

St. Mark's United Methodist Church

Guiding Council Meeting Minutes

April 17, 2023—6:30 pm—Zoom Teleconference

Members Present:

Administration: Sarah Vaughan, Betty Schiele
SPRC: David Harmon, Julie Marshall, Andrew Crisp
Trustees: Rob Heare
Finance: Kitty Ambers, Chris Franklin, Teresa Chambers
Lay Leadership: Lynne Kelly

Non-voting:

Administration: Rebecca Harmon
Secretary: Dani Corrigan

Staff present: Justin White

CALL TO ORDER (6:33)

Sarah Vaughan called the meeting to order and conducted roll call.

DEVOTION and OPENING PRAYER (6:33)– Julie Marshall

The devotion is call “Encourage and Build” and is from 1 Thessalonians 5: 1-11. Positive people brighten even dreary days. Negative people leave us feeling drained and discouraged. Paul had a missionary friend named Barnabus. His name means son of encouragement. He was a leader and a good companion to Paul. Paul encourages the Thessalonians to be wise, sober and unafraid of the dark times. They can wear faith, hope, and love as armor for challenges that may come. We need to thank others for the ways they bless our lives. How can you be a source of encouragement in your community. Who in church can use an encouraging word to grow in their gifts?
Julie’s Sunday school class talking about Kristie Faison’s dementia group. It has been such a blessing to so many. We can all of those going through the journey even if they can’t remember us. She led the group in a prayer

PRAISES (6:38)

- Betty wanted to lift up both Sunday services. She recognized 9:00 service that had the band and Amy preached. The 11:00 service had the Cantata lead by Selina and Kitty was involved.
- Kitty recognized Betty’s piano playing and Justin for re-writing the Cantata to make it more meaningful.
- Kitty asked about Lynne’s mother’s birthday party. Lynne’s mother turned 92nd birthday party and she threw herself a birthday party with a good turn out of family.
- Julie praised her weekend as she officiated a funeral for one of her first veteran oncology patients. Then she led a wedding ceremony for one a veteran who is a complete quadrapelgic. They are a wonderful couple and she is a devoted wife. What a blessing for her to be involved.

FINANCE (6:41): Reports in Google Docs

Kitty Ambers informed:

- Thing look very positive. Look over the bullet points and let Kitty know if you have any questions.
- March Highlights
 - Better than budget on total income by about \$5,000.00.
 - Expenses were down.
- YTD Highlights
 - Total income: \$195,840.00 which is \$23,285.00 better than budgeted. This is positive. Our offering income is steady and better than expected.
 - Net income: \$52,704.00 which is \$24,390.00 better than budget. This is after adjustment for things moved in and out of different accounts. All these numbers are better than 2022.
- Balance Sheet Highlights:
 - Total Assets: \$2,131,909.00
 - Mortgage: a little over \$1,024,000.00
 - Designated Giving Funds has inched up a little bit.
 - Total Liabilities and Equity: \$2,131,909.00
- Capital Funds Account:
 - At the end of March at 54% of total pledged amount received of total of \$530,832.00.
 - Disbursements were for concrete, plumbing and water heater repair.
- Reserve Activity:
 - We paid for some CDs out of reserve activity, totaling \$75,000.00. That is not currently reflected on March balance of \$116,999.00. The finance committee has recommended that we annotate that back because it is still money earmarked for reserves. It will have higher interest rate.
 - March balance is technically: \$191,999.00 with the \$75,000.00 added in.
- Kitty recognized the Trustees that Building and Grounds were \$691.00 under budget for month of March.
- Kitty opened the floor for questions.
 - There were no questions.
 - Kitty added that Kelly will make a correction to apportionments in Quick Books. It is very exciting we are doing well. Kitty added they are doing a letter out to the congregation for an update for Capital Campaign. Justin said it would state what has been done so far and the plans to come. This will go out next week.

MINUTES (6:47)

The minutes for March 20, 2023, were reviewed.

Rob moved to approve the minutes for March 20, 2023. The motion was seconded by Kitty and was approved unanimously.

TRUSTEES (6:48)- Report in Google Docs

Rob Heare informed:

- There have been a lot of little things getting done. The metal rail in front that was loose is now fixed. This was completed by the individual who poured the concrete in the courtyard. The concrete in the courtyard has not been completed.
- The hot water heater was replaced. It was a half to replace item. Unable to downsize because is commercial kitchen.
- They are working on cleaning out media closet in the CLC.
- They want to replace the handicap signs and if this is done then the handicap parking area needs to be repainted.
- There are old wooden doors in the church and preschool area that need to be replaced. There is a new estimate that just came in. They are working on this.
- They are working on additional information on securing the church better in terms of locks.
- RVA Lawn and Landscaping will be a new lawn care contract. They gave a good estimate. They will be able to do more than just mowing the grass.
- There will be a church workday to clean up the outside ground. This will include weeding and mulch. Rob would like to get mulch delivered. It will be about \$400. Rob would like to ask people for monetary donations for mulch. It will be better for him to organize this instead of people donating mulch so it will all be the same color. Rob asked if he needs approval to ask for donations for mulch.
 - Rebecca asked why it is not being taking out of Capital Campaign funds.
 - Rob responded that he is trying to be judicious. He feels like some people can donate money.
 - Betty recommended asking for donations for the workday instead of just the mulch. This allows people who may not be able to physically help.
 - Rebecca is hesitant with opening a general fund for church maintenance when we just opened one. She does not want to nickel and dime the congregation.
 - Rob said 10 yards will be \$400.
 - Teresa asked if that includes mulch and delivery. Rob stated it covers everything. It does. It will be about a half a dump truck.
 - Rob opened discussion on how to pay for the mulch. Sarah clarified to make this a motion.

Deciding

- Trustees made a motion for \$500 to pay for mulch for church work day. Vote unanimously passed.
- The new flooring estimate for the gym floor in the CLC was included in the report. It is \$130,583.06. Rob is unsure if the previous estimate was approved. It needs to be done and is scheduled at the end of May. They will do water testing and there are guarantees. Since this is a new amount, Rob wanted to bring this before council to make sure everything is done properly. Justin reports the project had been approved in theory but did not have final numbers. The money will be paid for by Capital Campaign. Since Capital Campaign does not have all of the fund currently, finance decided that it will be taken from reserves and be paid back.
- Trustees made a motion to \$130,583.06 to replace the gym floor. Vote was passed unanimously.

- Chris added to modify the motion to include how the payment will have portion from Capital Campaign and another portion from Reserve Funds. Kitty added we will want to visually track this in the spreadsheets. Justin said Kelly will do this. When we collect all that has been pledged the 40% that goes to HVAC and maintenance will be \$212,000.00. The \$130,000.00 for the floor is included in this category.
- Carpeting in the upstairs classrooms in the CLC building is in bad shape from wear and tear and leaks. Walker's gave an estimate to replace this carpet for \$14,999.74.
 - Justin said the carpets are in bad shape and are probably the original carpet.
 - Rob asked if this will come out of the Capital Campaign. Kitty said it would start there. If we need to borrow funds from Reserves. If we need to forgive Reserves if we don't get back what we think we will at the end of the three years. We will keep track and ensure transparency. These are flooring surfaces that people use, and it makes our church look appealing. It is worth the investment.
 - Rob stated nothing is going to get cheaper. If we have the funds and Walker's will be in there anyways then he feels like we should get it done.
 - Teresa asked if they would give a discount since they are doing the gym floor. Rob said it is a very large discount. Kitty added they will haul and dispose of old carpet too.
 - Sarah asked who will be responsible for moving items in rooms. Rob will find out. Sarah is wondering where things will go if it is being done at the same time as the CLC. Justin said it may have to be over a few days.
- Trustees motioned to replace upstairs carpeting in the Sunday school rooms with money from Capital Campaign and Reserves as needed. The financing will be the same as the gym floor. The vote was passed unanimously.
- Walker's also looked at the carpet in Hannah and Stacy's office. At one time that was connected to a kitchen and there had been a leak. The estimate in the two offices is \$1,500.04.
 - Betty asked if there will still be dogs allowed in the office if there is new carpet. Rob stated that is something we will need to talk about. Justin agreed. It is a great question, and it will need clarification before making any decisions. Rob recommends tabling this until next month. Sarah agreed with this plan. Rob will talk to Stacy and Hannah and it either will or will not appear in a future report.
 - Betty asked if this is tabled until May, will there be enough time to allow the decision with Walker's. Justin said Walker's can return at a later time. Betty does not want to put new carpet in and allow dogs. He will email GC if there is a vote needed.
- David asked if there any thoughts on putting laminate floor in the children's classrooms like outside of the nursery. It will age better and is easier to clean. Rob asked Joe at Walker's to give the most economic. Joe has all the measurements so he should be able to give an estimate. David stays in hotels and a lot of them are switching over to laminate. David added the flooring in the nursery hall looks great. Betty added that carpet may have been necessary with Relevant bring in the CLC for absorbing sound.

Kitty asked if there were any concerns with safety with hard surfaces from a protocol standpoint. Sarah said there shouldn't be and it would be easier to clean. Rob will follow up on laminate cost.

- Rob opened the floor to questions. Rob thanked Matt for his help. Rob is excited for the workday for fellowship and productivity.
- Sarah opened the floor for questions. There were none.

VISION COUNCIL (7:13) Report in Google Docs

Rebecca Harmon informed:

- If you ever need joy, come to the Vision Council meeting. There are so many wonderful things happening in the church. Please read the reports for everything that is going on.
- 350 donuts given away at Bunny Brunch! Hard to calculate donuts to people in attendance but it was a great event and turn out.
- Approx. 473 people came to church for sunrise service, two formal services and butterfly releases on Easter.
- March Mission Madness was a huge success.
- There continue to have opportunities and challenges. More opportunities than challenges.
- Big request is to come to the Farmer's Market at our church to help with outreach and building communities.
- Check out the reports to see everything that is happening.
- David added that there have not been many tents at the Farmer's Market. The head of the Market reported once produce starts coming to the market there will be more vendors. David would like to see the market better. He suggested maybe a sign that is left out. Teresa couldn't find the information on church Facebook or website. Betty said it is 9-12 and agreed it needs to be publicized Teresa recommended adding it to the weekly newsletter email and Facebook.

No staff that need to leave the meeting tonight.

SPR (7:19)- reports in Google Docs

Julie Marshall informed:

- Julie commended her committee who are all present.
- Annual evaluation for clergy went out by email. This is for Justin and Rachel and is due by June 1. Please compile these and get these in on time.
- Justin is beginning his 20th year of full-time appointment and is desiring to take a sabbatical in September 2023. This will be a time of spiritual retreat and renewal. He has not selected dates yet. This is something that will be brought up next meeting. Julie said he is deserving of this and he is allowed to take up to a month.
- Julie and Justin report that the trip to the Holy Land has enriched their ministry. Julie said it exceeded any expectations she had. They would like to propose a designated scholarship fund for staff to cover trips to holy land for continuing education and enrich ministry at St. Mark's. Depending on donations they would like to get half or full cost of the trip covered. They are working through some questions. Would it be available for full or part time staff would be eligible? How would time off be handled? How much would be contributed to the cost?

- Justin stated this is something he had recently thought about. WE would set up a scholarship fund that people could contribute to. I could offer \$1,000.00 towards a trip to the Holy Land.
- Betty reports it would be best to have a flat amount instead of a third or a half. Julie agreed and said they will need to iron out all the details.
- David suggests it is open to all staff as part time staff are still staff.
- Rebecca asked if money from Reserve funds could be earmarked for this fund. Justin said that is an option.
- Julie and Justin said to think about it and it will be discussed again.
- Staff luncheon previously occurred quarterly prior to Covid. SPR would like to return to hosting this. Julie asked if this needs to be voted on. Justin reported it does not. SPR is looking at hosting lunch on May 3. Julie will be in touch with Erbie for organizing.
 - Teresa asked if they had looked to see if people wanted to donate Doordash to reduce cost. Betty said in the past different leaders in the church had come together to bring in dishes. The last meal Betty and Erbie provided soup in the winter. Teresa will be glad to help with Jamaican food or green smoothies for breakfast.

Sarah opened the floor to questions.

- No questions.
- Sarah confirmed Teresa will be doing the devotion for May. She asked for sign ups for the upcoming months' devotions.
 - June: Rebecca
 - July: David
 - August: Julie

CLOSING PRAYER AND ADJOURNMENT

Sarah closed with a prayer. Sarah adjourned the meeting at 7:34 PM.

Next Meeting: May 15, 2023, at 6:30 PM on Zoom.