

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



Minutes of the Vestry Meeting  
Sunday, July 15, 2018  
1:15 p.m.

Present:

Clergy: The Rev. Michele Morgan, 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, Amber Macdonald, Alix Pereira

Officers: Raiford Gaffney, Acting Register; Rosemary Harold, Counsel; Martha Huizenga, Treasurer

Absent: The Rev. Scott Lipscomb, Assistant Rector; Beth Mahood, Vestry; Mary Cooper, Register

The Rector offered the opening prayer and presided at the meeting.

**MINUTES OF THE JUNE MEETING:** The minutes were posted electronically prior to the meeting. Thia Hamilton, seconded by Amber Macdonald, the Vestry concurring unanimously that the minutes be **APPROVED.**

**TREASURER'S REPORT:** Treasurer Martha Huizenga presented the Treasurer's Report, which had been posted electronically prior to the meeting. She said that St. Mark's is doing pretty well with income is at 50% of budget with expenses at 38%. Martha reported that the Finance Committee recommends a future surplus financial policy to include paying down any outstanding debt, adding to the parish reserve (target amount as of July 2018 of \$500K), and adding to the sabbatical reserve. Kenn Allen moved and Stephanie Deutsch seconded, that the future surplus financial policy be considered when the vestry is doing the budget. **APPROVED** Martha is to give a recommendation for a review date by July 2019.

Martha reported that the capital campaign is doing great.

Jim Brooks moved, Stephanie Deutsch seconding and the Vestry concurring unanimously that the Treasurer's Report be **APPROVED.**

**GUN VIOLENCE PREVENTION RESOLUTION:** The Outreach Board recommended a Resolution on Gun Violence Prevention which they had approved. Jim Brooks, Vestry liaison to Outreach, presented the resolution. Amber Macdonald moved, Christina Herman seconding, and the Vestry concurring unanimously that the motion be approved. However, following discussion on the need for additional statistical sources, Amber Macdonald moved, Christina Herman seconding and the Vestry concurring to table the motion and send it back to the Outreach Board for additional sources, for presentation at the October Vestry Meeting by Jim Brooks. This motion was approved and the original motion was **TABLED.**

**JUNIOR WARDEN'S REPORT:** This report was posted electronically prior to the meeting. The plans for exterior repairs have been revised due to a delay in the issuance of the public space permit. This should not change the overall timeline of the project. Kenn said the new plan is to begin with the arch repair work.

Oversight of exterior repairs will be managed by the team of Michele Morgan, Nora Howell, Pete Eveleth, Don Gangloff, Andy Wenchel, and Kenn Allen.

The repair of the parking lot water leak is on hold until DC Water can shut off the water at the main. It does not go through our meter, so St. Mark's is not charged for the water usage.

The Fabric Committee is completing its due diligence for the vendor for the sound system. The Committee is aiming for a solid recommendation to the Vestry by September.

Touchup painting throughout the building will start next week. A slow interior leak has been discovered in the ceiling in the old undercroft hallway. We are trying to figure out how to repair it. Smoke detectors will be installed in Rooms 1,2,3,4 and 6 by early August. The Undercroft is being remodeling to accommodate the progression of larger groups of children through Sunday School. A wall is being cut between room 4 and 6, with a folding door to separate the space into two rooms as needed, much as we have between rooms 1 and 3.

James Rostron, Parish Administrator, has done a masterful job of learning how to better manage the HVAC system, allowing him to reduce or increase heating and cooling in specific rooms during specific hours on specific days.

**PARISH LEADERSHIP / VESTRY LIAISON REPORTS:** The Arts and Parish Life reports were posted electronically prior to the meeting.

**ARTS:** Tracy Council of the Arts Pillar reported the Evelyn Art Show was a grand success with about \$6000 being raised, of which \$1500 should be coming to St. Mark's. She asked for help to access the possibilities for a better art hanging system in the Nave. Stephanie Deutsch said that David Deutsch would be glad to help.

**PARISH LIFE:** Christina Herman Vestry Liaison to Parish Life reported that they need a charter for Parish Life. Brandon Dunn Knight offered to work with Julie Murphy on it. They plan to finalize documents for the September Vestry meeting.

**MEMBERSHIP:** Amber Macdonald of Membership reported that parishioner dinners to meet Scott Lipscomb are underway. They are planning no more than two a month.

**OUTREACH:** Jim Brooks reported that Outreach Directors will be needed starting in September.

**RECTOR'S REPORT:** Michele's report was posted electronically prior to the meeting. She provided highlights of the recent Episcopal General Convention, the Book of Common Prayer revision, a history of Revivals in the Episcopal Church, marriage rites for the whole church and that the Diocese of Cuba was welcomed back to the Episcopal Church. Christina Herman noted that St. Mark's hasn't usually paid much attention to the General Convention and she would like to see more information about it.

Michele will be on vacation in Canada with her family from July 19<sup>th</sup> through August 10<sup>th</sup>. Linda Kaufman, Becky Zartsman and a priest to be named will cover the Eucharist. Scott Lipscomb and Cindy Dopp will cover pastoral care.

Michele's performance goals for 2018-19 will be discussed in the September Vestry meeting.

**ASSISTANT RECTOR'S REPORT:** Scott was not at the meeting and there was no report.

**PERSONNEL LIAISON REPORT:** Brandon Dunn Knight reported that he is talking about the complaint process and will propose procedures in September. They will include complaints in parish life, for instance determining intent if someone does something deemed inappropriate by another parishioner. He wants to have procedures in place proactively. Employer complaint procedures are done via the National Church.

**SENIOR WARDEN'S REPORT:** Nora's report was posted electronically prior to the meeting.

She presented survey results on the June Parish Retreat. Most who attended gave positive results and those who did not attend said they were unable to attend due to conflicting personal plans. The dates for the 2019 Parish Report are June 8 – 9.

There was a discussion about a parishioner response to the Parish Retreat survey which stated that "I wish I had raised my concerns about issues around race. Many of us have a history with this issue and it doesn't seem to matter so much now to our new clergy or current Vestry. At this point in our nation's life, in the grave harm being done people of color and in the wake of Black Lives Matter, where is the parish today in its own work on race?" Brandon Dunn Knight and Amber Macdonald offered to work on it. Tracy Council expressed interest as well.

Kenn has been working hard to be sure the space will be ready for the District Montessori by their opening on August 20<sup>th</sup>.

We are looking for two co-chairs for Outreach; Julie Murphy is on board for Parish Life and doing a great job.

Michael Bloomfield is working on emergency procedures which will go to the Fabric Committee before September Vestry Meeting.

The annual Parish Picnic will be on September 9<sup>th</sup>. Nora said that Julie Murphy reports that there will be one morning service with the time to be determined and one 5 pm service. The plan is to have the usual picnic in the courtyard and parish hall with the addition of a parish fair in the Nave with tables for various activities. Alix Pereira recommended having a single picnic for participants at all three services, rather than having a separate one for the 5 o'clock service.

The Rector offered the closing prayer.

Respectfully submitted,  
Raiford Gaffney, Acting Register