

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



Minutes of the Vestry Meeting  
Monday, November 26, 2018  
6:00 p.m.

Present:

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

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

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

Officers: Rosemary Harold, Counsel (by phone); Martha Huizenga, Treasurer; Mary Anderson Cooper, Register

Absent: Vestry Member Brandon Dunn Knight; The Rev. Scott Lipscomb, Assistant Rector

Visitors: Raiford Gaffney; Charlie Rupp

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

Three fund-raising proposals were circulated electronically prior to the meeting: one on October 1 authorizing the sale of paper poppies to mark the 100<sup>th</sup> anniversary of World War I, proceeds to go to groups assisting veterans; one on October 15 for Team Henry, raising funds to combat leukemia and lymphoma; and the third on November 14 in support of Gifts for Good. All were electronically

**APPROVED.**

### **TREASURER'S REPORT**

The Treasurer's Report was posted electronically in advance of the meeting. The Treasurer noted that the parish is running a small deficit on account of unforeseen maintenance expenses. She pointed out that income is always highest in the last quarter of the year when people who have been running behind on their payments catch up on their pledge commitments. She noted that the financial situation is actually slightly better than at the same point last year. Jim Brooks requested that there be a discussion at a future meeting about how income received through Realm and the QR code are identified and tracked.

Martha said that budget requests have been received from most parish groups and are being reviewed to see if and where cuts are needed in order to shape a budget proposal for the Vestry.

### **SOUND SYSTEM UPGRADE PROPOSAL**

Charlie Rupp was present to discuss the proposal to upgrade the sound system in the nave. A detailed proposal was distributed electronically in advance of the meeting. Representatives of CTSI met with Charlie, Music Director Jeff Kempksie, and representatives of the Players to discuss needs and possible solutions. The current system is over 20 years old and uses now-obsolete technology. The proposed new system will work with hearing-assistance devices and it will adjust to the differing levels of speaking voices. There is an option to provide better woofers for low notes, which are needed primarily for music and less for spoken voices.

**MOTION:** Kenn Allen moved that the Vestry accept the proposal from CTSI. Thia Hamilton seconded.

Kenn noted that \$150,000 has been spent for the work on the exterior of the building. Further expenditure of \$75,000 for the sound system is anticipated, along with a figure somewhat under \$200,000 for a new HVAC system. He said that sufficient funds are on hand to cover all three.

**AMENDMENT:** Alix Pereira offered an amendment, requesting that the Fabric Committee determine what the maintenance costs will be for the sound system. Charlie agreed to get that information, noting that such costs have been low on the current system.

Following acceptance of the amendment, the resolution was

**APPROVED.**

#### **FORMAL PARISHIONER COMPLAINT PROCEDURE**

The Vestry resumed consideration of a proposal discussed at the previous meeting to establish procedures on how to deal with offensive behavior, comments, etc. and how to preserve confidentiality.

With a number of editorial changes, Jim Brooks moved, seconded by Tracy Councill, and the Vestry concurring, that the document be

**APPROVED.**

#### **CANVASS**

Alix Pereira reported that 95% of the congregation has been contacted to request pledges for 2019. He will be seeking a volunteer to help him with follow-up throughout the next year.

The Senior Warden reported that 47% of the goal has been achieved to date, which is ahead of where we were last year at the same time.

#### **VESTRY MEETING TIME**

The Senior Warden suggested that the decision about changing the Vestry's meeting time be left up to the Rector, following a three-month experiment with a new time. Michele said that she prefers continuing to meet on the fourth Monday in the evening. Out of consideration for people who are coming from work and have difficulty arriving at 6, the meeting time was moved to 6:30.

#### **LIAISON REPORTS**

**Membership:** Amber Macdonald reported that Ryan Baugh will co-chair with her and that they are working on clarifying their objective to avoid overlap with other groups.

**Communication:** Thia Hamilton noted that it would be helpful if each program area would have a person who takes responsibility for reporting their activities to her for inclusion on the website.

Her written report, posted electronically, included the following points:

- Stephanie Deutsch is assisting with writing and editing.
- Website navigation has been redesigned.
- Updates have been requested from program managers, committee chairs, and staff.
- Relaunch is anticipated before Christmas.
- Updating information, proofreading, sharing information about activities are ongoing responsibilities.

The Senior Warden noted that stmarks.net addresses need to be setup for parish managers.

#### **SAFETY PLAN**

The Senior Warden noted that Michael Bloomfield is working on this.

Nora offered the Closing Prayer.

Respectfully submitted,  
Mary Anderson Cooper, Register