

**St. Mark's Episcopal Church Vestry Meeting Minutes  
February 19, 2019 6:30 pm**

Attending: Rev. Susie Comer, Brad Knecht, Kim Janke, Susan Hylton, Vince Arnold, Bettye Newberry, Lee Leaman, Chris Abbott, Brandon Fletcher, Isobel Gotschall and Faith Fidelis-Ojah.

Absent:

Minute Taker: Susan Hylton

**OPENING:**

1. Opening prayer by Rev. Susie Comer
2. Rev. Susie Comer called the meeting to order at 6:34 PM.
3. Motion to approve the February 19th, 2019 meeting agenda.
  - a. Motion moved by Mr. Brad Knecht
  - b. Seconded by Ms. Susan Hylton
  - c. Motion carried.
4. Motion to approve the Minutes from January 19, 2019.
  - a. Motion moved by Mr. Brad Knecht
  - b. Seconded by Ms. Bettye Newberry
  - c. Motion carried.
5. Selection of scribe for St. Mark's Vestry Meetings.
  - a. The vestry asked that a nominee for this role be found from outside of the Vestry. Rev. Susie Comer was nominated to seek potential candidates.
6. Review of Calendar.
  - a. The date for the Dinner Group was incorrectly stated. The correct date for the gathering was confirmed by Ms. Bettye Newberry as March, 2 2019.
7. Parochial Report Review.
  - a. Rev. Susie Comer stated the Parochial Report Review had been completed and submitted before the EDOT Council deadline.
8. Strategic Planning Introduction.
  - a. Ms. Barbara Scheibner gave a brief overview of the upcoming Strategic Planning process. She stated that she has planned for three planning sessions of about 90 minutes each. She recommended that visioning be done individually. Ms. Scheibner asked for nominees from the Vestry to be provided to her by February 22, 2019.
9. Rates and policies to rent out sanctuary space
  - a. It was discussed that a rental policy in place but the rates need to be reviewed. Ms. Bettye Newberry agreed to speak with Ms. Sandy Barkerding about the rates and will come back with further information about rates used at other similar venues.

## **COMMITTEE REPORTS TO THE VESTRY:**

### **I. Administration Committee**

#### **A. Senior Warden's Report**

1. Mr. Brad Knecht, Senior Warden acknowledged the larger size of the new Vestry for 2019. He expressed hope that every member of the Vestry would take on a role in support of the Vestry. He asked that all members of the Vestry adopt an attitude of change, specifically from a behavioral, administrative and cultural context. Finally the Senior Warden expressed excitement about the Strategic Planning process that St. Mark's is about to commence.

#### **B. Finance Report - Mr. Vince Arnold.**

1. Financial Reports attached.
2. The Treasurer noted that financial reports needed to be sent to him at least one week before the Vestry meeting.
3. In the future financial reporting would focus on reporting outlying expenses/income.

#### **C. Financial information for ministry leaders**

1. Ms. Chris Abbott requested that monthly reporting on budgets be provided to ministry leaders. She noted that last year no monthly reporting was provided. She stated that this is problematic because other people may be spending on their budgets and they would not know. It was also requested that requests to spend ministry budgets should go through ministry leaders first.

#### **D. Church Wide Fundraiser**

1. Ms. Bettye Newberry raised the matter of having a regular Church wide fundraiser. Rev. Susie Comer said that she would create a committee to look at this matter and report back at a later date.

### **II. Property Committee**

#### **A. Junior Warden Report (including update on road projects)**

1. Junior Warden, Kim Janke stated that he has recently spoken with the County Commissioners office about road works. He stated that they are going to meet with the landowners next to the church but that he thought issues relating to their property were now resolved. Mr. Janke stated that a right of way has been established however the sign cannot go up until the right of way has been marked. The Rev. Susie Comer asked if the sign could go up before Easter. Mr. Janke stated that we could try to have it done before Easter. Mr. Lee Leaman stated that he would talk to the County Engineers about marking the right of way.

#### **B. Burglar Alarm**

1. Mr. Janke stated that it was determined that we have 4 analogue lines in the Church buildings. One of these is to the elevator and two of them are

to the burglar alarm. These lines have recently been checked and none of the line except the one to the elevator is working. Mr. Janke stated that it would cost a minimum of \$400 to find the hard wires and repair them. He offered an option of moving to radio transmitters. An email with fees is attached to these minutes.

C. IT transition

1. Mr. Janke stated gave a review of the recent decision to move our IT services to the cloud and use MS360. He stated that staff are working on learning the new system.

D. St. Mark's electronic sign

1. No further discussion was undertaken as this item was already covered in earlier points.

E. Elevator Contact

1. Mr. Janke stated that we are currently on the most expensive maintenance contract available for our elevators. He discussed two other coverage options available. Coverage options are attached to these minutes.
2. Motion to move to the cheapest contract option available.
  - a) Motion moved by Mr. Lee Leaman.
  - b) Seconded by Ms. Isobel Gotschall.
  - c) Motion carried.

**III. Ministries / Mission Committee**

A. Update on EYC and Kid's Kingdom by Ms.Chris Abbott

1. EYC - made valentines for Richmond Police Department.
2. Discussion about the possibility of EYC joining LAMAR CISD to participate in the Special Olympics.
3. EYC is geeting approximately 8 - 10 participants.
4. EYC will be doing Lent Madness again this year and the the Lent Madness rally will be held on Palm Sunday.
5. Kids Kingdom are not getting more children attending as a result of service time changes.
6. Kids Kingdom will be making Alleluia Banner for lent.

B. Update on Daughters of the King by Ms.Chris Abbott

1. DOK will be meeting on March 3 after the 11.00 am service.

C. Graduating Seniors Scholarships

1. There was discussion amongst the Vestry members about qualification for these funds. It was agreed that if students are members of the parish they should qualify for these funds.

**IV. Rector's Report**

A. Rector's Report presented by the Rev. Susie Comer.

1. Rector's Report Submitted.

**V. Thank you notes**

A. None

**VI. Closing**

A. Compline

B. The meeting was adjourned at 8.26 pm

Respectfully submitted,

A handwritten signature in cursive script that reads "S. Hylton".

Ms. Susan Hylton

Vestry Representative