

**MINUTES OF ST. MARK'S VESTRY MEETING
ST. MARK'S EPISCOPAL CHURCH, WASHINGTON, DC
DECEMBER 18, 2011**

PRESENT:

Clergy: Paul Abernathy, Rector; Justi Schunior, Assistant Rector

Wardens: Cecilia Monahan, Senior Warden; Phil Guire, Junior Warden

Vestry Members: Ed Corr, Rick Hayes, Charlotte Murray, Marilu Sherer, Jim Steed, Vicki Street, Janet Vail

Officers: Mary Cooper, Register
Yann van Geertruyden, Assistant Treasurer
Karlyn Stanley, Counsel

Visitors: Alex Berley, Project Management Consultant, Vision 20/20
Kenn Allen, Doris Burton and Michael Townsend, Vision 20/20

Staff: Jeff Kempeskie, Music Director

Absent: Vestry members Grady Hedgespeth and Bill Dickinson
Crane Miller, Treasurer

TREASURER'S REPORT

The Assistant Treasurer commented on written reports that were distributed electronically, noting that pledge receipts for the year are still running behind where they were last year at the same time, although plate offerings are higher than projected. He said that the 2010 audit is underway and expected to be ready in January.

Canvass Chair Bill Dickinson submitted a report electronically indicating that the Canvass for 2012 is running behind projections and that members are not increasing their giving as had been anticipated.

CAPITAL CAMPAIGN

Mike Townsend reported that the capital campaign has received 186 pledges to date, just slightly short of \$1.65 million. He expects to receive total pledges of \$1.75 million, including those who have not yet pledged. In the past week 155 calls were made to people who have not responded with a pledge to either the Canvass or the Capital Campaign. In addition, in an effort to attract new pledgers, information and pledge cards are being sent to individuals who put checks in the plate during 2011 but do not pledge.

BUILDING DESIGN

A written report was distributed electronically in advance of the meeting. Ed Corr reported on the design development phase, stating that documents have gone to the contractor for pricing. There have been two proposals related to keeping the current elevator space where it is but both have design and program negatives. A company has been located to install the solar panels on the parish hall and provide electricity.

ANALYSIS OF FINANCING STRATEGIES

Janet Vail and Linda Ewald have talked to the National Capital Bank and other banks about loan possibilities for the project but found the cost of dealing with banks other than National Capital was higher, and they did not encourage the use of a line of credit, whereas National Capital has already extended a line of credit. Thus, National Capital Bank appears to be the best option.

Karlynn Stanley called attention to the diocesan requirements regarding the audit and review of three years worth of financial records, all of which are being readied for presentation.

Kenn Allen noted that there have been four major costing exercises. The most recent (September) estimate was for a total cost of \$4 million, which was reduced to \$3.5-3.6 million by the Vestry's decision not to finish the parish hall undercroft.

The latest estimate came in at \$4.6 million. No clear reason was offered by the contractors for why the sudden increase had occurred, and one is being sought. Kenn said there are four possible reasons for this change: (1) more detailed plans cost more; (2) Subcontractors were brought in by the General Contractor, Monarc, were given more precise information, and thus pricing increased; (3) the level of finishes are different between Monarc and Bonstra (level of finish in the spaces) ; and (4) we added some items through our "dreaming" process that raised the price but are optional. He estimated that \$300-400,000 can be cut from the \$4.6 million. Alex Berley commented that the contractor will eventually give a guaranteed cost and that overruns are budgeted at 15% currently, for which our budget has a contingency.

Marilu Sherer moved and Vicki Street seconded a motion to empower the 20/20 Steering Committee to proceed with exploring next steps as outlined in the report they distributed (attached) which included five steps:

1. identify why costs have escalated;
2. identify every possible savings;
3. determine best possible financing arrangements;
4. re-examine the current design;
5. revisit possible complete renovation of Baxter House

As part of the discussion about the above motion, Jim Steed recommended that we delay making any final decision until the February meeting because we will know more by then about where we are on the annual canvass and the fund-raising for the capital campaign. Karlynn Stanley recommended that we suspend signing the contract with Bonstra until that time. Janet Vail requested that a sixth step be added to determine the cost of building out the entire parish hall undercroft as either a replacement for building a second floor on the parish hall or in addition to it. With these amendments, the motion was **APPROVED**.

ENDOWMENT BOARD

The Rector reported that parishioners have requested that \$75,000 of their gifts to the Endowment Committee be transferred to the capital campaign. The Endowment Board has unanimously supported this request. The funds are to be taken \$40,000 from the General Endowment Fund, \$20,000 from the Building Fund, and \$15,000 from the Arts Fund. Charlotte Murray moved and Janet Vail seconded approval of this request. The vote was 8-1 so the motion was **APPROVED**.

OTHER ISSUES

The Rector reported that when he and others arrived for the early service on December 18, they found evidence of vandalism. He asked that everyone be alert, particularly during the Christmas season, to matters of security and behavioral problems.

The Vestry discussed the departures from the Capital Campaign Steering Committee of two members.

The Senior Warden said that members of the Vestry will be given names of people to contact who have not yet made pledges to the Capital Campaign or the Canvass in order to conclude both efforts quickly. There is still significant work going on for both, and there are new pledges coming in.

REGISTER'S REPORT

Minutes: Charlotte Murray moved and Cecilia Monahan seconded approval of the minutes from the November meeting which were distributed electronically. **APPROVED**

Endowment Fund Charter: The Register reported that the revised Charter for the Endowment Committee had been distributed electronically and was unanimously **APPROVED**.

Vestry Greeters: The Vestry Greeters roster for January through June 2012 was circulated, with a reminder that Greeters not only make the Vestry announcement at services but also serve as beadles at the 3rd Street door prior to services. There are still vacancies on the roster (attached) and anyone wishing to volunteer should contact the Register at macooper3313@aol.com.

ANNUAL PARISH MEETING

The Annual Parish Meeting will follow a single 10 a.m. service on March 11 (with March 25 as an alternative date in case of snow).

SHRINEMONT

The annual gathering at Shrinemont will be held the second weekend in June, beginning on Friday evening and ending with Sunday lunch.

Submitted by
Mary Anderson Cooper, Register