

St. John's Parish Vestry Meeting
Minutes
November 18, 2015

Present: Bruce Massey, Deanna Soulis, Sr. Warden; David Davis, Treasurer; Howard Whittington, Betty Thompson, Mark Cook, Pieter Bickford, Stephny Lietuvnikas, Charles Chaney, Jr. Warden; Canon Kim Baker, Interim Rector; Margaret Clinch, Associate for Youth & Young Adults; David McKinley & Sherrie Burkholder, Gaye McGovern, Audit Committee Chairwoman, Bill Soulis & Roger Collins, Audit Committee members

Absent: Katherine Foreman, Jason Weibel & Jose Velazquez

- I. Meeting called to ordered at 7:02 PM
- II. A motion was made by Stephany Lietuvnikas to accept the minutes as amended.
 - a. Seconded by Pieter Bickford
 - b. Motion passed
- III. Reports
 - a. Treasurer's Report—David Davis
 - i. Accounting funds reduced from 37 to 6
 1. Operating Fund
 2. Capital Fund
 - a. Historic
 - b. Van Renewal
 - c. Organ Stop Replacement
 - d. Organ Replacement
 3. Outreach Fund
 4. Scholarship Fund (Hollingsworth)
 5. Rector's Discretionary Fund
 6. Music Series
 - ii. Balance Sheet
 1. Checking account balance \$9,700.36
 2. Withdrew \$25,000 from Unrestricted Endowment as authorized by the Vestry
 3. Spent \$78,000 more than budget
 - b. Senior Warden's Report—Deanna Soulis
 - i. Officers will be attending Bishop's Day at Claggett
 - ii. Had another inquiry about leasing classroom space
 1. Suggested they be invited to view space
 2. Would be responsible for bringing space up to code
 3. Concerned about displacing Sunday School
 4. No commitment until formal proposal received
 - iii. Calendar Reminders
 1. 12/2 Commissions Meet
 2. 12/8 Highlights
 3. 12/10 Wardens' Meeting
 4. 12/16 Vestry meeting will begin at 6:30 PM
 - iv. Evensong & Baptism service received very positive response
 - c. Junior Warden Report—No Report
 - d. Interim Rector's Report—Canon Kim Baker

- i. Conducting weekly staff meetings & longer meetings quarterly
 - ii. Meeting with Commission & Committee chairmen
 - iii. Redesigning service bulleting to be more “user friendly”
 - iv. Rector & Associate for Youth & Young Adults designing manual & training for acolytes
 - v. Visiting shut-ins
 - vi. Still serving on several committees in the Diocese of the District of Colombia
 - vii. Completed altar pieces and vestments for the installation of the Presiding Bishop
 - e. Associate for Youth & Young Adults—Margaret Clinch
 - i. Conducting listening sessions with youth about Sunday School
 - ii. Youngsters are satisfied with curriculum & teachers
 - iii. Participating in Youth Leadership Program
 - 1. Will attend Diocesan MLK celebration
 - 2. Organizing service day
 - iv. Encouraged to contact her by e-mail
 - v. Coordinating Christmas caroling at Western Maryland Center
 - f. St. John’s Shelter—meeting next Saturday
- IV. Old Business
 - a. Audit Committee Report—Gaye McGovern
 - i. Committee members: Bill Soulis, Roger Collins, Beth Kaetzel & Sue Sowers
 - ii. Audit conducted under Manual of Business Methods in Church Affairs
 - iii. Committee did not test pledge totals against pledge statements, Securities, Trusts or Endowments due to time constraints
 - iv. Future audit committees should examine areas not previously examined by last two committees
 - v. E-pledging encouraged to relieve the work flow of the office staff
 - vi. Significant progress paying off Hollingsworth loans
 - b. A motion was made by David Davis to send letter of appreciation to the Audit Committee members.
 - i. Seconded by David McKinley
 - ii. Motion passed
 - c. Profile Committee
 - i. Results of survey & focus groups will be used to compile parish profile
 - ii. Still looking for pictures for website & profile
 - iii. Hope to have profile & portfolio completed for December Vestry meeting
 - iv. Website will include Rector update to keep parish up-to-date on progress
 - d. A motion was made to by Mark Cook and seconded by David McKinley to appoint the following people to Rector Search Committee: Sherrie Burkholder, Cathy Bushey, Jason Weibel, David Davis, Kristy Gross, Bob Rauth, Fred Wright, Chris Tischer, Anne Morin, Doree Brinson, Tammy Martinez & Steve Adelmeyer
 - i. Received 26 names
 - ii. Criteria for Selection
 - 1. Members in good standing
 - 2. Represent old and new families
 - 3. Represent 8:00 & 10:15 service
 - 4. Represent all areas of church life
 - 5. Warden will notify members selected for the committee

- iii. Motion passed with one abstention
 - e. A motion was made by Mark Cook to appoint David Davis the chairman of the Rector Search Committee.
 - i. Seconded by Sherrie Burkholder
 - ii. Motion passed with one abstention
 - f. Website Update—Pieter Bickford
 - i. Received some pictures; need more
 - ii. Met with Rector & Associate for Youth & Young Adults
 - iii. Improvements
 - 1. Participation page easier to access
 - 2. Calendar transitioning from PDF to calendar function on website
 - iv. Suggested tab for Music Series
 - g. Nominating Committee—Charles Chaney
 - i. Continuing to contact candidates
 - ii. Submit recommendations next meeting
 - h. 2016 Budget
 - i. Six scenarios presented
 - ii. Vestry to review in preparation for vote at next meeting
 - iii. Vestry members welcome to submit alternative budgets as well
 - iv. Pledging
 - 1. 103 pledges received to date
 - 2. \$263,000 in pledges
 - 3. Goal \$330,000
- V. New Business
- a. A motion was made by Bruce Massey to co-sponsor with the County Arts Museum the After School Arts Program at the Girls, Inc.
 - i. Seconded by Pieter Bickford
 - ii. Motion passed with one abstention
 - b. A motion was made by Mark Cook and seconded by David McKinley to approve \$1,279.01 to Fridinger Ritchie for material to replace condensate line, repair leaks at condensate receiver and locate and repair leaking steam trap.
 - i. Previously approved payment was for labor
 - ii. Motion passed
 - c. A motion was made by David Davis and seconded by David McKinley to approve no more than \$1,000 a year for weeding and trimming church grounds and cemetery.
 - i. Funds should be included in budget submission
 - ii. Motion failed
 - d. A motion was made by David Davis and seconded by David McKinley to list the names of the contributors to air conditioning Trimble Hall in *Soundings*.
 - i. Letters of appreciation have been sent
 - ii. Motion failed with two abstentions
- VI. Commission Reports
- a. Welcoming hosted Sunday Fellowship Hour
 - b. Remaining Commission Reports submitted by title

Respectfully Submitted;

Ruth Ann Ogle, Registrar