

# Minutes of the Vestry January 25<sup>th</sup>, 2022

The Vestry convened via Zoom at 7 pm on January 25<sup>th</sup> for the monthly meeting. The following individuals were in attendance:

Clergy: Rev. Michele Morgan, Rector; Assistant Rector Christopher Phillips

Wardens: Linell Grundman, Sr. Warden

Vestry: Kit Arrington, Chris Berendes, Brent Bickley, Edna Boone, Fritz Henn, Jeb Ory, Andrew Stafford, Shay Waye, David Wellman

Officers: Frank Nickerson, Treasurer; Randy Marks, Assistant Treasurer; Kim Bayliss, Register

Guests: Kenn Allen, Steve Dalzell, Raiford Gaffney, Karen Getman, Julie Murphy, Charlie Rupp, Susan Sedgewick, Maureen Shea, Linda Staheli, Louise Walsh

Opening Prayer-

# Report of the Senior Warden -

- Noted the positive changes to the budget process under the leadership of the Rector.
- Commended the Rector and Alix Pereira for successful completion of Annual Campaign.
- Updated the Vestry on the Personnel Committee actions including helping with the contract for Patricia Catalano and reviewing applications for new Finance Manager.
- Thanks to the Outreach Board for recommending projects for Vestry approval.
- Parish-wide Pastoral Care planning process is underway with draft plan expected before Easter.
- Reformed Stewardship Committee is in formation.
- Reported on recent attendance at Forma Conference.
- Membership Committee is soliciting interested parishoners.

Establishment of Temporary Restricted Fund to Accept Gifts for Afghan Refugee Mentoring Program

The Treasurer presented a proposal to create a temporary restricted fund (TRF) to handle funds donated to St. Mark's for the Afghan Refugee Project. Several St. Mark's members have stated their intention to support the work with an Afghan family but were uncertain if St. Mark's policy would permit such contributions. TRFs are a common way to hold funds dedicated to a specific project and can be carried over from one budget year to another.

## **ACTION**

Motion by Edna Boone to establish an *Afghan Refugees Temporary Restricted Fund* as a Vestry-directed temporary restricted fund to be used to support the Parish's outreach work to aid Afghan refugees. The Outreach Board Chair (or successor role) shall authorize all Fund disbursements. The Fund shall last for four (4) years, unless the Vestry terminates it earlier or otherwise adjusts the term of the fund. Upon termination, any money in the Fund shall automatically go to the Outreach Board budget.

Second for the motion made by Andrew Stafford. The vote was by unanimous show of hands in favor.

<u>Report from the Sabbatical Committee –</u> Kenn Allen and Louise Walsh, Co-Chairs of the St. Mark's Sabbatical Committee updated the Vestry on its activities including:

- Holding forums on January 23<sup>rd</sup> for parish members to learn about the Rector's Sabbatical and to ask questions.
- Meeting with staff and parish leaders to plan for the Rector's absence.
- Developing content for the website on the Sabbatical and creating an email address to facilitate communication.
- Informing the parish through a weekly memo from the Rector.

The Co-Chairs asked the Vestry to keep on top of concerns and to pass them along to the Committee.

## <u>Vision 2020 Campaign Disbursement –</u>

The Extended Vision Capital Campaign committed to direct excess funds not needed to reduce the debt or make capital improvements to a "significant contribution to the broader community". As of the end of 2021, the Treasurer reported a surplus of nearly \$16,000 from the Vision 2020 Campaign. The Outreach Board was asked to develop a proposal for Vestry consideration. The Outreach Board met 9/11/21 and developed a proposal that was presented to the Vestry at the November meeting. The Outreach Board proposal was to allocate the funds equally among three projects: 1) Afghan Refugee Assistance; 2) Donation to honor Joy Cox to THE ARC (Town Hall Education Arts & Recreation Campus); and 3) to develop a Partnership with St. Christopher's Mission on Navajo Land.

# **ACTION**

Motion by Edna Boone to (1) close out the Extended Vision Campaign as of December 31,

2021, (2) authorize the Outreach Board to spend the cash on hand of \$15,692.76, divided evenly between the three projects presented to the Vestry, and (3) transfer any future Extended Vision pledge payments to the Outreach Board for distribution.

Motion seconded by Fritz Henn.

Amendment offered by Kit Arrington to (1) close out the Extended Vision Campaign as of December 31, 2021, (2) authorize the Outreach Board to spend the cash on hand of \$15,692.76, as follows: \$10,000 to the development of a partnership with St. Christopher's Mission and the remainder divided among the other two projects. Motion was seconded by Chris Berendes. Motion failed to receive any votes in favor. The Arrington Amendment was not adopted.

Amendment offered by Jeb Ory to (1) close out the Extended Vision Campaign as of December 31, 2021, (2) authorize the Outreach Board to spend the cash on hand of \$15,692.76 on the development of a partnership with St. Christopher's Mission. Motion seconded by Chris Berendes. The motion failed to receive any votes in favor. The Ory Amendment was not adopted.

Motion to table the Boone Motion until the February Vestry meeting offered by David Wellman and seconded by Linell Grundman. The Wellman Motion was adopted unanimously.

# Approval of Building Stewardship Policy -

#### **ACTION**

Motion to adopt the proposed building stewardship policy offered by Fritz Henn. Seconded by Andrew Stafford.

Motion to amend the pending motion offered by David Wellman to authorize disbursements of up to \$100,000 without Vestry approval and to make reports to the Vestry on such expenditures at the next Vestry meeting. Linell Grundman second the motion. The Wellman Amendment to the Building Stewardship Policy was approved by a show of hands with 1 abstention.

The Henn Motion to adopt the Building Stewardship Policy was voted on by show of hands. The vote was 8 in favor and 2 abstentions. The motion was approved.

## Approval of the Nominating Committee –

Motion offered by Fritz Henn to approve Andrew Stafford, Kit Arrington, Shay Waye, Margaret Crenshaw, and Lynn Kneedler, together with the Rector, Junior and Senior Wardens as *ex officio* members of the Nominating Committee. Motion seconded by David Wellman. Vote was taken by show of hands. Motion is adopted unanimously.

### Report of the Treasurer –

Frank Nickerson presented the year-end preliminary financial results.

- Budget surplus of \$206,000
- 2022 pledge prepayment income exceeded projections resulting in additional revenue
- Parish expenses were lower than budgeted
- Income from use of building was higher than projected
- There is approximately \$16K cash on hand from the Extended Vision campaign.
- The proposed 2022 budget includes a 3% COLA for staff and approval of requests from all parish managers.
- Frank announced he is stepping down as Treasurer. Randy Marks, Assistant Treasurer has agreed to step into the role and could be appointed by the Vestry at its March or April meeting.
   Recruitment of a new Assistant Treasurer is in progress.

### **ACTION**

David Wellman offered a motion to approve the transfer of Don Mosher's bequest, including any future receipts, to the Building Reserve Fund. Andrew Stafford seconded the motion. The motion was agreed to by a show of hands. The motion passed.

## **ACTION**

Andrew Stafford moved that the Treasurer's Report dated January 2022 be approved by the Vestry. Chris Berendes seconded the motion. The motion was agreed to.

### **ACTION**

David Wellman moved that the Vestry adopt the 2022 budget as proposed by the Finance Committee. Jeb Ory seconded the motion. The motion passed.

# Approval of the Minutes -

The minutes of the December 27, 2021 Vestry meeting were circulated to all Vestry members and officers. Kit Arrington moved that the minutes be approved. Edna Boone seconded. The Motion was agreed to.

# Motion to Adjourn the meeting

Edna Boone moved that the January Vestry meeting be adjourned. Andrew Stafford seconded the motion which was agreed to by unanimous vote.