

**St. Francis Episcopal Church  
Potomac Parish  
May 16, 2023 Vestry Meeting**

The Vestry convened online via Zoom on Tuesday, May 16, 2023, at 7:30 p.m., Fr. Mark presiding. Members attending: Ms. Tendall, senior warden, Ms. Bahar, junior warden, Ms. Byam, Mr. Feagles, Ms. Hurdle, Mr. Jannotta, Mr. Maroulis, Ms. Oleson, Mr. Ruf, Dr. Schneider, and Mr. Whitlock. Also attending: Mr. Smith.

**Invocation.**

Fr. Mark gave the invocation.

**Bible Study**

Ms. Oleson led the Bible Study. She read Psalm 16 as a meditation and Matthew 6:21, “Where your treasures are, there your heart is also.” She posed a question: What are your treasures – without God these can be meaningless. Ms. Oleson recalled a very serious illness she had several years ago, and how she experienced God’s presence in the hospital.

**Consent Agenda** (*previously circulated electronically*)

Minutes of April Vestry Meeting

The April Minutes are part of the Consent Agenda. There were approved with one minor correction.

**Rector’s Report** (attached)

Georgetown Hill School (GHS) Space Rental

Fr. Mark said that Peter Cromwell, CEO, had presented GHS’s additional rental space requests, which include the Music Room, a Closet in St. Francis Hall, and the Cribbery. Fr. Mark said that the most recent Lease Amendment would serve as the model for the new rental agreement with GHS. The school plans to take possession of the rental spaces in July 2023.

The Vestry discussed the disposable stage, which was left when St. Andrews vacated its space several years ago. The stage is stored in one of the spaces that GHS wants to rent. With the increase in the number of children in the parish, the stage may be needed when the children host events for the church, although the stage is heavy and requires several people to assemble and disassemble it, and the church nave has proven to be better for staging the children’s presentations. No one objected to disposing of the stage.

Posting Vestry Minutes and Financial Reports On-Line

Fr. Mark said that there had been a request that Financial Reports be posted to the Church Website (in addition to Vestry Minutes), which are already posted there. There was not consensus to make this change, and it was noted that Annual Financial Reports are shared at the time of the Annual Meeting, and monthly reports can be supplied on request.

### Indians for Christ

Fr. Mark said that negotiations that he and Mr. Jannotta are conducting with the Indians for Christ to rent space for their services are moving forward. The group would like to include some storage space as part of their lease agreement. The church has four closets that may be available and also space in the Sacristy for preparation of Holy Communion. Fr. Mark said that the church can give the group the key codes rather than keys for church access, and the audio system can be made available. The Indians for Christ have an insurance policy to cover their uses of the church facilities, but Fr. Mark will notify the church's insurance company of this planned space rental agreement. The church has the previous lease agreement with the Indians for Christ as the model for this new lease agreement that Mr. Hough, Church Attorney, will review. The Vestry will also contact the Methodist Church where Indians for Christ is currently meeting as a reference.

### Georgetown Hill School (GHS) Fencing

Ms. Byam, Chair of the Grounds Committee, said her committee and GHS had reached agreement on the fence construction. The fencing will be a 3½ feet tall railing along its length to River Road. The fencing will provide a safety barrier to separate the GHS play area from the church Columbarium. Mr. Burbage and Mr. Alexander have generously donated \$750.00 towards the fence's construction.

### Financial Report

Mr. Maroulis, Treasurer, reported on the church Financial Report (attachments). Ms. Krajcik, church bookkeeper, provided this month financial report. Mr. Maroulis said that the church organ renovation project is listed in operating expenses for May, but this expense will be transferred to Capital Expenses. Your Part-time Controller expenses are down since Ms. Krajcik is not spending as much time as in previous months, and Mr. Maroulis anticipates that the accounting costs will be \$4,800.00 per month going forward. The church has not yet received the \$73,320.00 from the Federal Employee Retention Tax Credit. The Vestry is considering using the rental money from the Indians for Christ lease for organ renovation costs since this project is "fungible" as a Capital Expense.

### Organ Renovation

The organ renovation project began in April, and the Organ Appeal begins in May to cover a portion of the \$230,000 expense. Fr. Mark said that \$80,000 - \$90,000 has been transferred to the organ renovation project, and he expects a generous response from parishioners. There was further discussion of funding the organ renovation, and the Vestry noted that this is a Capital Expense rather than an on-going church expense. Dr. Schneider said that the organ renovation's funding is on the Finance Committee's agenda for the May 17<sup>th</sup> meeting.

### Lenten Appeal

Mr. Jannotta said that the church's Lenten Appeal had raised \$36,235.00.

### Finance Committee Membership

Mr. Peter Davis has agreed to serve on the Finance Committee.

Motion to Approve Mr. Davis as a Member of the Finance Committee

Dr. Schneider made a motion, seconded by Mr. Maroulis, to approve Mr. Davis as a member of the Finance Committee. The motion carried unanimously.

Motion to Approve the Consent Agenda

Ms. Tendall made a motion, seconded by Dr. Schneider, to approve the Consent Agenda. The motion carried unanimously.

HVAC Project

Mr. Whitlock said that the upgrades to the HVAC system were completed and operating. He also said that there is some cosmetic work remaining along with the “punch list” to review and check if the project’s various components are functioning properly. Mr. Maroulis said that with completion of the HVAC, the system is now under warranty, and 85% – 90% of the HVAC expenses have been paid. The church will now issue a request for proposals for renewal of the HVAC maintenance services on May 23<sup>rd</sup>. Fr. Mark said that the RSC contractors who worked on this project had been very professional and very respectful.

Ms. Tendall stated her thanks to Mr. Whitlock, Ms. Bahar, and others who had devoted their time and energy to the HVAC project.

June and July Vestry Meetings

The Vestry will not meet in June as Fr. Mark and several members will be away. The Vestry’s July Meeting will include the Annual Mutual Ministry Review.

Vestry Socials

Ms. Hurdle ask for volunteers to host monthly dinner socials during the summer.

Parish Picnic

Dr. Schneider said that the church is planning the annual picnic for Sunday, May 21st, and he is asking for volunteers to help with this event.

Motion to Adjourn

Ms. Bahar made a motion, seconded by Dr. Schneider, to adjourn the Vestry Meeting. The motion carried unanimously.

Adjournment

Fr. Mark led the Vestry in the closing prayer:

*Keep watch, dear Lord, with those who work, or watch, or weep this night, and give thine angels charge over those who sleep. Tend the sick, Lord Christ; give rest to the weary, bless the dying, soothe the suffering, pity the afflicted, shield the joyous; and all for thy love's sake. Amen.*

Les Smith  
Clerk