

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



Minutes of the Vestry  
January 20, 2020  
6:30 pm

Present:

Clergy: Michele Morgan, Rector

Wardens: Ryan Baugh, Sr. Warden

Vestry: Jim Brooks, Tracy Council, Alix Perera, Chrstina Herman, Amber Macdonald, Kit Arrington, Andrew Stafford, Shay Way

Absent: Brandon Knight, Jim Pittman, Jr. Warden

Guests: Raford Gaffney, Caleb Amaker

Call to Order: The Rector called the meeting to order. Jim Brooks offered the opening prayer.

### **What is New/ Working/ Needs Attention:**

New:

- New member coffee mug
- Intro to St Mark's/Episcopal 101

Working:

- Christian Ed Weekend
- Website Updates

Needs Attention:

- Member data clean-up
- Volunteers - Sr. Warden asked for input on how to encourage more volunteers
- Vestry pub lunch
- Dance/Yoga Boards

- Sunday school schedule

**Vestry Minutes:** Amber McDonald moved to adopt the minutes from the Vestry meeting on December 16th. Christina Herman seconded the motion. The Vestry voted to approve.

### **ACTION**

**Review of Parliamentary Procedure:** Vestry Member Amber McDonald explained Roberts Rules of Order.

**Report on the 2019 Canvass:** Alix Pereira reported that the Canvass is \$85K short of the goals. The number of members that have not re-pledged would more than cover the shortfall. There was a brief discussion of the need for ongoing additional outreach.

**Treasurer's Report:** John Edwards presented the Finance Committee Report. Highlights include:

- St Mark's ended the year with a \$58,724 surplus (compared to a budgeted deficit of \$44,350)
- Once reconciled year-end books are finalized next month, FC will propose to the Vestry how to apportion the final year-end surplus.
- Extended Vision pledge payments allow a payment toward our LOC principal of \$17,000 in January, bringing our principal balance to \$225,000.

The proposed 2020 budget was presented for Vestry approval. The deficit stands at \$8,326. The Vestry will revisit the budget in June 2020 and revise expenditures if necessary. The budget includes \$14K for the Ministry Architects program which was recommended as part of a comprehensive review of youth and family programs at St. Mark's during the tenure of the previous youth director.

Tracy Councill moved that the Vestry authorize the Treasurer and Senior Warden to work with the Endowment Board of Managers and National Capital Bank to reduce our LOC credit limit and corresponding collateral to a level commensurate with the current principal LOC balance. Andrew Stafford seconds. The Vestry approves the motion.

### **ACTION**

Andrew Stafford moved that the Vestry adopt the 2020 operating budget as presented by the Finance Committee. Amber McDonald seconds. The Vestry adopts the motion.

## **ACTION**

Jim Brooks moved that the Vestry approve March 15 as the date of the Annual Membership Meeting and that all announcements required under the bylaws be properly made. Kit Arrington provided the second for the motion. The Vestry approved.

## **ACTION**

Christine Herman moved to adjourn the meeting. Andrew Stafford seconded. The Vestry approved.

## **ACTION**

The Rector led the closing prayer.