

MINUTES OF ST. MARK'S VESTRY
ST. MARK'S EPISCOPAL CHURCH, WASHINGTON, DC
SEPTEMBER 18, 2011

Present:

Clergy:	Paul Roberts Abernathy, Rector Rebecca Justice Schunior, Assistant Rector
Wardens:	Cecilia Monahan, Sr. Warden; Phil Guire, Jr. Warden
Vestry Members:	Ed Corr, Bill Dickinson, Rick Hayes, Grady Hedgespath, Charlotte Murray, Marilu Sherer, Jim Steed, Vicki Street, Janet Vail
Treasurer:	Crane Miller
Temporary Register:	Raiford Gaffney
Counsel:	Karlyn Stanley
Visitors:	Collie Agle, Sally Garr Brodhead, Penny Hansen, Glendora Myers, Jane Rutherford, Michael Townsend, David Willson.
Absent:	Mary Cooper

1. **Call to Order:** The Rector called the meeting to order at 12:35 pm on September 18, 2011. He proposed revising the agenda to accommodate visitors.
2. **Opening Prayer:** The opening prayer was given by Marilu Sherer.
3. **Proposed Charter for St. Mark's Meditation Center:** Collie Agle presented the draft Charter for the St. Mark's Meditation Center. Meditation member Glendora Myers spoke in support of the Meditation Center. The Vestry was in agreement with the proposed charter except for a number of questions about Article IV: Section 5, concerning the financial arrangements. Crane Miller and Vicki Street suggested setting the Meditation Center Charter like the Players Charter with a satellite account. Collie offered to provide the amount of funds deposited with Christian Ed when there were outside speakers and the amount collected during the summer when there are volunteer teachers and the total collection is deposited with Christian Ed.

DECISION: Paul Abernathy suggested that Collie work with some vestry members to work out issues raised in this meeting and bring a revised draft charter back. Crane Miller, Vicki Street, and Janet Vail will work with Collie and Glendora Myers. Paul thanked Collie for his work and said that having meditation in our sacred space brings more peace to St. Mark's.
4. **Revision of Endowment Board Charter:** Penny Hansen and David Willson discussed revisions to the Endowment Board Charter written 10 years ago. Penny and David are rolling off the Board today after five years of service. The new charter is just a clean-up based on 10 years of experience. David and Penny accepted all of Jim Steed's editorial comments. Karlyn Stanley,

Vestry Counsel, said that there is a legal issue in Article VII E that needs to be researched. Penny said the language in question has been in charter for 10 years and is not new. Grady Hedgespeth moved (Bill Dickinson seconded) to approve the charter as amended. **APPROVED.**

Jim Steed moved (Ed Corr seconded) to confirm Kathryn Powers to replace David Willson and David Wellman to replace John Edwards. **APPROVED.**

Paul thanked Penny and David for their five years of service on the Endowment Board. *[Penny and David gave charter to Paul and Cecilia who signed. They kept original.]*

5. **Proposed Community Engagement Resolution:** Jane Rutherford said that the Community Engagement Committee has met twice since June and presented a proposed resolution to rent unused space at St. Mark's cost to low income groups within 1.5 mile radius. Grady Hedgespeth suggested that each St. Mark's Pillar develop a relationship with one of these outside organizations.

DECISION REGARDING COMMUNITY ENGAGEMENT: Janet Vail moved (Ed Corr seconded) that the Vestry approve the following resolution:

The 'others' in our mission encompass many 'others' both near and far, including, in particular, our neighbors who are living in poverty in close proximity to the church, which at a minimum means 1.5 miles.

St. Mark's cannot be faithful to its mission without caring for those neighbors, as well as for those who are part of our church community, with love, justice and compassion.

St. Mark's mission to care for others requires the continued financial and spiritual vitality of St. Mark's.

St. Mark's Junior Warden, in conjunction with Community Engagement and others whom the Junior Warden selects, is charged with preparing a space use policy in which alignment with our mission shall be one of the deciding factors. Such a policy shall establish a process for evaluating current and future uses of our space and for inviting non-profit organizations to make proposals for on-going use of our space, standards and forms for documenting the terms under which our space is used by any group and procedures for ensuring that those terms are compiled with going forward. The Junior Warden will present such policy for the Vestry's approval at the November vestry meeting.

APPROVED

6. **Update from Vision 20/20 Steering Committee:** Mike Townsend reported that the Steering Committee met last weekend to make some difficult decisions. The current price tag is about \$4 million. The Committee projected that we can raise \$1.5 million through pledges and donations from the congregation, and that we expect to earn at least \$1 million from the sale of Baxter House. We are also exploring a variety of other funding options, including foundations and grants. We continue to press our consultants to come up with additional potential savings, but the gap remains wide. The committee supports a mortgage in the \$500,000 - \$600,000 range which reduces the total costs to about \$3.5 million. In an effort to cut costs further, the Committee proposes not finishing the space beneath the Parish Hall and continuing to pursue cost cutting (through value engineering and design development) and soliciting more input from subcontractors to refine construction costs. We would finish the space beneath the expanded Foyer, which would accommodate the relocated stairs and elevator; result in two new meeting/classrooms; reconfigured restrooms; and new storage space. The space beneath the Parish Hall would be dug out, but left unfinished, with a concrete floor and basic electricity. It

could be used in that state for storage. In addition, we will continue to pursue cost cutting (through value engineering and design development) and solicit more input from subcontractors to refine construction costs. The Vestry reviewed revised plans and discussed this difficult decision.

DECISION REGARDING THE VISION 20/20 PROPOSAL: Janet Vail moved (Bill Dickinson seconded) that the Vestry authorize the Vision 20/20 Steering Committee to proceed with fundraising for a capital project that will include:

- construction of a second floor above the Parish Hall;
- expansion and redesign of the Foyer;
- relocation of the Pub; redesign of the Kitchen;
- the addition of storage space in the Parish Hall;
- new classrooms in the Undercroft; and
- the creation of unfinished space beneath the Parish Hall. **APPROVED.**

Vicki Street moved (Marilu Sherer seconded) that the Vestry authorize the Steering Committee to research the terms of a mortgage that could be used to complete project financing, and to return with a recommendation at the December Vestry Meeting for the size and terms of a mortgage, if needed, following the completion of the fundraising period. **APPROVED.**

Junior Warden Phil Guire said that he would like to put Baxter House on the market as it is in such poor shape and acquire rental space so that the staff would be in safer space. Bill Dickinson said that we should go to the Diocese for approval in early 2012. Paul thanked Mike and Ed and the Steering Committee for their continuing excellent work.

7. Officer Reports

Temporary Register: Grady Hedgespeth moved (Cecilia Monahan seconded) approval of the July minutes, which had been emailed to the Vestry earlier. **APPROVED.**

The Temporary Register circulated a sign-up list, requesting Vestry members to serve as Vestry Greeters for the rest of the year.

Treasurer's Report: Crane Miller reported that he had computer problems and will email the reports out.

Certification on ownership of Raiford Gaffney's insurance policy. Crane circulated a proposed corporate resolution. Phil Guire moved (Jim Steed seconded) that the Vestry gratefully accept ownership of the \$25,000 RiverSource Life Insurance Company Flexible Premium Adjustable Whole Life Insurance Policy # 9090-08477244 given by and received from B. Raiford Gaffney. **APPROVED.**

Dance Studio. Crane is working on the financial structure of the Dance Studio and hopes to meet with Director Rosie Brooks soon to iron out difficulties. Rosie is now dealing directly with Bookkeeper Warren O'Hearn. Paul thanked Crane for looking into standardizing this and other financial issues. Grady suggested we need to set standard procedures for many groups.

Junior Warden's Report: Phil Guire reported that everything is still standing. He said that there doesn't appear to be any earthquake damage at the Church but some minor damage at Baxter House. Paul thanked him for personally reviewing Baxter House immediately after the earthquake to be sure that staff was safe.

Senior Warden's Report: Cecilia Monahan reported there was good turnout for the parish picnic and everyone seemed to have a good time. Next year will be more organized and they will change what parishioners are requested to bring. Phil reported the cost was about \$475. The group thanked Phil for his hard work and excellent grilling.

Cecilia said she has sent a number of Dance Studio Charters to Rosie Brooks and it's time to revisit the charter, with finances in particular, perhaps for the January meeting.

She is looking into reactivating the Membership Committee and the Communications Committee whose charter was recently approved but not yet re-established.

Rector's Report: Paul said that we are blessed by Justi's presence and thanked her for carrying on so well during his holiday. Justi and Paul will come back to the Vestry with a plan on how they will work. Paul and Cecilia will preach on October 9 for the Capital Campaign.

8. **Liaison Reports:** Distributed by email prior to the meeting).

Arts. Rick Hayes reported that the Players have a booth at Barrack's Row Festival on September 24 with information about the Players as well as St. Mark's. They will perform at the Festival.

Christian Education. Vicki Street reported that Penny Farley and Bobbie Smith gave fabulous sermons today with a huge number of people involved in Christian Ed. It was great to have a combined service.

Stewardship. Bill Dickinson reported that James Ryder has agreed to be Co-Chair this year. Crane's current budget estimate for 2012 is \$800,000.

9. **Planning for November Vestry/Pillar Retreat:** Cecilia Monahan reported that the November 18 & 19 retreat will be close by at Virginia Theological Seminary (VTS) and Bill Dickinson's house in Alexandria, VA. Rick Hayes said that the Friday evening session will run from 5 to 9 pm at Bill's House with a potluck dinner. The Saturday session with the Pillars will be at the Sparrow Room at VTS. It is scheduled for 9 am until 9:30 pm and includes breakfast, lunch, and dinner. Rick will send an email with more information.

10. **What's New?** Vicki Street reported that St. Mark's now has a tax exempt certificate for Maryland and to contact Susan Block for the form. She also reported that Takoma Park residents are getting together once a month for dinner and fellowship.

What Needs Attention? Janet Vail expressed concern about the lateness of the 2009 and 2010 audit reports. We need to follow-up especially because we will need those completed audits by outside auditors as we look for campaign financing.

What's Working? Who Needs Acknowledgment?

11. **Motion to Adjourn:** Marilu Sherer (Cecilia Monahan seconded) at 3:20 pm.

12. **Closing Prayer** was given by Rick Hayes.

Submitted by Raiford Gaffney, Temporary Register