

**St. Mark's Episcopal Church Vestry Meeting Minutes
February 20, 2018 6:30 pm**

Attending: Alysoun Marks, Brad Knecht, Rock Moen, Kim Janke, Susan Hylton,
Bettye Newberry and Fr. Mark Crawford.

Absent: Rhonda Yamauchi

Minute Taker: Susan Hylton

OPENING:

1. Opening prayer by Fr. Mark Crawford
2. Alysoun called the meeting to order at 6:42 PM.
3. The January 20th meeting agenda was approved.
 - a. Motion made by Brad Knecht
 - b. Seconded by Kim Janke
4. Minutes from August 15, 2017 were approved.
 - a. Motion made by Brad Knecht
 - b. Seconded by Kim Janke
5. Minutes from January 18, 2018 were approved.
 - a. Motion made by Kim Janke
 - b. Seconded by Bettye Newberry
6. Minutes from the Annual Meeting 2018 were approved.
 - a. Motion by Brad Knecht
 - b. Seconded by Bettye Newberry
7. Calendar reviewed by Alysoun Marks
 - a. Bettye Newberry asked for an estimation of numbers expected to attend the Lenten Series. Fr. Crawford estimated 25 attendees.

COMMITTEE CHAIR REPORTS:

I. Administration Committee

- A. Rector's Report by Fr. Mark Crawford
 1. Fr. Crawford notified the Vestry that he will be in El Paso March 15 through 17th.
 2. Cannon Saylor will be supply for St. Marks on March 21, 2018 whilst Fr. Crawford is in Beaumont.
 3. All services are now in place for Holy Week.
 4. Discussion about the possibility of having family photos taken on Easter Sunday after the Easter Egg hunt.
- B. Finance Report - Rock Moen
 1. Financial Reports attached.
- C. Search Committee - Alysoun Marks
 1. Alysoun reported that she contacted several younger families about volunteering on the Search Committee. These families declined and as

such the current membership would constitute the final composition of the committee.

2. Search Committee training has been rescheduled to March 10, 2018 - 12.30 pm to 3.30 pm.

D. Weekly Bulletin issues/changes - Rock Moen

1. Rock Moen requested that increased attention be placed on proof reading the Weekly Bulletin before it is published.
2. Vestry members discussed the possibility of adding a supplement to the bulletin containing each of the readings for the service. Fr. Crawford reported that it would be possible to subscribe to a service that could provide the printed readings each week. He will confirm the cost of this service so that we can compare that to the cost of doing the same inhouse.
3. Vestry members discussed the possibility of printing the entire service in the bulletin. It was felt that this would be particularly helpful during Easter and Christmas. Kim Janke asked that the cost and logistics of printing the full service in the bulletin be investigated.

E. Sexton Salary - Rock Moen

1. Rock Moen reported that Sexton, Ruben Luna had previously requested a reduction in gross salary to meet Social Security limits on earnings. Mr. Luna has now approached the school to have his salary returned to \$17,160.
 - a) Motion by Rock Moen that Ruben Luna's salary and 403B contribution be increased to a combined total of \$17,160. This increase will be made retroactive to January 01, 2018.
 - b) Seconded by Brad Knecht.
 - c) Motion approved.
2. Rock Moen reported that no funds had been budgeted this year for work to be undertaken by Ruben Luna's grandson Andrew. Work has however already been authorised and undertaken by Andrew. Rock Moen has agreed for that work to be paid. Rock Moen also reported that Ruben and Andrew Luna worked on the evening of the SMES Gala and were not compensated.
 - a) Motion by Rock Moen that Ruben and Andrew Luna be each provided with a gift card to the value of \$125, contingent on confirmation that they were not otherwise compensated for work on that evening by SMES.
 - b) Seconded Brad Knecht.
 - c) Motion approved.
3. Adoption of Alcohol Policy - Alysoun Marks

- a) Alysoun Marks tabled a draft Church Alcohol Policy for St. Mark's. This policy is to be discussed at the next meeting of the Vestry.
- 4. General Convention 2018 Volunteer Opportunity - Alysoun Marks
 - a) The vestry agreed that volunteer opportunities should be announced to the parish and a handout made with sign up information and directions to the convention website.

II. Ministries / Mission Committee

- A. Update on Ministries by Rhonda Yamauchi presented by Alysoun Marks
 - 1. Ministries Report Attached.
- B. Update on St. Mark's Episcopal School by Alysoun Marks
 - 1. Dr. Welch reported that SMES raised \$18,000 at the school Gala. This amount was less than was anticipated. The school received a \$10,000 donation which has now put them over their anticipated fundraising revenue.

III. Property Committee

- A. Report of the Junior Warden – Brad Knecht
 - 1. Junior Warden report attached.
 - 2. Brad Knecht reported that the budget originally approved by the Vestry for the move of septic systems was \$4000. Because of the need to bring the septic up to code the bid has come in higher than expected at \$4310. The Vestry agreed that the bid was within range of the originally approved budget and that the increased funding should be approved.
 - 3. Brad Knecht reported that he has received one bid for the changes to the playground fence. He is waiting for a second bid.
 - a) Motion by Kim Janke that approval be given to go ahead with changes to the playground fencing once a second quote is received. Cost of changes is not to exceed \$2500. Costs will be financed from the Capital Fund Account.
 - b) Seconded by Rock Moen.
 - c) Motion Approved.
 - 4. Update on Sign - Brad Knecht
 - a) Brad Knecht reported to the Vestry that at some point during the upcoming road works the St. Mark's billboard would be taken down. At this time it was not possible to gauge when this would happen nor where a new billboard would appropriately be placed.
 - b) Rock Moen recommended that the current sign remain where it is until the County takes down the sign. At that point he would recommend moving forward with plans for placement of a new sign.

- c) Rock Moen suggested that the St. Mark's temporary sign could be moved somewhere with high visibility instead of purchasing a new billboard.
- d) Brad Knecht recommended not spending any additional funds on moving the current billboard.
- 5. Update on Road Projects - Rock Moen
 - a) No update given.
- 6. Capital Improvements due to SMES growth - Rock Moen
 - a) An update with given by Rock Moen and Brad Knecht on possibilities for expanding the 18 month classroom. This would mean relocating Dr. Welch's office.
 - b) There would need to further discussion and agreement to start looking for contractors. Project phases are yet to be determined.

IV. Thank you notes - None

CLOSING

- 1. Closing Prayer - Fr. Mark Crawford
- 2. The meeting was adjourned at 8.26 pm

Respectfully submitted,



Susan Hylton
Vestry Representative

