

St. Mark's Episcopal Church
Vestry Meeting Minutes
April 28, 2019

Opening Devotion: The meeting was called to order by Rev. John Hall at 11:15 a.m. at St. Mark's Episcopal Church in Alexandria, Virginia. Rev. Hall led the Vestry in prayer.

Present: Belinda Appiah, Jim Bailes, Rob Bluey, Charlotte Brown, Eric Bryda, Rodney Fisher, Rev. John Hall, Pam Hamrin, Nihal Masih, Tracy Tienken, David Walton.

Guests: Mark Vick and Mohammed Badal of River Farm Cooperative School.

Rector's Report: Rev. John Hall will be at a retreat this coming week at Roslyn. He reminded the Vestry about the need to replace the carpet in the Rector's office. Rev. Hall said 164 people were in attendance for Easter services on April 21. Last year, there were a reported number of 225 attendees by comparison. Finally, St. Mark's is in need of a nursery attendant.

Clerk's Report:

- Rob Bluey presented the March 17, 2019, meeting minutes. Jim Bailes made a motion to approve the minutes, Tracy Tienken seconded, and the Vestry voted to approve.
- The Vestry discussed three potential dates for next year's retreat at the Roslyn Retreat Center and settled on Feb. 8-9, 2020.
- Mr. Bluey shared an update on Safe Church Training and acknowledged receipt of several certificates of completion. Rev. Hall set a completion deadline of Sept. 1, 2019.

Treasurer's Report:

- Eric Bryda provided a report and summary of the operating fund through March 2019. For the year to date, St. Mark's has a deficit of \$10,805.22. Rob Bluey made a motion to accept the Treasurer's Report, Pam Hamrin seconded, and the Vestry voted to approve.
- Mr. Bryda reported the final 2018 numbers. After revisions, St. Mark's ended 2018 with a surplus of \$4,197.16.

Senior Warden's Report:

- Jim Bailes reported that Bonnie Wilkins has started receiving applications for the new rector. The Discernment Committee set a deadline of May 13 for applications.
- Mr. Bailes followed up on his report at the March meeting about a contested charge from Enterprise Rent-A-Car. St. Mark's paid the charge and closed the card.
- St. Mark's will hold off getting a new credit card until a new rector is hired and it will be in his or her name. Treasurer Eric Bryda will make a recommendation at the May meeting. In the meantime, Charlotte Brown is working to resolve the situation with the Costco credit card, which expires in August.

Junior Warden's Report:

- David Walton reported on a successful church cleanup April 13. In subsequent weeks, work was also completed on the roof, kitchen grease traps, and a kitchen pipe.
- Mr. Walton signed an application for River Farm Cooperative School to pursue a grant with the Northern Virginia Soil and Water Conservation District to address the drainage problem near the garden.
- Charlotte Brown has offered to cover the cost of repairs to the rear gable of the church at a cost of \$1,400.

Resolution 1

Whereas, St. Mark's currently maintains 33 designated funds on its books, several of which are no longer used or have corresponding line items in the General/Operating Fund, be it

Resolved that the Vestry recognizes the existence of the following funds as a simplification of the existing fund structure: a General/Operating Fund; an Endowment/Trust Fund; and 5 designated funds consisting of a Discretionary Fund, a Memorial Fund, a Capital Projects Fund, a Prepaid Pledge Fund, and a Debt Repayment Fund.

The Vestry voted unanimously to approve the resolution.

Resolution 2

Whereas, the Vestry recognizes the existence of the aforementioned 5 designated funds, be it

Resolved that the Vestry authorizes the elimination, or transfer of any remaining balances to the General/Operating Fund, of the following designated funds: Church Expansion, Flowers, Loaves & Fishes, Nursery, Education, Vacation Bible School, Adult Mission Trip, Social Saints, Vestry Retreat, Sabbatical, Youth Group/Mission Trip, Daughters of the King, Music Special Gifts, Special Gifts, Community Garden, Staff Gifts, Seminarian Gifts, Outreach Special Gifts, Shrine Mont, Bishop Discretionary, and Worship Special Gifts. The Treasurer shall add any and all necessary income and expense accounts to the General/Operating Fund and amend the General/Operating Fund budget as needed to accommodate these activities.

The Vestry voted unanimously to approve the resolution.

Resolution 3

Whereas, the Vestry recognizes the existence of the aforementioned 5 designated funds, be it

Resolved that the Vestry authorizes the consolidation of the existing Rector Discretionary and Associate Rector Discretionary Funds into a single Discretionary Fund; and the consolidation of the existing Operating Reserve and Major Repairs & Maintenance Funds into a single Capital Projects Fund.

The Vestry voted unanimously to approve the resolution.

Resolution 4

Whereas, the Vestry recognizes the existence of a single Endowment/Trust Fund, be it

Resolved that the Vestry authorizes the transfer of the Knitter's Diocesan Trust Fund into the St. Mark's Diocesan Trust Fund, pending any necessary approval from anyone associated with the St. Mark's Knitter's organization that has control over the Knitter's Trust.

The Vestry tabled the resolution. Charlotte Brown will consult with people associated with the Knitter's organization.

Resolution 5

Whereas, St. Mark's must conduct an annual audit to be filed with the Diocese of Virginia, be it **Resolved** that the Vestry authorizes the Treasurer to hire Sareen & Associates to complete a full audit of St. Mark's finances by Aug. 1, 2019, at a cost not to exceed \$6,000.

The Vestry voted unanimously to approve the resolution.

Resolution 6

Whereas, Cheryl Lewis has assumed responsibility for coordination of meal preparation for St. Mark's participation in the Fairfax County Parenting Education Program, be it

Resolved that the Vestry authorizes the Treasurer to obtain a reloadable debit card with a maximum of \$800 for Mrs. Lewis to purchase the food and ingredients necessary for weekly meals that are provided by St. Mark's to program participants.

The Vestry voted 7-1 against the resolution.

Resolution 7

Whereas, the River Farm Cooperative School requests additional bulletin board space, be it

Resolved that the Vestry approves the installation of an additional bulletin board in Gibson Hall to allow the school additional space to advertise community events to the school and St. Mark's community.

The Vestry voted unanimously to approve the resolution.

Resolution 8

Whereas, River Farm Cooperative School is seeking permission to amend St. Mark's Special Use Permit with Fairfax County to accommodate more students, be it

Resolved that the Vestry authorizes River Farm Cooperative School to file an application with Fairfax County on behalf of St. Mark's to amend the Special Use Permit allowing a maximum of 45 students and 7 adults onsite at any one time.

The Vestry voted unanimously to approve the resolution.

Resolution 9

Whereas, the Vestry currently requires its Trustees to sign certain documents as Owners and Co-Title Owners of St. Mark's, be it

Resolved that the Vestry, on a case-by-case basis and with a majority vote, grants authority to the Senior Warden to sign documents on behalf of Trustees.

The Vestry tabled the resolution. Jim Bailes will consult with the Diocesan Chancellor.

Good of the Order

· Mohammad Badal of River Farm Cooperative School reported that RFC parent Kevin Snyder-Diffin is now helping with maintenance. He hoping to work on a joint project with St. Mark's, RFC, and Eagle Scouts. RFC's membership meeting is May 4 at 3:30 p.m.

Adjournment: Jim Bailes made a motion to adjourn the meeting at 12:59 p.m., Tracy Tienken seconded, and the Vestry voted to approve.