



St. Mark's Church

Episcopal-Anglican

www.stmarks-silverspring.org

Vestry Meeting Minutes – June 28, 2022, 7:30 p.m.

A. OPENING

Vestry members attending were Rev. Christopher Wilkins, Lee Mericle, Rosanne Tingley, Jose Fernandez, Lucy Fernandez, Pamela Gibson, Charlene Langley, Gail Soulea, Beth Walton, Joyce Walker – Vestry Secretary.

All information for this meeting was sent to the Vestry members on Friday, June 24, 2022, so that everyone could read the information prior to the meeting. All the information in that mailing is attached to these minutes for the record and incorporated herein.

1. Opening Prayer:

The meeting was opened at 7:31 p.m. with a prayer by Rev. Wilkins.

2. Acceptance of the meeting agenda:

A motion was made by Lee Mericle, seconded by Beth Walton, “to accept the meeting agenda with an amendment to allow a presentation given by Paul Walton about the Sanctuary Roof Replacement before the Officers’ Reports are given.” The motion carried.

3. Review and approval of the minutes from the May 24, 2022, vestry meeting:

A motion was made by Lee Mericle, seconded by Beth Walton, “to accept the minutes from the May 24, 2022, vestry meeting as written.” The motion carried.

Special Presentation given by Paul Walton about the Sanctuary Roof Replacement.

The sanctuary roof needs to be replaced soon. Otherwise, damage to the ceiling will start showing. The FOC has gotten some bids on the project. The roof replacement cost is estimated at \$45, 000 but this does not include other costs that may come up such as replacing the plywood under the shingles, which will increase the price.

Paul explained why it would be better to use a line of credit that has been established for the church through Wells Fargo instead of withdrawing the funds from the investment account. He provided a PowerPoint presentation that was sent to the vestry members before the meeting.

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A motion was made by Lee Mericle, seconded by Beth Walton “that the vestry approves the use of the Wells Fargo Line of Credit for the Roof Replacement project.” The motion carried.

A motion was made by Lee Mericle, seconded by Beth Walton “the wardens will seek vestry authorization if the roof replacement cost estimate were to exceed \$90,000.” The motion carried.

B. REPORTS

1. Officers’ Reports

- a. Report from the Rector:
Rev. Wilkins will continue to keep working to try to figure out the best solution for the sound system in the sanctuary.
- b. Report from the Senior Warden:
The Friday Family Fun/Games nights will be suspended until September 2022.
- c. Report from the Junior Warden:
Rosanne will be bringing back the Ladies Luncheon. She will be planning an event for July.
Rosanne sent out a draft of instructions on how to access documents in Realm to test it. She is waiting to see if they were able to access the information without many problems. She may do a Realm training during a vestry meeting.
- d. Report from the Treasurer & FOC Liaison:
From May 2021 to May 2022 St. Mark’s did lose some income in the investment accounts. The May monthly transfer from the investment accounts to the operating account was less than the amount budgeted.
The camera issue can be resolved without purchasing another camera near the thrift shop.
The electrical work that is needed in the sanctuary will be done once the roof repairs are finished.
Guardian will be installing the third suppression jet above the deep fryer so that the kitchen will meet the fire Marshall’s approval.
The Buildings and Grounds committee will try a possible way to remove the mold that is in the wall in the Sanctuary furnace room that does not require full-scale remediation. If the method shows more mold than is visible, the full-scale remediation will be necessary.

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A motion was made by Lee Mericle and seconded by Beth Walton to accept the treasurer's report as written. The motion carried.

2. Vestry Liaison Reports

a. Buildings and Grounds:

A lot of this information is also covered in the FOC report.

b. Christian Formation and Education (see in B.1.a, above)

No questions or concerns.

c. Communications:

The Communications Committee report lists all the events for St. Mark's for the remainder of the year. Joyce will start adding some of these dates in the bulletins so that parishioners may be able to plan ahead.

Lee distributed a listing of all parishioners, as we currently have in Realm.

To set up a phone tree she needs to have accurate information when trying to contact everyone in case of an emergency.

d. Counters:

No questions or concerns.

e. Development:

No questions or concerns.

f. Evangelism:

No questions or concerns.

g. Fellowship:

No questions or concerns.

h. FOC (see B.1.d, above)

i. Outreach:

No questions or concerns.

j. Pastoral Care:

Beth highlighted some of the information in her report. Laura Robey will be the chairperson for this committee. Sometimes certain information is given when a person is requesting care. So the committee wants to make sure that people's data

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is protected. There are no privacy policies at the Diocesan level. Therefore, they are looking at ways to incorporate a privacy policy. They would also like to make sure that the parishioners understand what pastoral care is because if someone is coming from another church, they may not know what services St. Mark's offers as pastoral care.

k. Stewardship:

It is time to get the stewardship campaign started. Pamela asked about the things that could be added to the wish list.

l. Thrift Shop:

Parker Pearce came and said that the air conditioner's coolant line was broken and that it would be about \$3,000 to repair it in the thrift shop. They suggested that the church should just get a window unit. Lee suggested that they get a ductless heat pump/air conditioning mini split system that will heat and cool the building. This type of unit would be mounted high up in a wall. There is a condenser down on the ground. Lee will work on getting some cost estimates.

The FOC is still looking at what the best options would be for handling credit card transactions at the thrift shop.

m. Worship (see B.1.a, above)

C. OLD BUSINESS

1. Materials for members new to the Vestry – Realm account creation and log in directions: Rosanne discussed this in the FOC Report. She is still working on creating information in Realm that can only be seen by Vestry, FOC, and parishioners who have created Realm accounts. Please ask Janis if you have any questions in setting up your account.

D. NEW BUSINESS

1. Cemetery plot transfer request:

The Cemetery Trust has received a request from Mary and Jim Outman to transfer ownership on plot B-8-33 from Fred and Mary Pearce to them. Fred and Mary owned two plots but are both buried in one (B-8-35). Mary Outman is their daughter and she and her husband are requesting the ownership be changed to them. There is a copy of a note from Mary Pearce indicating this was her wish, and they have confirmed that there are no other heirs.

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The Cemetery Trust requires the Vestry to approve all transfers. Approval is hereby requested.

A motion was made by Lee Mericle, seconded by Beth Walton "to transfer ownership of plot B-8-33 from Fred and Mary Pearce to Mary and Jim Outman." The motion carried.

2. Digitizing Our Records Committee:

This is a long-term project. There will be phases to getting this accomplished. If there is anyone who is interested in helping on this committee, please let Lee know.

3. Stewardship Committee:

This has already been covered under the vestry liaison reports. (Stewardship Committee)

E. ADDITIONAL MATTERS

1. For the Good of the Order and for Good Order.

No additional matters were discussed.

F. CLOSING PRAYER

A motion was made by Charlene Langley, seconded by Lee Mericle, to close the meeting. The motion carried. Rev. Wilkins closed the meeting in prayer at 9:07 p.m.

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