



Minutes of the Vestry
January 3, 2023

The Vestry convened via Zoom conferencing platform for the January 3, 2023 meeting at 7:02 pm. The following were in attendance:

Clergy - The Reverend Michele Morgan, Rector; Christopher Phillips, Assistant

Rector Wardens - Louise Walsh, Senior Warden; David Wellman, Junior Warden

Vestry - Class of '23: Brent Bickley, Fritz Henn, Edna Boone
Class of '24: Chris Berendes, Katherine Buchanan, Jeb Ory
Class of '25: Harrison "Hank" Donnelly, Jan Lipscomb, Nick Rogers

Officers - Randy Marks, Treasurer; Bill Jordan, Assistant Treasurer; Martha Huizenga, Manciple; Shay Waye, Register

Opening Prayer - Prayer led by the Rector (Michele Morgan)

Approval of the Minutes - Minutes of the November 29, December 6, and December 11 meetings were reviewed as presented (ACTION)

Motion (Jan Lipscomb) to accept minutes. Seconded (Chris Berendes). Motion carries.

Senior Warden Report - The Senior Warden's report was distributed to the Vestry prior to the meeting, with the following area highlighted:

- Abundance of the Parish; staying strong during the pandemic period, including a town meeting that highlighted various accomplishments

Rector's Report - The Rector's report was distributed to the Vestry prior to the meeting, with the following areas highlighted:

- The Finance Committee recommends a forum (to be held January 22) to discuss the budget process. They ask for the Vestry's support (Edna Boone volunteered to assist with forum);
- Currently, there are 201 pledges collected with less than 71 calls to make, in outreach to

those who have yet to pledge. Volunteers are needed to assist with calls (Katherine Buchanan, Chris Berendes, and Jan Lipscomb volunteered);

- Bylaws Amendments were discussed, which must be presented to the Vestry prior to the March 5 annual meeting. Specifically, there are four proposed changes: (1) Title of Register be changed to Clerk, consistent with Diocese along with greater transparency; (2) Date of Annual Meetings be set by the Vestry for a timeframe of January 1 to March 31 - rather than the limits of a specific Sunday - to allow greater flexibility; (3) Vestry have allowance to propose virtual, hybrid, or in-person parish meetings as situations warrant, and; (4) allow Vestry to amend bylaws at special parish meetings (again, to allow for greater flexibility. There were questions raised about the Register to Clerk name change, specifically it was asked how the job description should be handled - and also updates to be made about the current job description. Chris agreed to contact the Personnel committee about clear Register/Clerk job description and past and present registers (i.e., Kim Bayliss, Shay Wayne) will be contacted or consulted to provide some input. (ACTION)

Motion (Louise Walsh) that the four Bylaw amendments be presented to St. Marks at large for consideration and vote at the upcoming annual meeting. Seconded (Chris Berendes). Motion carries unanimously.

- Endorsement of Joel Martinez to the diaconate, which requires a letter from the Rector and Register. Briefly, Michele explained that the Vestry's endorsement is needed for Joel's holy order. Vestry needs to sign off on a letter and move it forward. (ACTION)

Motion (Jan Lipscomb) that Joel Martinez is recommended and endorsed by the Vestry for diaconate, with letter sent on his behalf. Seconded (Katherine Buchanan). A unanimous hand vote carries the motion.

Michele and Shay will draft letter.

- Rector's report on gun violence. Jan Lipscomb asked about the Rector's report on gun violence. Specifically, she proposed letters of thanks be sent to the gun violence team (consisting of Stewart Andrews, Leader, Gun Violence Prevention Committee; Maureen Shea, Lead Person for Hospitality, and; Michael Gravlee, Parish Administrator, who also served as point person for logistical support and building management). Proposal was met with approval without need for vote and Jan agreed to draft these letters (and bring to church for Vestry to sign), recognizing each person individually for their time and talent.
- Michele Indicated that Vestry materials will now be posted - specifically Senior Warden Report, Junior Warden Report, Rector's Report, and cover page to Finance Report in an effort to promote transparency. Additionally, Vestry meeting dates will also be listed in the bulletin, should anyone wish to attend.

Junior Warden's Report - The Junior Warden's report was distributed to the Vestry prior to the meeting, with the following areas highlighted:

- We are on target with expenses - 92% of expenses are accounted up through November 2022. Property insurance (\$10,000) recently paid
- Smart building conversion in the works. This will impact such things as controlling thermostats remotely and maintaining keyless entries. Also working on online camera system
- Nave doors being upgraded
- Pump in boiler room went bad, impacting heat in the building. Cost estimated at \$10-12,000 to repair. Dave plans to ask Endowment to pay for this

Question was raised about defibrillator machines in St. Marks. Currently, we do not have AEDs and may be considered.

Treasurer's Report - The Treasurer's report was distributed to the Vestry prior to the meeting, with the following areas highlighted:

- Numbers are as close to accurate as possible (December numbers will be available in late January/February) but overall take-away is payment pledges for 2022 are behind. ● Cuts will be necessary for the 2023 Budget; Randy, Bill Jordan and Frank Nickerson will provide a presentation to the parish on the state of the budget. Attributes to shortfall include (1) high core expenses, (2) lower pledge amounts, and; (3) loss of Montessori rental income (due to school needing more space). Cuts may be seen in areas such as music, and Diocesan outreach amounts, to name a few.
- Points were raised about St. Marks and other Episcopal churches. Michele responded that across the board with other churches - St. Marks is not in a unique place with low/poor pledge payments, but does see abundance in other areas such as maintaining newcomers ● Areas with largest increases seen in utility expenses and healthcare costs
- Vestry was encouraged to attend January 22 forums, and Randy Marks will prepare remarks to bring to the Parish in order to prepare for anticipated cuts and how best to address overall concerns.
- The Finance Committee will meet on January 24 and discuss all feedback from the forums - and the Vestry is expected to approve a budget at its January 31 meeting.

Membership Update - Jeb discussed Door Hanger project, designed to create a "marketing tool" for St. Marks. He included to expect increased efforts for promoting the church and its activities.

New Business - Michele read an email received from a visiting family, expressing how much they enjoyed the Christmas service.

Adjournment - (ACTION)

Motion (Louise Walsh) to adjourn meeting. Seconded (Edna Boone). Motion carries.

Meeting adjourned at 9:01 pm. Chris Phillips offered parting prayer.

Respectfully Submitted,

Shay Waye

Register