

**APPROVED 1/28/2025**  
**St. Mark's Episcopal Church**  
**Vestry Meeting Minutes**  
**January 7, 2025**  
**Vestry Meeting**  
**Via Zoom, 7:00PM-8:45PM**

## Attendance

- *Vestry Members Present:* Michele Morgan (Rector), Jim Brooks (Senior Warden), Martha Huizenga (Junior Warden), Jan Lipscomb, Nick Rogers, Todd Thorpe, Meg Platt, Travis Beaty, Hank Donnelly, Doug Padgett, Elizabeth Becker
- *Vestry Member Absent:* Kristina Keenan
- *Officers:* Randy Marks (Clerk), Doug Ammon (Treasurer), Frank Nickerson (Assistant Treasurer for Bequests and Special Gifts)
- *Clergy & Staff:* Caitlin Frazier (Assistant Rector), Annick Milde (Parish Administrator for Finance)
- *Guest:* Kenn Allen

## Actions

- November Minutes [w Vestry Minutes.11-19-2024](#) approved unanimously.
- Gaffney Bequest Committee:

The Vestry Appoints Kenn Allen (Chair), Jim Brooks, Martha Huizenga and Michele Morgan as the Gaffney Bequest Committee to advise the vestry on the distribution of the Raiford Gaffney bequest, with the following responsibilities:

  1. Work with the Treasurer team, the Finance Committee, and the Trustees of the B. Raiford Gaffney Trust to ensure that the funds are transmitted to St. Mark's in a timely way.
  2. Work with the Trustees, clergy, staff, and Parish leadership, as well as parishioners, to identify projects and investments that are consistent with Raiford Gaffney's wishes and that could be funded in whole or in part from Raiford's bequest.
  3. Recommend selected projects to the Vestry for their approval.

4. Work with project managers for the approved projects to ensure that they are completed in a timely and satisfactory way.

Motion: Jim; Second Elizabeth; Approved Unanimously.

- The Vestry approves the [Navajoland Fundraiser](#). Motion Meg; Second: Jan; Approved Unanimously.
- The Vestry approves the compensation levels for 2025 for all paid personnel as presented in the [draft 2025 budget document](#). Motion: Elizabeth; Second: Jan; Approved Unanimously.
- The Vestry approves an off-budget Clergy Discretionary Fund to include the 2024 clergy discretionary surplus and Pastoral Care Temporary Restricted Fund balance. Motion: Elizabeth; Second: Jan; Approved Unanimously.
- The Vestry approves a \$25,000 internal transfer to the 2025 budget from the 2024 budget surplus. Motion: Hank; Second: Meg; Approved Unanimously.

## Finances

### *Treasurer's Report*

- Doug submitted his [W Treasurers Report.Dec 2024](#) in advance of the meeting.
- Because some expenses have not been tallied, the figures are tentative. He will have final figures at the January 28 Vestry meeting. Nevertheless, he expects a small surplus for the year.
- He noted the large bequests we have received and a \$12,000 donation to the Hoitsma Endowment Fund, which the Endowment Board will need to recommend that the Vestry accept.

### *2025 Budget:*

- The Treasurer's Report includes the proposed budget, which anticipates a small deficit.
- Doug noted that we have pledges of \$965,502 and he is confident we will have the \$1,000,000 in pledges that is the basis for the proposed 2025 budget.
- He noted that he is proposing transferring \$25,000 in pledge payments above the 2024 budgeted amount to the 2025 budget (which, as noted above, the Vestry approved). He anticipates \$10,000 more in building use income.

- On the expense side, he noted that the proposed budget funds all requests and there is a small increase in hospitality. He also noted that the proposed budget shows the amounts from Sunday School and adult Christian Education programs that the Penniman Designated Fund is providing.
- He noted three large upcoming expenses that the budget does not address: Jeff Kempkie's sabbatical (to be funded from the Sabbatical Reserve), upfront funding to repair the nave doors and improve lighting, and organ repairs.
- He recommended and received approval of three motions (see Actions, above):
  - Setting full-time compensation figures (it was noted that they are roughly in line with Diocesan guidelines).
  - To transfer \$25K surplus in 2024 pledge revenue to the 2025 budget.
  - To begin tracking Clergy Discretionary contributions and expenses as a separate fund.

## Reports


### ***Rector:***

- Michele discussed preparations for the February 2 Annual Meeting and Vestry member responsibilities.
- She reported on the Parish Administrator for Facilities search.
- Jan reported on the status of Nominations. There was agreement to post a list of Nomination Committee contacts on the drive and to begin the search process earlier.
- Michele invited a discussion of whether to open the building on Inauguration Day (1/20) and said she would make a decision.

***Senior Warden:*** Jim called attention to the draft Annual Report and invited edits.

***Junior Warden:***

- Martha discussed briefly her [written report](#), highlighting the new sidewalk (courtesy of Jim Pittman) and Advent wreath stand and the need to repair a clerestory window.
- She is still looking for a Manciple.
- Michele noted that temperatures were below normal on Sunday and staff is having the system checked on Friday.

***Clerk:*** Randy reported that Martha, Chris Berendes, and he had created a  Leadership Drive Guide and that almost all Pillars and Committees have moved their documents to the Leadership Drive.

Respectfully submitted  
Randy Marks  
Vestry Clerk