

St. Mark's Episcopal Church
Vestry Meeting Minutes
June 23, 2019

Opening Devotion: The meeting was called to order by Rev. John Hall at 11:19 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, Tracy Tienken, David Walton. **Absent:** Nihal Masih.

Rector's Report: Rev. John Hall received a letter from Carletha M. Oliver, pastor of Truth Deliverance Church, which rents St. Mark's on Saturdays. Pastor Oliver is leaving the area and terminated the contract with St. Mark's, effective immediately.

Clerk's Report: Rob Bluey presented the May 19, 2019, meeting minutes. Rob Bluey made a motion to approve the minutes, Charlotte Brown seconded, and the Vestry voted to approve.

Treasurer's Report:

- Eric Bryda provided a report and summary of the operating fund through May 2019. For the year to date, St. Mark's has a deficit of \$18,535.46, which is less than projected in the budget. Mission trip expenses came in at \$3,500; in years past the mission trip fundraisers covered expenses. Rob Bluey made a motion to accept the Treasurer's Report, Pam Hamrin seconded, and the Vestry voted to approve.
- Mr. Bryda received a letter of agreement from Sareen & Associates to complete an audit of St. Mark's finances at a cost of \$5,000. Jim Bailes made a motion for the Treasurer to sign the agreement, Tracy Tienken seconded, and the Vestry voted to approve.
- Mr. Bryda provided an update on capital projects. The balance on Jan. 1, 2019, was \$24,289.20. After donations and consolidation with the operating reserve fund—minus expenses for the roof, sump pump, and lighting repairs—the balance is \$51,640.20.
- Rev. Hall reminded the Wardens that the Vestry needs to name members to a Finance Committee, established Feb. 24. He asked Jim Bailes to convene a meeting in July.
- Mr. Bryda provided an update from Arthur Brinkley, interim executive director of the Diocese of Virginia's Trustees of the Funds, on the Knitter's Fund. Rev. Hall asked the Senior Warden to meet with former Treasurer Ann Sparks and Mrs. Pat Drabick to determine ownership of the trust.

Senior Warden's Report:

- Jim Bailes reported that some parishioners are having difficulty hearing readings due to the height of the microphone. He will inquire with the manufacturer on a solution.
- Mr. Bailes thanked Gaby Pineda for her excellent work on behalf of St. Mark's and San Marcos leading the mission trip to the Adirondack Mountains in New York.

Junior Warden's Report:

- David Walton circulated the latest Vestry Person of the Day signup sheet.
- Mr. Walton invited Vestry members to a post-meeting discussion of maintenance needs.

- Mr. Walton asked Rob Bluey to provide an update on River Farm Cooperative School. Mr. Bluey told the Vestry that RFC will return to St. Mark's for the second year of its two-year contract. In order to accommodate its 12 middle school students, RFC has asked to split the class between rooms 1 and 4 (Nursery), and use room 2 for storage.

Resolution 1

Whereas, the 2019 mission trip was successful and rewarding for our youth thanks to the leadership of Gaby Pineda, be it

Resolved that the Vestry of St. Mark's recognizes and expresses its gratitude and appreciation to Ms. Pineda for her excellent work leading the 2019 mission trip of St. Mark's and San Marcos.

Jim Bailes made the motion, Rob Bluey seconded, and the Vestry voted to approve.

Resolution 2

Whereas, the River Farm Cooperative School requests clarification in the Letter of Agreement on its use of the Nursery (room 4) during the 2019-20 school year, be it

Resolved that the Vestry approves an amendment to the Letter of Agreement granting RFC permission to use the Nursery on the condition it regularly uses a cleaning product (Clorox Disinfecting Wipes) and removes and returns all Nursery furniture weekly and on special occasions at the church.

Charlotte Brown made the motion, Jim Bailes seconded, and the Vestry voted to approve.

Resolution 3

Whereas, St. Mark's is in need of replacement parts for 1-6 HVAC units (2003, 2004, 2005) during the fall maintenance checkup to ensure the 6 HVAC units perform properly, be it

Resolved that the Vestry authorizes AirPlus to replace the needed parts at a cost not to exceed \$4,000. The Treasurer shall deduct funds from the Capital Projects account to cover the cost.

Charlotte Brown made the motion, Tracy Tienken seconded, and the Vestry voted to approve.

Resolution 4

Whereas, St. Mark's is in need of repairs to the chimney brick cracks and a new concrete cap to keep water from entering into the church nursery and elsewhere, be it

Resolved that the Vestry authorizes Moore Stone and Steve Osborne to make the repairs at a cost not to exceed \$3,500. The Treasurer shall deduct funds from the Capital Projects account to cover the cost.

Charlotte Brown made the motion, Jim Bailes seconded, and the Vestry voted to approve.

Good of the Order:

- The Vestry will meet for a half-day retreat in July or August and cancel its scheduled monthly July and August meetings. Rob Bluey will circulate dates for the half-day retreat.
- Charlotte Brown asked for feedback on the sanctuary's new lights. Rev. Hall requested the entrance lights be changed to "all on" and "all off," and that explanatory labels be added to the switches at the Gibson Hall entrance.

Adjournment: Pam Hamrin led the Vestry in prayer. Jim Bailes made a motion to adjourn the meeting at 12:47 p.m., Rob Bluey seconded, and the Vestry voted to adjourn.