

Highlights of Vestry Meeting - August 9, 2016

Opening & Formation:

The meeting opened at 7:05 p.m. with prayer led by Fr. Allison. A quorum was present. A brief time of formation and discussion followed.

RECTOR'S REPORT

Update: DeLotto and Sons regarding roof: There have been no further developments since July.

Approval of Parking Easement: This amendment was sent to our chancellor. It shows that Brentwood will take insurance to cover any damages and liability associated with this project.

Dale Johnson moved to open discussion about the terms of the amended easement agreement. Bill Lynch seconded. The motion carried and the agreement was discussed.

The main benefit to St Mark's would be that we would have an improved parking area that we can use on weekends that will be maintained by Brentwood. It would also be a neighborly gesture as they cannot build any additional office space without providing more parking spaces.

No objections were raised by vestry members and Fr. Allison asked for a vote to approve this amended easement agreement. The vote was unanimous in favor of approval, with 11 vestry members present. The amendment will go to the Diocesan Finance Committee and then to the Diocesan Council for approval.

Vestry Lock-up and A/C after Sunday services: Please remember to take care of this each week.

Commissioned Vestry? Job Descriptions? This was discussed at length during the formation part of the meeting, and will be the main focus for September's vestry retreat. Please consider that in order to grow into a fully charged vestry, we must establish behaviors that we will pass on to new people coming on to the vestry each year.

Deanery Convocation at Holy Trinity Clearwater: Taking place on September 6th at 7:00 pm for delegates to Diocesan Convention.

SENIOR WARDEN'S REPORT

Nothing to add to written report.

JUNIOR WARDEN'S REPORT

Sandi Gaudet moved to discuss replacing 2 air conditioner units for St. Christopher's Hall, from the Restricted Capital Reserve Account (8080), at a cost of \$10,900, by AAA Airwaves. Pam Frost seconded and the motion carried unanimously.

Jean Jakob passed around a summary of three bids that she acquired. This bid is low but promises to install 2 new carrier units. AAA Airwaves has been in business 25 years and has good reviews. Fr. Roy asked for a vote to approve purchasing the new AC units as discussed. The vote was unanimous in favor of approval.

Sandi Gaudet moved to discuss approving the cost of Phase I of the Memorial Garden, from the Restricted Memorial Garden and Columbarium Fund (8800), at a cost of \$3,744, by GBC Custom Inc. Dale Johnson seconded and the motion carried unanimously.

Charlie Towater passed around a schematic of the planned memorial garden enclosure. A retention wall and drainage will be installed to keep the gravel in place and to protect the tree roots. Tom Sturch is a landscape architect and will be

donating materials for the project. Fr. Roy asked for a vote to approve beginning the first phase of the memorial garden project, and the vote was unanimous in favor of proceeding with the project as presented.

COMMISSION REPORTS REVIEW

Overview of progress for each Commission since July meeting: John Newton moved to transfer \$500.00 from the Men's Group restricted fund (8290) to the Dominican Republic restricted fund (8240). Anna Ashworth seconded and the motion carried unanimously.

TREASURER'S REPORT

Income, Expenses and Cash Flow

Income for the months of June and July was off. We were \$7K behind in June and are \$5.5K behind for July. To date, we are \$16.5K behind in revenue. If we keep on tracking at this pace we will be starting our stewardship campaign \$20K behind for 2016 while conducting the stewardship drive for 2017. We cannot afford to wait until the annual meeting in November and present both a proposed budget for 2017 and a plea for \$20K. Bill Lynch will be addressing the congregation this month about the financials, and I will be addressing the congregation in September.

Expenses and Cash Flow

Our expenses were over for the month of July by \$8,534.42. Our total expenses for the year are over by \$5,974.38. As for cash flow, our Operating Account has a balance of \$23,492.50. With our expenses running approx \$45,000/month and revenues down we could be looking at a negative cash flow. We do anticipate revenues to pick up towards the end of the year, but at the same time we will have to manage our day to day expenses closely while also accounting for any unplanned but necessary maintenance expenses.

Audit

The audit committee will be conducting the annual audit the weeks of August 15th – 19th and August 22-26. We will be coordinating with Jillian the exact times.

FY 2017 Budget Prep

As we start working towards the 2016 Annual Meeting in November, we also need to start thinking about preparing a draft 2017 Budget. I will be needing budget needs/wants from all commission leaders. Please start thinking about what the needs will be for FY 2017.

Approval of Financial Reports: Bill Lynch moved to accept the July financial reports. The motion was seconded by Sandi Gaudet and the motion carried unanimously.

Update on Audit progress and approval of Audit Committee:

Audit activities will begin the next two weeks and we will make the September 1st deadline.

STEWARDSHIP INFORMATION AND IMPORTANT DATES:

- Stewardship Workshop being attended by Bill Lynch.
- Begin conversations with ministry areas regarding 2017 budget needs. Do you know the line items on the budget that pertain to your ministry area(s)?
- October 3 - Mailing of Stewardship Letter with Quarterly Statements and Pledge Cards.
- October 11 - Vestry Meeting discussion of 2017 "Draft" Budget for assigned ministry areas.
- November 6 - 2017 "Draft Budget" presented to congregation for review prior to Annual Meeting.
- November 8 - Vestry approval of the 2017 "Draft" Budget.

- November 13 - Annual Meeting and presentation of Vestry approved 2017 "Draft" Budget.

Conclusion: The discussion was opened to reflections and final comments.

Charlie Towater moved to adjourn the meeting. Dale Johnson seconded the motion and the meeting was unanimously adjourned at 8:58 p.m. A closing prayer was led by Fr. Roy.

Respectfully submitted,
Jillian Ricardo, Secretary

Commission Reports, August 2016

SENIOR WARDEN'S REPORT – Dale Johnson

The month of July was vacation for many but the activities of St. Mark's continued on as usual. We are looking forward to welcoming the Spanish speaking congregation and vicar, Fr. Livan, of St. Francis Episcopal Church August 21. They will be renting the use of St. Mark's Episcopal Church for worship on Sunday afternoons. We are blessed to have them join us to sing praises and worship our Lord and Savior Jesus Christ. May we become one big family of God. At the end of July we were blessed by a wonderful Youth Sunday service. To see so many young people lead in worship was a joy. We as a people and as a church family are so blessed to have Fr. Roy as our priest let us not forget to thank him for saying yes.

JUNIOR WARDEN'S REPORT – Jean Jakob

We are faced with replacing 2 AC units in St. Christopher's hall. We have 4 others that are not working in the Sanctuary. I will present the estimates and ask for a vote. This money will come from Operating Capitol reserve.

A number of people have worked very hard to bring our building into compliance with the Fire Inspection. The remaining items to be addressed; which hopefully, will have been addressed by the time we meet:

1. Sprinkler – Jillian has called the company and will call again, cost \$1038
2. Hood – to be cleaned today (Aug 8th)
 - a. Hood - 2nd step – inspection (hopefully taken care of Aug 8th)
3. Fire extinguishers – Jillian will call
4. Electric room – done on workday (please DO NOT put anything within the taped area)

Anthony is working on securing us a bid for the lift. It is awkward and does not meet the needs of changing bulbs in the building. We are pricing renting a cherry picker a few times a year.

We have been informed that the Disposal Contractors for Hazardous Waste will not accept items from a church as that's considered a commercial business. I mention this so that all are aware. I do not anticipate having the large quantities of items for disposal that we've had for the last 2 years. We need to stay on top of left over paints, bulbs etc and not let them build up for 10 or 12 years.

A special thank you to Charlie Towater and Sam Trotman for getting the warming kitchen and Classroom #3 ready for St. Francis. If the rest of you haven't seen it, be sure to stop by.

ADULT EDUCATION – Dale Johnson

Adult Sunday School: During the month of July Fr. Frank Cooper lead a class on Contemplative Prayer. This was a “simple” idea as Fr. Cooper said but a very big commitment that is not easy. Contemplative Prayer requires a lot of self-discipline and yields a strong reward of a very meaningful prayer life which includes your own personal “prayer word.” In September the class will be under the leadership of Rev. Martha Vaguener. Her presentation is entitled, Some Good Stories. She is a good story teller so this should be interesting

Book Club: Our Book Club lead by Kathy Gibbons is small but the literature is always top notch. Kathy always selects quality literature that leads to a meaningful discussion. Even if you can’t find time to complete the book, you are welcome on the third Tuesday of each month to enjoy the discussion.

Monday Morning Bible Study: This group has been on vacation but will begin again in August. They will be completing the study of the gospel of St. John. The date will be published in the bulletin. The leaders of Bible Study are Sherre Henley and Kathleen Amritt. All classes are on Monday morning at 10:00 AM.

COMMUNICATIONS – Latrice Markison

Nothing to report.

ENDOWMENT – Bill Lynch

The August 9th meeting has been rescheduled to 9/13 at 5:30 (same day as September Vestry meeting). The Committee will work on some form of information sheet for Rally Day in addition to developing a brochure.

FELLOWSHIP – John Newton

Nothing to report.

MEMBERSHIP & GROWTH – Bill Lynch

Newcomer's dinner: we had a total of three 'newcomers' at the dinner. Thank you John Newton and Jim Minsterl for your help preparing the dinner and to all who attended.

Outside Greeter ministry: it's hot out there, especially for the 10:15 service. Please thank our Greeters for their service in this new ministry. More volunteers are welcome for both services. Please contact Michael Valdez to be added.

OUTREACH & EVANGELISM – Marva Duncan & Anna Ashworth

Nothing to report.

STEWARDSHIP – Bill Lynch

Bill Lynch was offered the opportunity to participate in the upcoming Annual Stewardship Workshop at Dayspring (**registration info is attached to this email) and plans to attend. Bill has volunteered to coordinate tasks for the Annual Pledge drive.

On the theme of 'year round Stewardship', Bill has also volunteered to give a brief announcement at both services on 8/7 regarding our progress towards pledges this year and availability of financials on the web.

WORSHIP – Sandi Gaudet

Nothing to report.

YOUTH & FAMILIES – Anna Ashworth

CATECHESIS OF THE GOOD SHEPHERD

Catechesis of the Good Shepherd is taking a break this summer but will resume September 11th at 9:00 AM. In the meantime, the children have been engaged with the Building Faith Brick by Brick curriculum, exploring scripture while building with Legos.

Upcoming Events:

1. August 13, 2016 from 9:00 AM – 4:00 PM: Catechesis of the Good Shepherd 2016 Florida Retreat at St. Mark's – St. Mark's will be hosting a Catechesis of the Good Shepherd retreat featuring Claudia Schmitt as she shares her experiences working in the atrium in Rome, Italy.
 - Other topics, presented in breakout sessions, include the Spanish inclusion in the atrium, the religious nature and needs of the child, fostering an intimate personal relationship with Jesus Christ, and enjoying the presence of God and each other.
 - Lunch is included.
 - Registration fee is \$15.00 and is due by August 6th. – See flyer for more information.
 - This event is open to the public. People who either work in the atrium or wish to learn more about Catechesis of the Good Shepherd are encouraged to attend.
2. August 28, 2016 from 9:15-10:00 AM: Parent Meeting in Classroom 2 to kick off the new school year. This is required of parents whose children participate in the Catechesis of the Good Shepherd (ages 3-12 yrs).
3. September 11, 2016 at 9:15 AM: Catechesis of the Good Shepherd schedule resumes in the atrium.
4. November 11, 2016 from 9:00 AM – 5:30 PM: Catechesis of the Good Shepherd Level 1 Training Begins; at St. Mark's - The training for Level 1 requires 90 hours, and persons who complete the training will receive national certification as a Level 1 Catechist. The training will be offered one Saturday a month until the 90 hours are completed. The cost for the 90-hour course is \$600, but scholarship money may be available. This course is for people who want to be a trained Catechist. Please note that volunteers who have not been formally trained are welcomed and encouraged to help out in the atrium.

For further information about any of the above events, please contact Judy Hamm 727-723-9840

YOUTH SUNDAY SCHOOL

This summer, Sunday School for the youth (ages 6-12th grades) has been a continuation of the regular school year curriculum. I spoke with Sheila Interrante, and she said the teachers would welcome a break for next summer. We discussed having volunteers fill in for the summer months, just like we are doing for Catechesis of the Good Shepherd, and she thinks that is a good idea. We will plan to do that next summer.

VACATION BIBLE SCHOOL

July 25-29, 2016, from 9:00 AM – Noon, St. Mark's hosted a fun filled week of activities, crafts, songs, and snacks as the children learned about God and His love for His children. The theme was Joseph's Journey from Prison to Palace. Parts of the church were converted into an ancient Egyptian city, filled with tents, middle eastern décor, animals, and people acting out parts from the Bible. There was joy and laughter as both adults and children enjoy this time together learning and sharing about God. I am planning to send out thank you cards to all the volunteers who made this week possible. Sherre has given me a list of the volunteers.

On August 28, during the 10:15 am service, we will thank the volunteers in all these areas for their service, and we will have a cake. I am planning to give each of the regular Youth & Family educators who taught all last year a small gift. I will also plan to send out thank you cards to those who helped this summer with Catechesis of the Good Shepherd.