

# 2017 ST MARKS VESTRY MEETING MINUTES

## 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 10<sup>th</sup>, 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 10<sup>th</sup>, even if she is not present for a service.
9. **Rally Sunday** - Tentatively planned for September 10<sup>th</sup> 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 12<sup>th</sup> 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**

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

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Lynette, Cooper, Senior Warden

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## 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 8<sup>th</sup>, 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 10<sup>th</sup> - 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**

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

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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 3<sup>rd</sup> 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**

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Secretary, Bill Cornman (submitted May 9, 2017)



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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 miscellaneous 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 8<sup>th</sup>, 2017, 6:30 PM**

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

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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 3<sup>rd</sup> Vestry meeting with ~ 2 or 3 names to consider for possible committee membership.

8. Decided to move forward our next **Vestry meeting to April 3<sup>rd</sup>** 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**

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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 9<sup>th</sup> 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 25<sup>th</sup>
9. **Lent 2017** - Light Lenten dinners will begin March 8<sup>th</sup>, 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 5<sup>th</sup>**, 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**

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Secretary, Bill Cornman - submitted 2/14/2017

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Senior Warden, Lynette Cooper