

# St. Mark's EPISCOPAL CHURCH

## Capitol Hill

3rd & A Sts SE,  
Washington, DC



Minutes of the Vestry Meeting  
Sunday, January 21, 2018  
1:15 p.m.

Present:  
Clergy: The Rev. Cynthia Dopp, Deacon  
Wardens: Nora Howell, Senior Warden; Kenn Allen, Junior Warden  
Vestry Members: Jim Brooks, Tracy Councill, Stephanie Deutsch, Thia Hamilton, Jen Holland, Doug Jackson, Beth Mahood, Alix Pereira, Karen Wiedemann  
Officers: Martha Huizenga, Treasurer; Mary Anderson Cooper, Register  
Absent: The Rev. Michele Morgan, Rector; Michael Knipe, Manciple and Counsel  
Guests: Raiford Gaffney, John Edwards, Rob Hall, Jackie Boddie

The Senior Warden presided at the meeting. The Opening Prayer was offered by Jim Brooks.

The Senior Warden reported that, by electronic vote, a motion in which the Vestry authorizes the Junior Warden to make a formal written request to the board of the St. Mark's Endowment for funding, not to exceed \$50,000, to undertake the work outlined in his report to the Vestry on December 16, 2017, had been **APPROVED.**

**MINUTES:** Doug Jackson moved, Seconded by Stephanie Deutsch and the Vestry concurring, that the Minutes of the December Vestry meeting be **APPROVED.**

**CAPITAL CAMPAIGN:** Rob Hall and Jackie Boddie were present to report on the plans and progress for the upcoming Capital Campaign. To date six gifts have been received, ranging from \$1,000 to \$100,000, totaling \$176,000. The goal of the campaign is \$1 million to \$1.5 million to pay down the mortgage, cover the cost of HVAC replacement in the nave, and other needed repairs to our historic building. The launch of the campaign will be announced at the Annual Parish Meeting. New gifts from people who did not pledge to the Vision 2020 campaign will be matched by an unnamed donor, up to \$100,000. Since the Vestry gave approval to begin planning this campaign in October 2017, approval of the final plan is needed. Rob Hall and Jackie Boddie will submit a formal plan to the Vestry for approval before the annual meeting on February 25.

**TREASURER'S REPORT:** Treasurer Martha Huizenga presented the following two recommendations on behalf of the Finance Committee.

- 1) *The Finance Committee will work with a Vestry liaison to develop a proposed policy to present to the Vestry for approval:*
  - a) *Monies to be budgeted every year for budget line items such as: building replacement reserve and the sabbatical reserve.*

- b) *If there is a surplus in a given year, determining priorities for example: paying down any outstanding debt, add to the parish reserve funds to gain at least 3 months of expenses, add to the building replacement reserve, and outreach.*
- c) *The policy should state that the Vestry should review the policy each year.*

2) *The Finance Committee recommends the following specific allocations for the 2017 surplus:*

- a) *\$10k to a new Sabbatical Reserve (another \$5k appears in the 2018 budget)*
- b) *\$20k to the Building Replacement Reserve (another \$5k appears in the 2018 budget)*
- c) *\$100k to the Parish Reserve.*

The Treasurer reported that there was a surplus in 2017, in part because people paid their 2018 pledges in 2017 in response to uncertainty about new tax legislation. Vision 2020 pledge payments for 2018 were budgeted at \$80,000 but over \$255,000 came in. The difference will be moved to 2018 income as an internal transfer. Increased income from the rental of the building was also a big factor in the surplus, with more than \$73,000 in income vs. a budget of \$35,000. Expenses were lower than budgeted mainly because the Associate Rector was not replaced in 2017 after she left in May. The Treasurer noted that \$5,000 from the Outreach budget will be sent to the Bishop Walker School in Anacostia. The budget presented for 2018 initially showed a deficit of \$17,376; however, it was developed before final figures for the year 2017 were available and before the full extent of the surplus was known.

Kenn Allen moved approval of the 2018 budget as proposed, with Doug Jackson seconding.

In the ensuing discussion of the proposed budget, several members expressed discomfort with approving a budget that was not in balance. A number of proposals were discussed for how to bring the budget into balance, based on more complete information available since the end of the year. The Senior Warden moved that the figure for plate offerings be increased from \$30,000 to \$45,000 and that income from the sale of columbarium niches be increased from \$3,000 to \$6,000. With this change, the budget for 2018 was unanimously **APPROVED.**

**JUNIOR WARDEN’S REPORT:** The Junior Warden reported that the Endowment Board had approved the proposal to do an analysis of the building’s exterior and to secure an HVAC consultation. Specifications for these projects are expected shortly.

The conservator for the exterior will begin work in the next two weeks. The Junior Warden expects to have a report ready to present to the Annual Parish Meeting. Sometimes grant funds are available from the DC Preservation League and St. Mark’s has presented a request for \$50,000 from that source.

He reported that the repair of the chapel ceiling has been completed. Repainting will cost \$6,500 and will be done when funds are available.

With regard to the cherry tree panels on the east wall of Baxter Hall, he reported that the butcher paper inserted behind the panels to enhance the visibility of the design has slipped in some places. Ed Corr has recommended people who can remedy the situation at a cost of \$4,900.

The electronic flush mechanisms in the toilets off the foyer have become very problematic and will be replaced by lever-operated ones. If the same problem develops with the toilets in the undercroft restrooms, they will be replaced as needed. The soap dispensers are also being replaced.

**ANNUAL PARISH MEETING:** The Annual Parish Meeting will be held on February 25, following a single morning service at 10 a.m. Lunch and children's activities will be provided. There are three vacancies on the Vestry, with five candidates running. One delegate to the Diocesan Convention will be elected, with one candidate running. The program will include a presentation on the Capital Campaign.

In an effort to clarify some confusion on who is entitled to vote at the Annual Parish Meeting, a clarifying document was discussed by the Vestry, as follows:

*The Vestry interprets the requirements regarding membership and eligibility to vote at annual meetings as contained in article 1, paragraph 101 of the St. Mark's Parish by-laws as follows:*

*To be such an eligible member, a person must:*

- 1. Be at least 15 years of age;*
- 2. Have made a recorded financial contribution within the 12 months preceding the annual meeting as documented by the St. Mark's financial manager; and*
- 3. Either*
  - A. be recorded in the Parish register as a member of the Protestant Episcopal Church, or*
  - B. affirm in writing at the Annual Meeting that he or she wishes to be a member of St. Mark's Parish.*

There will be a written statement available at the Annual Parish Meeting for people to sign saying they want to be a member of St. Mark's if they are not already members, in accord with item 3.B above.

Kenn Allen moved, Jen Holland seconding, and the Vestry concurring unanimously, that the clarification be **APPROVED.**

**SENIOR WARDEN'S REPORT:** The Senior Warden announced that the canvass for 2018 has achieved 97% of its goal, with a total of \$850,000 pledged to date. At the same point last year, \$782,000 or 90% of the goal had been reached.

The Assistant Rector Search continues. There are five applicants so far and interviews will begin soon. The hope is to have an Assistant Rector in place on July 1.

The District Montessori School has received a certificate of occupancy for its plan to operate a day school for a small group of children in the undercroft, but other permits are still required. The hope is to begin operation in August.

The Pillars have a meeting scheduled for February 13, which Vestry liaisons are encouraged to attend. As with other groups in the parish, the Pillars are encouraged to provide a Sunday Lunch quarterly.

Deacon Cindy Dopp, Stephanie Deutsch and Margaret Brown are co-chairing the Maundy Thursday dinner, which will have a simplified menu of salad, main course and dessert.

The Senior Warden offered the closing prayer.

Respectfully submitted,  
Mary Anderson Cooper, Register