimates and oversee the work. For 2019, they will decide on the scope of work to be done that year. Scaffolding will be erected in mid-July. The A Street door to the nave will be closed for two months while work is done on the steps, chimney and arch. The plan is to do at one time all the work that requires scaffolding. The hope is to begin in March 2019 on work on the tower that will result in closing the 3rd and A Street door for several months. In 2020 the hope is to work on the West façade, funds permitting.

The HVAC specs will be prepared for bids, with installation planned for Fall. There is a leaking hot water pipe in the Adams Room and nursery.

The Fire Department has recommended the installation of new smoke detectors in the Turner Wing. This summer the Turner Wing will be painted as will the chapel ceiling, funds permitting.

The wall between Rooms 4 and 6 in the undercroft will be removed and replaced with a soundproof movable door.

The foyer floor will be repaired in the first week of August to correct the unevenness where the foyer joins Baxter Hall.

The HVAC in the sacristy and vesting area has been repaired.

SENIOR WARDEN'S REPORT: The Senior Warden urged all Vestry members to make an initial pledge or increase their pledges to the Extended Vision Campaign. She suggested putting more focus on our history and what has happened in our space over the past 125 years, in order to encourage giving.

She said that the annual retreat at Claggett had gone well, with over 80 people attending. Those who participated have been asked to respond to an online survey.

The DC Emergency Response team has reviewed the building. Michael Bloomfield is developing an emergency plan for the parish.

Work is underway on a plan to switch parish leadership to stmarks.net for messaging regarding parish activities. Thia Hamilton has agreed to take on this task. Beth Mahood agreed to assist her.

Someone is still needed to provide leadership for Outreach.

She suggested that those who are liaisons to various groups encourage their groups to offer hospitality on Sunday.

ASSISTANT RECTOR'S REPORT: Scott Lipscomb reported that he is interested in working on incarceration justice issues. There is an interfaith group in DC that is writing letters to DC people in federal prisons. He is in contact with groups working on reentry issues for people leaving incarceration. Other groups are working on advocacy toward changing policies and visiting people in jail.

RECTOR'S REPORT: Michele said that she will be on vacation July 19 to August 10. There will be supply clergy assisting Scott. She is working on getting new Adjunct Clergy to assist as needed. She reported that Brandon and Nora are working with her on personnel issues. She noted that the display boards in the foyer are often empty and requested ideas on how to fill them. She said that a group for widows in the parish will begin soon.

PROPOSED CHANGE TO MEETING DATE AND TIME: Following a survey of Vestry members about times and days when they would prefer to have Vestry meetings, the Senior Warden proposed that the meeting time be changed to the fourth Monday of the month at 6 p.m. Some people expressed concern about being able to get to the meeting from their jobs on time. The Finance Committee requested moving to the fourth week in order to have their materials ready for Vestry meetings. Kenn Allen noted that it would be essential to provide dinner to any group meeting at 6 p.m.

The decision was to do a three month trial starting in September with Vestry meetings on the fourth Monday of the month at 6 p.m.

PLAYERS CHARTER: A slightly revised charter for the St. Mark's Players was distributed prior to the meeting. The only change from the previous Charter was to reduce the requirement for St. Mark's members on the Board from five to three. Kenn Allen moved, Christina Herman seconding, and the Vestry concurring (with abstentions by Stephanie Deutsch and Brandon Dunn Knight, who had not read the charter) that the revised charter be **APPROVED.**

LIAISON REPORTS:

Arts: Tracy Councill reported that the David Evelyn art show and sale had gone well. David's family donated an icon of the Virgin Mary to the church, along with the metal plate of David's drawing of the Winged Lion.

Communications: Thia Hamilton reported that she still needs feedback on the website. She is working on how to improve and expand it and make it easier to use, especially for parishioners. The focus thus far has been on appealing to non-members. She would like to have more recent photos of parish activities. Anyone who has difficulty using the website or finding what they want on it is asked to contact Thia about their issues.

Kenn Allen noted that a lot of parishioners use the St. Mark's Yahoo Group to communicate and suggested that ways be found to make it available to more people and to make sure that important notices are posted on it.

Personnel: Brandon Dunn Knight reported that the Church Pension Group offers training on various types of harassment. Many people in leadership have already taken it and he suggested that all staff, Vestry and people in leadership take the training, which is available online.

The Rector offered the closing prayer.

Respectfully submitted,
Mary Anderson Cooper, Register