

St. Mark's Episcopal Church Vestry Minutes

March 19, 2019

Attending: Rev. Susie Comer, Vince Arnold, Faith Fidelis-Ojah, Susan Hylton, Kim Janke, Brad Knecht, Lee Leaman, Betttye Newberry

Absent: Chris Abbott, Brandon Fletcher, Isobel Gotschall

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 Agenda by Lee Leaman and seconded by Susan Hylton passed unanimously.
4. Motion to approve the minutes of February 19, 2109 meeting by Brad Knecht and seconded by Lee Leaman passed unanimously.
5. Introduction of Scribe Sue Lane McCulley.
6. Review of the calendar resulted in the following additions:
 - Women's Retreat—March 29-30
 - Men's Retreat—May 3-5
 - Observation of St. Mark's Day—May 5
 - Vestry Meetings— April 16 and May 21
7. Rev. Susie Comer passed around a copy of the Parochial Report Review stating that counts can be tricky, but St. Mark's is on track with increases of members and communicants.
8. The Strategic Planning Committee will meet on March 24; Susan Hylton emphasized the importance of the surveys. Rev. Susie Comer will send an email reminding people to submit survey answers.
9. Bettye Newberry reported on rates and policies of area churches to rent out sanctuary space to the general public. No church in the local area rents out its sanctuary; members in good standing may petition a committee to request rental of the sanctuary. With regard to a multi-use space on a church campus, some local churches will rent to a nonprofit organization or to individuals for not less than \$400 for an event. The suggestion was made that St. Mark's should charge a \$200 fee for the sexton in addition to any rental fee. Lee Leaman stated that the current policy should be rewritten and a proposal presented at the next meeting. Rev. Susie Comer noted that the church really needs a policy for weddings. Bettye Newberry will continue to address this issue.

Committee Reports to the Vestry

1. Administration Committee
 - A. Senior Warden's Report
Brad Knecht gave a report of the outcomes of the Diocesan Council meeting.
 - B. Finance Report
Treasurer Vince Arnold said that his Excel spreadsheet was not working properly and offered an oral report as follows: The month of February was down \$17,000 from the budget, but that number does not include a pledge which has since come in and that St.

Mark's still has the \$28,000 from TXDOT. Expenses were running about \$10,000 higher than the budget, but there was no single outstanding expense. There were increases in several areas, including telephone, internet, electricity, insurance, and payroll processing costs. Relief is expected next month as the insurance represents an annual premium and Sandy Barkerding is in training to process the payroll with an anticipated launch date of April 1, 2019. The need for an audit of 2018 was discussed, and an audit will be done soon. Lee Leaman moved and Bettye Newberry seconded that the treasurer's report be accepted; the motion passed unanimously. The report will be filed for audit. Brad Knecht (Senior Warden) will continue as signatory for accounts at Amegy Bank and Wells Fargo Bank. New signatories for accounts at Amegy Bank and Wells Fargo Bank will be Kim Janke (Junior Warden) and Vince Arnold (Treasurer) on or about April 1, 2019. Current signatories Rock Moen and Allison Marks will continue in their capacities until April 1, 2019.

C. Financial Information for Ministry Leaders

Treasurer Vince Arnold will begin sending monthly summary reports to ministry leaders.

D. Other

Faith Fidelis-Ojah reported that the choir is preparing for "The Passion" which will be performed on April 28, 2019. She also announced that the choir and the hand bell choir will play the national anthem at the Skeeters game on May 29, 2019.

2. Property Committee

A. Junior Warden Report

1. The elevator contract has been signed.
2. The Fire Marshall made four recommendations: the need for additional exit signs, the repair of two emergency lights, changing the keyed locks on the front door and Godly Play to thumbed locks, and moving the piano. No fines were assessed nor citations issued, but the church needs to attend to these items. The funds will come from the Maintenance Fund.
3. The sign company is expected to come on March 25 or 26 to advise about the placement of the sign with installation sometime in April.
4. The Reading Road project scheduled to begin in September or October 2019 with a completion date of December 2020 will cause the church to lose some of its parking. Kim Janke believes that parking should be one of the Strategic Planning Committee's concerns.
5. Mowing and lawn service will be done on an as needed basis.
6. Ron Wyatt has fertilized the trees.
7. Kim Janke will secure pricing for extending the concrete pad that one Dumpster sits on so that the other Dumpster can be moved there.
8. A question was asked about the telephone lines, burglar alarms, fire alarms being tied together. Kim Janke replied that the point was moot.
9. Although there have been some problems with email (which will be resolved shortly), the IT transition has been completed with the exception of the school cameras and the networked printers. Brad Knecht moved and Lee Leaman

seconded that \$2700 be allocated to purchase a Synology NVR for the cameras and the printers. Points of discussion included the fact that if the cameras and the printers remain on the server and the server goes down, the service call would cost approximately \$400. In contrast, The Synology NVR is local and virtually maintenance-free. The question of the source of funding arose. Lee Leaman moved and Kim Janke seconded that the discussion and decision be postponed indefinitely; motion carried.

3. Ministries/Mission Committee

In her absence, Brad Knecht gave Chris Abbott's report, emphasizing the following:

- Lent Madness Pep Rally and St. Mark's voting will be on Palm Sunday (April 14) at 10:30.
- The end of year Christian Formation student certificates and teacher thank yous will be awarded on May 19 (which service yet to be determined). Gifts have been purchased for the teachers.
- It is too late for EYC to volunteer for Special Olympics at Lamar CISD.
- Student scholarships will be given on May 19 to high school seniors.

4. Rector's Report

The report is attached.

Other Business

- A. Lee Leaman asked for an agenda item to be placed on the April Vestry Meeting, to wit, his donation to the church of the water well, a strip of land, and a building near the Alleyton operation.

Thank You Notes

- A. Send a thank you note to Ron Wyatt for fertilizing the trees.

Closing

- A. Compline was led by Lee Leaman.
B. The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Sue Lane McCulley

March 21, 2019

