

St. Mark's EPISCOPAL CHURCH

Capitol Hill

3rd & A Sts SE,
Washington, DC



Minutes of the Vestry Meeting
Sunday, November 19, 2017
1:15 p.m.

Present:

Clergy: The Rev. Michele Morgan, Rector; The Rev. Dr. Kate Heichler, Interim Associate Rector; 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, Karen Wiedemann
Officers: Martha Huizenga, Treasurer; Michael Knipe, Counsel and Manciple; Mary Anderson Cooper, Register
Absent: Vestry Member Alix Pereira
Guests: Andrew Arakawa, Seminarian; Raiford Gaffney, Beryl Lillaston

The Rector presided at the meeting.

The Opening Prayer was offered by Stephanie Deutsch.

INTRODUCTIONS: The Rector introduced Seminarian Andrew Arakawa, The Rev. Kate Heichler, who will be working 15 hours a week, and The Rev. Cynthia Dopp, who will work 12 hours a week.

MINUTES OF THE OCTOBER MEETING: Kenn Allen moved and Nora Howell seconded approval of the minutes of the October meeting. With Vestry member Jackson abstaining since he had not attended the meeting, the minutes were **APPROVED.**

TREASURER'S REPORT: The Treasurer reported that there had been a deficit in September but that the year overall is not in deficit. By the end of the year a positive balance is anticipated. A process is underway to move designated funds into the main budget in order to provide more transparency. There will still be a few designated funds next year because their funds are restricted. The Finance Committee has met with nearly every group with designated funds to explain the process and intent.

The Treasurer reported that final Canvass results are needed in order to finalize the budget for 2018. Insurance figures have not yet been received from the Diocese, and they are also needed to complete the budget-building process.

A capital campaign is anticipated soon to raise funds to pay down the mortgage and make some anticipated major repairs to the exterior of the building and the HVAC system.

JUNIOR WARDEN'S REPORT: Kenn Allen reported that the work on the Third Street garden has been completed and that it looks very attractive. Outdoor furniture will be installed in the Spring. A small garden will be planted at each end, also in the Spring.

An analysis is being done of the nave sound system, in the hope of improving audibility.

A contract has been signed for repair of the chapel ceiling, where water damage has caused peeling of the paint. Doris Burton is in charge of this project.

The HVAC repairs mentioned as a part of the Capital Campaign must be made before next summer.

A survey is planned for the exterior of the building regarding repairs of the brick work and other items.

One of the boilers needs a \$4,000 repair.

Among smaller items, there are problems with the soap dispensers in the restrooms and flushing problems with some of the toilets, which will be replaced as needed.

The Junior Warden expressed his belief that budgeted funds should be set aside every year for building repairs and maintenance. During discussion, Members of the Vestry suggested that the budget include the cost to the parish of renting space to outside groups.

RECTOR'S REPORT: The Rector reported that she, the Wardens, Steve Dalzell and Nancy Lucas are the committee to search for an Assistant/Associate Rector. Kate Heichler is assisting with Associate Rector functions during the search process.

She noted that she and Caroline McReynolds-Adams are working on a document outlining an evacuation plan for the buildings in the event of any sort of emergency.

She reported that the DC Water and Sewer Authority has substantially raised the price of water as it applies to structures that occupy large amounts of ground space.

LIAISON REPORTS:

Outreach: Jim Brooks reported that the Board is working to clarify their role and the Vestry's with regard to the selection of charities and other Outreach decisions.

Jen Holland reported that the Committee tracks membership and stewardship numbers and works on ways to help people feel welcome, including parish-wide events like the Claggett gathering, affinity groups, and intimate conversations. She noted that the signup sheets from the backs of the bulletins are sent to Patricia Schans, who scans them and sends them to Peter Sherer. He contacts the people and reports any pastoral concerns to the Rector. The Junior Warden recommended that a quarterly calendar be prepared showing what's happening at St. Mark's, for distribution to visitors and newcomers.

Youth and Family Ministries: Beth Mahood reported that the Youth Director has settled on a summer trip for the youth for next year. Lisa Ramish is working with Sunday School classes to make nativity scenes for the nave window sills during the Christmas season.

Vestry Meeting Time: Thia Hamilton reported that she had polled the Vestry to see if they wanted to change their meeting time but had found that the preference is for keeping the time as it is now. Therefore, meetings will continue to be held on the third Sunday of each month at 1:15.

SENIOR WARDEN'S REPORT: Nora Howell expressed her thanks to those who helped with making bread as part of the canvass efforts. She also thanked Alix Pereira for his work on canvass mailings. The canvass is progressing well. December 3 is the final day of the canvass, at which time everyone will be asked to indicate how they have participated.

The Vestry is doing hospitality for all three services on December 17.

The Closing Prayer was offered by the Rector.

Respectfully submitted,
Mary Anderson Cooper, Register