

St. Mark's Episcopal Church
Vestry Meeting Minutes
September 21, 2019

Opening Devotion: The meeting was called to order by Rev. John Hall at 9:00 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.

Guest: Bonnie Wilkins, chair of the Discernment Committee, shared an update on the search for a new rector. The committee reopened the search after the previous finalists withdrew from consideration. She expressed confidence that St. Mark's will have a new rector by January. The deadline for applications closes on September 22 and the committee will begin the interview process immediately. She expects to recommend a finalist to the Vestry by early November.

Rector's Report:

- Rev. John Hall updated the Vestry on his upcoming travel and fall schedule. St. Mark's will have a pet-friendly service for Blessing of the Animals on October 6 in Patience Hall. All Saints Day is November 3 with baptisms. There will be a Thanksgiving Eve service on Wednesday, November 27. This year's Christmas Pageant is on December 15 at 10 a.m. There will be Christmas Eve services at 5 p.m. and 9 p.m., followed by a Christmas Day service at 10 a.m. The church office will be closed from December 21 through January 2, 2020.
- Rev. Hall thanked Charlotte Brown for her dedication to building maintenance and the tremendous progress made in recent months.

Clerk's Report: Rob Bluey presented the June 23, 2019, meeting minutes. Jim Bailes made a motion to approve the minutes, Rodney Fisher seconded, and the Vestry voted to approve.

Treasurer's Report:

- Eric Bryda provided a report and summary of the operating fund through August 2019. For the year to date, St. Mark's has a deficit of \$58,931.61, which puts us on track for a projected deficit of \$88,626.92 at the end of 2019. St. Mark's currently has \$50,000 in savings, down from \$190,000 in March, due to building maintenance needs and ongoing withdrawals to cover our monthly deficit. The investment fund balance is \$162,696.70 as of August 31. Mr. Bryda circulated a balance sheet for St. Mark's and San Marcos. Rob Bluey made a motion to accept the Treasurer's Report, Jim Bailes seconded, and the Vestry voted to approve.
- Mr. Bryda provided an update on the audit, including the list of documents he provided Sareen & Associates. He will follow up with the firm to set a deadline for completion.

Senior Warden's Report:

- Jim Bailes will follow up on the ownership of the Knitter's Fund. He reported that St. Mark's payroll is now automated with Paychex. He also thanked David Walton for replacing the lectern microphone.

- Mr. Bailes has asked San Marcos to establish its own bank account. Charlotte Brown is also working with Mr. Bryda to update the check-request form.
- Gaby Pineda is no longer serving on the Discernment Committee.

Junior Warden's Report:

- David Walton reported that River Farm Cooperative School is now paying 3% more for its use of St. Mark's and will be providing payment electronically using the e-giving platform.
- Mr. Walton, Charlotte Brown, and representatives of RFC met with the Northern Virginia Soil and Water Conservation District on July 25 about drainage problems in the field adjacent to St. Mark's. They are currently awaiting soil test before discussing next steps in the grant process.
- RFC will hold its community day sale on November 9 in Patience Hall.
- Mr. Walton circulated the signup sheet for Vestry Person of the Day.

Resolution 1

Whereas, the River Farm Cooperative School currently has a Letter of Agreement with St. Mark's that allows for an annual increase of up to 5% for monthly rent, be it

Resolved that the Vestry approves a 3% increase in RFC's monthly rent for the 2019-2020 school year, effective September 1, 2019. The new monthly rent \$2,082.63.

Rob Bluey made the motion, David Walton seconded, and the Vestry voted to approve. [Note: This vote occurred via email on August 28, 2019.]

Resolution 2

Whereas, Rev. John Hall is currently scheduled to depart St. Mark's on November 1, 2019, under the terms of his interim rector agreement, be it

Resolved that the Vestry approves a two-month extension of Rev. Hall's contract, making his new departure date December 31, 2019.

Jim Bailes made the motion, Tracy Tienken seconded, and the Vestry voted to approve.

Resolution 3

Whereas, St. Mark's currently has a projected deficit 2019 deficit of \$88,626.92 and requires additional money to cover expenses, be it

Resolved that the Vestry authorizes the Treasurer to withdraw \$60,000 from the St. Mark's investment fund and move it to savings immediately.

Jim Bailes made the motion, David Walton seconded, and the Vestry voted to approve.

Resolution 4

Whereas, Rev. John Hall recently completed Parish Administrator Becky Sanders' annual review, be it

Resolved that the Vestry approves a salary increase to \$20,000, retroactive to September 1, 2019.

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

Adjournment: Jim Bailes made a motion to adjourn the meeting at 11:00 a.m., Tracy Tienken seconded, and the Vestry voted to adjourn.