

**St. Francis Episcopal Church
Potomac Parish
October 17, 2023 Vestry Meeting**

The Vestry convened online via Zoom on Tuesday, October 17, 2023, at 7:30 p.m., Fr. Mark presiding. Members attending: Ms. Tendall, senior warden, Ms. Bahar, junior warden, Mr. Hunter, 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. Tendall led the Bible Study. The theme of her Bible Study was hope, which she noted, appears 83 times in the Old and New Testaments. Hope is based in God's oath to us. She asked the Vestry members to take turns reading verses from the Psalms, Hebrews, and Romans. Ms. Tendall said that these passages ask us not to give up hope because God's promise to us. God leads us while we wait for his direction, but he doesn't expect us to wait without some evidence in our lives.

Consent Agenda (*previously circulated electronically*)

Minutes of September Vestry Meeting

The September Vestry Meeting Minutes were approved with two minor corrections.

Lobsterfest

Mr. Jannotta asked for volunteers to help with the annual Lobsterfest on November 4th.

Rector's Report (attached)

Capital and Maintenance Needs Report

Fr. Mark said that Vestry Members had participated in this project, and answered questions raised by Vestry Members. He noted that repair of the drawers in the sacristy have been added to the report, and that Ken Hurdle's recommendation of considering a lighting upgrade and solar panel installation should be considered by the Finance Committee and the Projects Committee. There are two more phases, one of which should begin in 2024, to complete the remaining work on the HVAC system that the church will finance.

Mr. Jannotta said the church should prioritize the recommendations in the Dutton Report where there is a degree of hazard. These include fixing overloaded electrical circuitry that could pose a fire hazard, removing areas where mold has appeared, and the replacing the flooring in St. Francis Hall – whether the replacement flooring should be all carpet, tile or a combination of the two. Earlier this month, Ken Hurdle was very helpful in calling in RSC to repair a loose soldering joint on the hot water line of the new HVAC system, which was causing a leak. The pipe was repaired and the ceiling tiles replaced at no cost to us, because the system is still under warranty.

Dogwood Society

Fr. Mark and the Vestry discussed placement of a plaque in the narthex to recognize those who had left bequests to St. Francis. Mr. Hunter said that the design of the plaque would be similar to that of other plaques in the church. There was support for the recommendation that the plaque be placed on the South side of the main door in the Narthex, at a point similar to the Chorister plaque on the North side of the door.

Budget

Fr. Mark said he and the staff were drafting the 2024 budget that the Finance Committee would review in November. He asked that Vestry members confer with staff if their portfolio area is associated with distributing funds, so accurate numbers can be prepared for the Finance Committee's consideration.

Executive Session

Fr. Mark reported on the follow-up to last month's executive session. He corrected his earlier statement about the manner in which monies had been added to the fund intended for Mr. Davison's medical insurance coverage, noting that this transfer had been made in March 2021, with the consent of the Finance Committee, and that the amount added was an estimate of interest earned on the original gift.

Church Landscaping

Fr. Mark sought approval to pay \$6,500 for Rockville Landscaping to remove two dead trees and the bamboo at the back of the church's property. This required Vestry approval since the amount exceeded \$5,000. The Vestry discussed this and determined that the church should also contact the adjacent property owner whose property has some of the bamboo growth that could be removed as well. The Vestry added removal of a fig bush growing next to St. Francis Hall to this project, and asked that inquiry be made about the possibility of erecting a permanent barrier in the ground to prevent further growth of the bamboo.

Motion to Approve the Consent Agenda

Dr. Schneider made a motion, seconded by Ms. Oleson to approve the consent agenda. The motion was approved unanimously.

Motion to Approve the Vestry Nominating Committee for the January 2024 Vestry Election

Mr. Ruf made a motion seconded by Ms. Oleson, to approve the Vestry Nominating Committee for the January 2024 Vestry Election. Laurel Bahar, Debra Byam, Prentiss Feagles, and Bob Jannotta will serve on the committee, and they will solicit a few other non-vestry members to join them, and will report back to the vestry about this in due course.

HVAC

Mr. Whitlock said that engineering work on Phase II of the HVAC project is well underway. They are looking at different types of boilers provided by Daikon, the company whose products we used for the air conditioning system overhaul. We are also soliciting bids for a new HVAC maintenance contract.

Organ Renovation

Fr. Mark said Whitesel Organ Company had completed installation of the temporary organ that St. Francis will use until the replacement organ's installation is completed in December. Mr. Widmann, church organist, is satisfied with the work Whitesel has done. The organ renovation project has been conducted in three phases, each with a separate invoice.

Interim Communications Director Proposal

Ms. Hurdle, the interim Communications Director, is planning to meet with Ms. Schneider to continue getting acclimated in this position.

Motion to Approve \$6,500 for Rockville Landscaping for Landscaping

Dr. Schneider made a motion, seconded by Ms. Hurdle, to approve \$6,500 for Rockville Landscaping to remove two trees, a fig bush, and bamboo growing on the Church's property. Church staff will discuss the bamboo removal with the adjacent property owner to inquire if he is interested in having the bamboo growing on his property removed during this project. The motion carried unanimously.

Financial Report

Mr. Maroulis said that the church's finances continued to be good. There is \$44,000 surplus in the operating budget, programming, and maintenance funds. Pledges have continued to be good each month. There is \$168,000 in the church's account at Charles Schwab (Legacy Fund). The Finance Committee will be working on a plan for funding capital work in 2024. Mr. Maroulis expressed concern that having Ms. Krajcik do this would increase the church's expense for her time. Fr. Mark said that Ms. Krajcik is expecting her first child in spring 2024. Dr. Schneider said that the church audit, being conducted by Hozik & Company, P.L.C., should be completed by that time.

Motion to Approve the September Financial Report

Ms. Tendall made a motion, seconded by Dr. Schneider, to approve the September Financial Report. The motion was approved unanimously.

The Vestry's November meeting is November 21, 2023.

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