

2017 ST MARKS VESTRY MEETING MINUTES

September 11, 2017 Meeting

In Attendance: Lynette Cooper Brent Marceaux Joe Ledwig
Carol Butler Tim Frawley Bill Cornman
Hellen McAda Kelly Mayfield Debra Shield

Not Present: Bill Hyde

1. **Opening Prayer** - by Lynette
2. **Quorum** - 100 % of the Vestry were present
3. **Minutes** - The August Vestry minutes were approved without exception.
4. **Financials** - Rick J was present to report that pledge revenues, as expected, were less than budget for August, but in fairly good shape YTD. YTD revenues exceed expenditures by ~ \$ 17,000 and the current operating account balance is ~ \$ 27,000. Report gained Vestry approval.
5. **Expenditure Accounts** - After some discussion the Vestry agreed to make an attempt when approving funds to designate which expense account money should be changed. In most cases, however, a discussion between Rick and Savanna is most likely the best way to land the expenditure in the correct expense account.
6. **MEHOP Fund raiser** - postponed with no information relative to a new date.

7. **Bishops Visit** - has been postponed to June at a date yet to be determined

8. **Bill Hyde** - In the aftermath of the Houston flooding, living arrangements for the Hyde's have cleared up some and they will indeed be relocating to our Rectory. Thanks to some fine work by several St. Markan's, the Rectory is basically ready for move in - all utilities still active, repairs & renovations made. Per Debra, a good interior cleaning though will now be necessary . Discussion relative to furnishings ranged from moving in excess parishioner items to just renting all furnishings - or some combination of the two. The idea is to have this as painless for the Hyde's as we can make it.

A.I. Lynette to contact the Hyde's to determine what they may need to live in the Rectory and determine the best approach to take.

A.I. Lynette, based on feedback from Bill H, to set and communicate a date for interior cleaning of the Rectory, and attempt to establish a move in date.

Further, the Vestry approved a monthly **\$ 1,000 gift** to the Hyde's beginning in September and for each month until the end of 2017 (= total of 4 months). Important to distinguish this as a "gift" from the church, and not stipend or an adjustment to his salary.

A.I. Lynette to work this out for proper accounting with Rick and Savanna.

9. Service Time - Due to the large favorable response relative to the last two Sunday's combined service time at 9:00 AM, the Vestry agreed to move to a single combined 9 AM service for the rest of the year beginning this coming Sunday. This, of course, is

subject to change should we receive a new Rector before the year end, or thereafter.

A.I. Lynette to request this message go out via phone tree, a separate e-mail, and, of course in the bulletin.

- 10. Parish Hall** - Recently there was a breakdown in responsibility for straightening up the Parish Hall following an event. It was agreed that the office should notify, in order, 1) the St. Marks parishioner sponsoring the event if appropriate, 2) the Jr. Warden, or 3) the Vestry Person of the week for this responsibility.
- 11. Sunday School** - As previously announced we will have an intergenerational session for the school agers once a month on the last Sunday of the month, and an adult class each Sunday - time and start date to be determined and publicized.
- 12. Sound System Training** - Vestry training was postponed until October's meeting.
- 13. Search Committee** - John Arlitt and Watt Hinson, co-chairs of the Search Committee, were present to discuss the selection process they are using and to update the Vestry relative to progress to date. The Search Committee is . . . "searching".
- 14. Closing Prayer** - by Debra

Next Meeting = Monday, October 9th, 6:30 PM

Secretary, Bill Cornman

Senior Warden, Lynette Cooper

August 14, 2017 Meeting

In Attendance: Lynette Cooper Brent Marceaux Joe Ledwig
Carol Butler Tim Frawley Bill Cornman
Bill Hyde

Not Present: Helen McAda Kelly Mayfield Debra Shield

1. Opening Prayers - By Bill Hyde

2. Quorum - A quorum was certified to be present

3. Financials - Rick Johnson reported that YTD revenues are ~ 5% below budget, which is historically fairly typical for us during the summer months. The operating account balance is a positive \$28,150 and there is \$39,000 in the checking account. Rick & Savanna have been working to consolidate the accounts in our special account, for the most part, by folding in a few of the small, lesser used accounts into the building account (which now stands at ~ \$40,000) - a little more work to be done here. Current balance of the Endowment Fund = \$958,000. The financial report was accepted by vote of the Vestry.

AI. By way of a suggestion from Tim, **Rick** will survey electrical providers to see if an improved rate may be available to us.

4. Bishop Harrison's Visit - The Bishop will not be present for a church service this year due to the absence of candidates for confirmation. She has requested, however, to meet with the

Vestry - Monday, October 16 was selected as the proposed date for that meeting. **Bill H.** will contact the Bishop's office to confirm the arrangements.

5. Junior Warden Report - Tim reported that tree trimming around the church and parking lot is complete, with more trimming to go on the property south of the alleyway. \$1,200 spent so far, with ~ \$600 yet to be spent. The Rectory is in good condition, although a few minor items still need some follow up. Repair was made to the church HVAC (capacitor failure), and Carol is working with our sound system contractor to develop a SOP for operating the camera in the church.

6. Senior Warden Report - Lynette reported the search committee has made two interview trips and continues to "search".

Debra S's survey work indicates there is good interest in an adult Sunday School class/group, but little/no enthusiasm for children or high school Sunday School. So it appears we'll likely start the school year with an adult class and no Sunday School for the school agers. There was some discussion relative to forming a task group to rebuild/strengthen our Acolyte program in the absence of Sunday School - nothing concrete decided - will discuss further at our next Vestry meeting.

7. Rally Sunday - Will be **Sunday, September 10th** with one service at 9:00 AM to be followed by a Vestry provided brunch, and then a guest speaker (TBD).

8. Rectors Report - The Loyalty dinner will be held on **October 11th** at the new Kubecka Lodge on FM 2668 - more details coming later.

9. Miscellaneous

- a. The Vestry elected not to advertise in the Yellow Pages (\$19 / month).
- b. St. Marks will purchase 2 tables for the MEHOP fund raiser at \$500 each. **Lynette** will lead the effort to fill the tables with St. Markans.

10. Closing Prayer - By Lynette

Next Meeting = Monday, September 11, 2017, 6:30 PM

Bill Cornman (Secretary)

Lynette Cooper (Senior Warden)

July 10, 2017 Meeting

In Attendance: Lynette Cooper Brent Marceaux Helen McAda
Kelly Mayfield Carol Butler Tim Frawley
Joe Ledwig Bill Cornman Debra Shield
Bill Hyde

Not Present; None

1. **Opening Prayer** - by Bill Hyde
2. **Quorum** - A quorum was certified to be present.
3. **Treasurer's Report** - Rick Johnson reviewed the current financial report noting the overall picture had actually improved some vs last month. The operating account balance is ~ \$ 37,900 and YTD revenues are 115% of budget, while expenses are 98.6% of budget.

Report was approved. Historically, we should expect a dip in revenues over the summer months.

4. **Special Accounts** - After a good deal of discussion Rick was asked to come to the next meeting with a proposal to cleanse the list of accounts by combining / eliminating those that have no planned intended use and low funds.
5. **Brick work and painting project** - Funding for this work will come from the gifts given in memory of Jane Wendt, Lois Deshotels, Marion Hudson, and Milton McWilliams. A commemorative plaque will be secured & prominently placed.

Using some of the available funds in the special account to reduce our debt (~ \$22,000) was discussed. It was decided to take no action at this time, but to revisit the topic toward the end of the year.

6. **Capital Campaign** - In view of our ability to fund the church and rectory renovation projects with memorial gifts, it was decided not to conduct a capital funds campaign at this time.
7. **Electronic Payment** - The Vestry favors the idea of providing the

capability for parishioners to electronically transfer funds to the church, but more information is needed before taking action.

AI - Bill Hyde to ask Savanna to research this and bring a recommendation back to the Vestry.

8. **Bishop's Visit** - Planned for September 10th, but we are to provide feedback to the Bishops office by Aug 1, to determine if we have enough of those to be confirmed or received to warrant a service to be conducted by the Bishop. The Bishop does desire, however, to meet with the Vestry sometime on the 10th, even if she is not present for a service.

9. **Rally Sunday** - Tentatively planned for September 10th entailing a single 8:30 AM service, a camo themed luncheon, followed by an inspirational speaker. Will have sign up stations for service organization volunteers.

AI - Lynette to secure the speaker (in order of preference, Lupe Florez, Dr. Marshall Scott, Nate McDonald, Loy Sneary)

AI - Debra to develop a proposal for a Sunday School program of some nature & recommend a start date.

AI - Bill H to ask Pam to develop a roster of St. Marks school agers.

10. **Jr. Wardens Report** - Tim reported he is working to put the nursely pagers in good order. It was agreed to keep the rear Parish Hall door unlocked during nursely hours. At the Rectory, Debra is working to get the fence repaired, and Joe is working to install a new culvert. The Rectory exterior has been painted at a cost of \$4,800. Tim was given approval to secure a contractor to trim the parking lot trees at a cost not to exceed \$ 2,000. Kelly noted the lights in the sanctuary need to be changed with a brighter bulb.

11. **Sen. Wardens Report** - Lynette noted the search committee was also meeting this night, and that prospective candidate names may be forthcoming in a month or so.
12. **Minutes** - Minutes of the June 12th meeting were approved.
13. **Food Pantry** - Approved \$ 750 in support of the food pantry.
14. **Closing Prayer** - by Bill Hyde

Next Meeting = Monday, August 14, 2017, 6:30 PM

Bill Cornman, Secretary (submitted 7/10/2017)

Lynette, Cooper, Senior Warden

June 12, 2017 Meeting

In Attendance: Lynette Cooper Carol Butler Tim Frawley
Bill Hyde Joe Ledwig Bill Cornman (late)

Not Present: Brent Marceaux Debra Shield Helen McAda
Kelly Mayfield

1. **Opening Prayer** - by Bill Hyde
2. **Financials** - Rick Johnson presented the May & May YTD financial reports, which were discussed, but not approved due to a lack of a quorum present. Will formally approve at the July meeting.
3. A Quorum was present after Bill C. arrived late.
4. The May 8th, 2017 **Minutes** were approved, signed and placed in the parish Secretary's mail box.
5. **Financial Audit** - Joe L. reviewed the 2016 audit report submitted by Rick Glassett. Report was approved by the Vestry.
A.I. - Joe will develop a summary listing of the exceptions noted in the audit report for Vestry tacking to achieve resolution &
closure. Assignments for follow up will be made at our July Vestry meeting.
6. **Jr. Warden's Report**
 - A number of minor repairs made in and around the Church
 - Rectory renovation in good shape with a few items still in progress, including the replacement of a corroded drainage culvert.
 - A request for funding support for the Food Pantry Outreach was discussed, but no action was taken.
 - Discussed the possibility of purchasing the corner lot & home adjacent to our parking lot, which has come up for sale. After some discussion it was decided that, although it would be advantageous for the church to have control of this property, we should pass on the opportunity due to the lack of a plan to

finance the purchase, and to finance the on going cost of ownership.

7. Sn. Warden's Report

- Contract for brickwork project signed and mailed
- Barry Richardson has submitted prayers to be read for the search committee.
- Lynette & Bill H. to follow up on typo's in Church correspondence.
- Search Committee training was conducted and went well. Committee prioritized desired attributes to be sought in potential candidates, and selected **Sherry Mayfield** to chair the committee.
- Vestry approved \$ 450 of outreach funds to be given to the teen pregnancy center - Lynette to handle.

8. Brickwork Funding - Brent, Tim, & Bill C. met and designed the basis for a capital fund drive to support the project to renovate the exterior of the church & parish hall. Further research, however, revealed that adequate funding, with a few exceptions, already exists in the Special Accounts + the building fund. Still, though, there is no contingency provided for the \$ 88,000 brick work project, it is desired not to completely deplete the building fund, we desire to paint the sanctuary, and we currently carry a \$ 22, 400 debt. Therefore it was suggested that a "soft" capital campaign be conducted along with the annual year end pledge drive to cover these costs. The Vestry will consider this approach at our next Vestry meeting, discuss again the wisdom of the capital campaign, and decide which "bucket" of money to use for the \$ 88,000 contract (this work is expected to begin ~ ~ in the late summer/fall).

9. **Bishop's Visit** - planned for September 10th - have yet to decide on a meal or reception type event.
10. **Rector's Report** - Bill H. will conduct training for those desiring confirmation in preparation for the Bishop's visit on 9/10.
11. **Closing Prayer** - by Bill Hyde

Next Meeting = Monday, July 10, 2017, 6:30 PM

Bill Cornman, Secretary (submitted 6/13/3017)

Lynette Cooper, Senior Warden

May 8, 2017 Meeting

In Attendance: Joe Ledwig Bill Hyde Helen McAda
 Lynette Cooper Debra Shield Kelly Mayfield
 Brent Marceaux Bill Cornman Tim Frawley

Not Present: Carole Butler

1. **Opening Prayer** - by Bill Hyde
2. **A Quorum** was present.

3. **Financials** - Rick briefly reviewed March & April's financials, which showed a positive operating account balance of ~ \$30,000, with \$ 176,000 residing in the special accounts. Financials were approved.

Rick also presented a Diocesan spreadsheet with a draft salary proposal for a new Rector - once approved, this will be forwarded to the Diocese. A good deal

of discussion followed. No action taken - will appear on June's agenda.

AI - Lynette will contact the Diocesan office to see if typical salary ranges / guidelines are available to us.

AI - Rick to forward an electronic version of the spreadsheet to the Vestry members.

4. **April Vestry Minutes** - previously approved by e-mail.

5. **Rectory Report** - Debra presented the low bid (\$ 4,800) for painting the rectory, which was approved. Outstanding, is repair to the fence, resetting the mail box + some minor miscellaneous items.

Debra has in possession a current contract for masonry work on the church and parish hall exterior, and painting the church's interior - nominal cost = ~ \$ 100,000 - the project was approved. Financing will come from a previous \$ 50,000 gift to the church, and a line of credit to be secured. Rick has been in conversation with a local bank that is willing to finance the line of credit. In the meantime we will launch a capital campaign to limit, as much as possible, funds borrowed from the line of credit.

AI - Rick to execute a line of credit, capped at \$ 50,000.

AI - Brent, Tim, & Bill C. to design the capital fund campaign.

6. **Disaster Shelter** - all agreed to once again volunteer St. Marks parish hall as a disaster shelter.
7. **Instrumental Policy** - draft policy revision proposed by Margret Hinson was approved.
8. **Food Pantry** - cash contributions are encouraged to facilitate bulk purchases of goods - helps standardizing the goods + lowers cost.

9. **Mother's Day Luncheon** - Lynette will check in with Nancy Kubecka for needs.
10. **Search Committee & Vestry Social** - to be held on **Saturday, June 3rd at Debra Shield's home**. Purpose is to have a kick off celebration for the search process, with an update to the committee relative to what we know at the moment. Brent volunteered to prepare chicken for all, while the rest of us are to provide a side dish. Lynette will invite our Diocesan representative. The formal Diocesan search process training is not yet scheduled.
11. **Sharing Faith Dinner** - decided not to do this
12. **Junior Warden Report** - All filters have been serviced as well as the kitchen equipment.
13. **Senior Warden & Rector's Report** - none
14. Doug Ecard, who owns the house and lot adjacent to our parking lot, has asked if the church is interested in buying the property. Although we would like to have control of this property, the church has no short or long range plans for it's use, + we would need to add to our debt (which soon may be quite high) for the purchase + there's the on going cost to the church for home ownership. Likely our answer is no, but **Tim will get an asking price figure from Doug** for further discussion.
15. **Closing Prayer** - by Lynette.

Nest Meeting = June 12, 2017, 6:30 PM

Secretary, Bill Cornman (submitted May 9, 2017)

Senior Warden, Lynette Cooper

April 3, 2017 Meeting

In Attendance: Joe Ledwig Carol Butler Helen McAda
 Lynette Cooper Debra Shield Kelly Mayfield
 Brent Marceaux Bill Cornman

Not Present: Tim Frawley Bill Hyde

1. **Opening Prayer** - by Lynette
2. **A Quorum** was present
3. **New Sound System** - Ernie Kee was present to report that the installation of the new sound system is in progress. Design criteria = standardize the equipment and keep it as simple as possible. System will include 1) new controls in the PH to replace the console, 2) new speakers, 3) 3 new headsets for the Priest, 4) rafter mounted camera in the church broadcasting to the TV in the PH - + some other features. The vendor will conduct training at a date yet to be determined - Ernie will coordinate with Lynette to see if we can get 2 or 3 others to attend in addition to Ernie. The need for a simple instruction booklet was also noted.
4. **Holy Week** - **Wednesday** - Lenten study group. **Thursday** - 1 service, **Friday** - 2 services. **Sunday** - the normal 2 services with a brunch and Easter egg hunt in between.
5. **Financial Support for Bill Bullard** - It was decided to honor the previously agreed to Vestry pledge specifically for financial support to Bill Bullard for his Iona education costs en route to the Bi-Vocational Priesthood. This will amount to \$ 1,000 / year for 2015 & 2016 = \$ 2,000. Lynette to secure receipts from Bill for accounting purposes.

6. **Church Renovation** - Debra once again reviewed the scope for repairing the brick mortar throughout the exterior of the church and parish hall, sealing the brick work, and painting the sanctuary interior + some micaceous items - all at a total cost of round about \$ 98,000. It was decided to move forward with this project by using the \$ 50,000 that already exists in the building fund and borrowing the remainder, using endowment fund proceeds as collateral. Debra will wait to release the contractor until the total financing package is in place.

Action Item - **Lynette** to contact **Rick Johnson** to begin the process of securing the loan.

7. **Search Process** - The parish profile has been sent to the DOT, and Lynette is working with Ernie Kee and Freda Runk to secure church pictures for their inclusion.

Those committed to the search committee so far are:

| | | |
|--------------|----------------|--------------------|
| Lisa Morales | Jessica Russel | Kathy Westmoreland |
| Watt Hinson | Gene Kubecka | Sherry Mayfield |
| John Arlitt | Martha Johnson | |

Five more names were raised during the meeting and individual Vestry members were assigned to make contact with them, and feedback the results to Lynette. At least 9 search committee members are desired - but more would be better. Search committed training will be conducted by the DOT, and will be scheduled when the total committee is in place.

8. **Rectory** - Debra has an estimate for painting the exterior of the Rector. The Vestry would like to move forward with this but would like at least 1 other bid for the work.

Action Item - **Debra** will gain further bids for the painting work and bring it back to the Vestry for approval.

9. **Endowment Fund** - There was some discussion that indicated some level of dissatisfaction with the customer service we are receiving from Wells Fargo. It was decided to raise this issue with the Endowment Committee and encourage them to research our current situation to see if a better arrangement is advisable.

Action Item - Lynette to contact the Endowment Committee

10. **Closing Prayer** - by Lynette

Next meeting = May 8th, 2017, 6:30 PM

Secretary, Bill Cornman (submitted 4/4/2017)

Senior Warden, Lynette Cooper

March 5. 2017 Meeting & Retreat

In Attendance: Tim Frawley Carol Butler Helen McAda
 Joe Ledwig Lynette Cooper Debra Shield
 Kelly Mayfield Bill Cornman Rev. Bill Hyde

Not Present Brent Marceaux

1. **Opening Prayer** - By Rev. Bill
2. **A Quorum** was present.
3. **DOT Vestry Seminar** - Tim F., Debra S. & Joe Ledwig attended and briefed the Vestry on their experiences. Some of the key learnings were;
 - Methods to improve communications within the parish
 - Need to inventory the contents of our Church & include photos.
 - The DOT has the capability to hold, manage, & invest individual church major fund accounts (including Endowment Funds)

4. **Vestry Committee Assignments:**

Buildings - Tim F., Joe L., Debra S & Helen M.

Worship - Lynette C., & Carol B.

Administration - Brent M., Kelly M., & Bill C.

5. **Lenten Series** - The Wednesday evening program will be a DVD based study entitled "He Chose The Nails". So far Lynette C. & Carol B. will lead the sessions - still need others to volunteer to lead and a few more to sign up for providing the light meal.

6. **Parish Profile** - the bulk of the meeting time was spent editing the parish profile draft done by Sherry Mayfield and Jessica Russel. Would like to include pictures of the Church and church activities - perhaps Ernie Kee &/ Frieda Runk could assist with this.

Action Item: - **Lynette** will incorporate edits & e-mail to the Vestry

7. **Search Committee Members** - Reviewed the criteria for committee membership. Agreed to begin the selection process at the next Vestry meeting.

Action Items:

- **Lynette** to clarify the provision "is not related to anyone on the Vestry", because that doesn't seem practical for our situation.

- **All to come** to the April 3rd Vestry meeting with ~ 2 or 3 names to consider for possible committee membership.

8. Decided to move forward our next **Vestry meeting to April 3rd** to provide time to review, discuss and plan activities relative to upcoming Holy Week

9. **Closing Prayer** - By Rev. Bill

Next meeting = Monday, April 3, 2017, 6:30 PM

Senior Warden, Lynette Cooper

February 13, 2017 Meeting

In Attendance: Brent Marceaux Carol Butler Helen McAda
 Tim Fraley Joe Ledwig Bill Cornman
 Rev. Bill Hyde Rick Johnson

Not Present: Lynette Cooper Kelly Mayfield Debra Shield

1. **Opening Prayer** - By Rev. Bill
2. A **Quorum** was certified to be present.
3. **Financial Report** - Rick J. reported that all bills were paid by YE, 2016, and current year financials were very strong as of Jan 31 with a \$36,600 balance in the operating account. This, in part, due to ~ \$20,000 in 2016 revenues, which were received in 2017. The special account balances also have had moderate gains.
4. **Officer Elections** - Tim F. was elected Junior Warden, and Bill C. was elected Secretary, both by affirmation.
5. **Vestry Minutes** - Minutes from the Jan 9th Vestry meeting and the Annual Parish meeting were approved.
6. **Junior Warden Report** - Joe L. is researching the possibility of securing a contract for preventative maintenance for our kitchen appliances. Verbal cost from the El Campo firm that supplied the appliances = \$462 / year. No action taken - need more information relative what services this covers.
7. **Senior Warden Report** - none

8. **Vestry Conference** - To date, 3 (Lynette, Joe, & Tim) plan to attend the session on Feb 25th
9. **Lent 2017** - Light Lenten dinners will begin March 8th, which will include a brief program. Seeking volunteers to sign up for food preparation.
10. **Parochial Report** - distributed and approved
11. **Newspapers in Education** - appears to be a request for program funding, but no cost information provided or proposed, so no action taken
12. **Vestry Retreat** - Those present agreed to hold this planning session just after church, **12N - 4:00 PM, on Sunday, March 5th**, with a light lunch provided. Will check with Lynette, Kelly, and Debra to see if that date suits them as well. Predominate focus likely to center around the search process.
13. **Search Process** - Work on parish profile in progress.
14. **Old Business** - Discussed the wisdom of selling our van and renting a vehicle for youth ventures as the need arises. Concluded we really need to better compare the economics of "owning" vs "renting" to reach a decision. Also need to have an estimate of the sale value of the van, and include Kathy Westmoreland in the discussion. Will hold this topic over to the next agenda.
15. **Closing Prayer** - By Rev. Bill

Next meeting = March 13, 6:30 PM

Secretary, Bill Cornman - submitted 2/14/2017

Senior Warden, Lynette Cooper