



# SAINT MARK'S

## EPISCOPAL CHURCH AND SCHOOL

### Vestry Meeting Minutes

– March 20, 2021 10:00 a.m. (Vestry Room) –

#### Attendance

**Present:** Rev. Johan Johnson, Chuck Gregory (Sr. Warden), Harry Richardson (Jr. Warden), Lori McFadden, Robin Dreyfuss (Clerk), Giselle Dorsett, Lynne Coughlin, Michael Mullins, Ryan Brukart (Treasurer), Tracy Beeson, Debbie Ferguson

**Guest:** Dr. Spencer Taintor – Head of School, Cyndee Zeck, Sarah Weitz

**Meeting** was called to order at 10:00 am with opening reflections and scripture readings.

The minutes from February's meeting were presented for approval. **Harry Richardson** and **Chuck Gregory** moved to accept. *The minutes were approved unanimously.*

#### Reports:

##### Discussion of Parish Profile – Sarah Weitz (Head of Search Committee)

The Parish Profile is almost finished- it describes who we are and what we offer our next Rector. *Sarah Weitz* (Chair of Search Committee) distributed copies for everyone to review. It describes who we are as a church (both positives and challenges) with updated information. The Search Committee will be seeking approval from the Vestry prior to the next Vestry Meeting (April 17) and subsequently the Profile will be submitted to the Diocese for final approval before the position will be advertised. Once the profile is approved it will be posted on the Saint Mark's website. Compensation benchmarking has been researched, and is based on the new Rector only running the Church, not Church and School. A range has been set in a range of \$140-180,000 (all in - including pension and benefits). Hopefully our Church will be able to afford this competitive number. We were reminded that the Search Committee does not pick the next Rector, but presents candidates to the Vestry who does the final selection.

##### Finances – Cyndee Zeck

February, we were in a positive (\$2,829) in revenues **more than budgeted**, which with expenses leading to a loss of \$13,600 for the month of February vs. a projected loss of \$15,995. For year to date (July 2020 thru February 2021), our revenues exceeded what we had expected by \$36,000, but with greater expenses, the church ultimately lost **\$24,754**. This is better than our projected \$49,483 loss. So the trend is positive, but we are still losing money. We will most likely still be a deficit situation of **negative \$87,000** for the fiscal year ending June 30, 2021 – we will have to see. With a continued trend of larger revenue our deficit number could be further reduced. We have booked \$84K from PPP-1. Add the PPP-2 and we are up over \$160,000 in income that will not be repeated in our next fiscal year. PPP-2 is coming, but whether it will be reported for the current fiscal year or the next is yet to be determined, and whether the loan will be forgiven is assumed but has not happened yet. Without the PPP influx of funds our negative position would have been **\$160,000**, (our negative \$87K projection along with the \$84K from PPP-1). **Ryan Brukart** also reported on his meeting with the Diocese, where it was decided that our Diocesan obligation would be reduced to \$27.6K (Feb. thru Dec) or \$2,509 per month; previously it had been \$70.6K or \$5,887 per month. This is in excess of a 60% reduction which is great news, and came about due to the work of the Treasurer and Business Manager. Previously, the Vestry had approved a \$22K assessment and so a motion was made by **Chuck Gregory** to increase our Diocesan obligation from the aforementioned \$22K to \$27K, the motion was seconded by **Robin Dreyfuss** and approved unanimously.

## Digital Footprint Report- Robin Dreyfuss

**Robin Dreyfuss** reminded the Vestry that social media is FREE Advertising, and is the way the majority of people receive information in today's world. She reported that the Digital Footprint of the Church comprises

- \* **Website** – which is up and running, but poorly organized and full of bad links and old information
- \* **Newsletters**- which are well done – currently emailed weekly (Weekly Edition) and a quarterly newsletter (The Evangelist) that is distributed to everyone (Church & School) but is focused more on church matters.
- \* **Facebook page** – currently only being used to post services. It is not being used to build community or extend the church's reach
- \* **Instagram page** – which no one has posted to for quite some time and we are trying to recover the password
- \* **Youtube page** – has been used for all our prerecorded services (March – September 2020) and since then no one has posted. There is also a duplicate page called Crew.

It was agreed that once the Parish Profile was fully approved it could be placed on the website and be a help to keep people informed with up-to-date information. **Chuck Gregory** reminded the group that there is a new parishioner who has been coming to services as well as the Saturday morning walk who is a "Youtube specialist", named Charles Barron. **Lori McFadden & Tracy Beeson** suggested there be an "idea form" (suggestions for ministries) on the website, and **Chuck Gregory** loved the idea. He also was interested in adding Facebook to the website via a widget. The Digital Footprint of the Church is being worked on but needs much improvement.

## Building and Grounds – Mike Mullins

**Mike Mullins** began his report by commending the team about the budget and its transparency and he was pleased at the presentation. The Seawall RFP is out and the bids are in for the reconstruction/repair of our seawall. All the roofs of the property are almost complete. There is a new situation in the windows above the cross behind the altar which have begun to leak, staining the ceiling which will need repair in the coming months. **Dr. Taintor** stated that a feasibility study was underway for a Capital Campaign to conduct renovations throughout the campus. However, a comprehensive vision needs to be articulated and agreed upon - the last Master Plan was completed thirteen years ago (2008) which is not recent enough to be used. **Fr. Johan** and **Dr. Taintor** have asked **Mike Mullins** to lead a group in putting together a new Master Plan. Once the new Master Plan is finalized, it can be presented to the local municipalities (Oakland Park & Fort Lauderdale) for its blessing, which simplifies permitting and approvals for each subcontractor. Both the School and the Vestry will be consulted and ultimately approve the Master Plan before the Capital Campaign commences. **Mike Mullins** stated that the Parish Hall has been being used this academic year (2020-2021) by the Lower School for lunch, but will be not be following this academic year, opening its use to the Church and potentially other organizations as a potential income stream. Presently, we are donating Office space in the Parish Hall to Episcopal Charities (a Diocesan organization) that is there on a weekly basis (Saturday's). Our Maintenance Director, *Roosevelt Penagos*, also maintains his office there. It was emphasized that there is real potential for the Parish Hall to generate income.

## Head of School (Dr. Spence Taintor)

1) **School Update:** There was a COVID outbreak in the second grade by it was contained. Teacher vaccines are up to 80% who have had their first shot. We finished reenrollment on March 10, and are currently 20% ahead in reenrollment – with 50 new students and 15 or 20 more in the pipeline, v 28 at this time last year.

2) The school budget was set for 360 students last year, but **Dr. Taintor** is confident that the number of students will rise to 385 for opening enrollment this year. The biggest problem in attracting new students is housing for the families in this strong housing market. Still, demand for an education at St Mark's School is strong. Teacher morale has improved greatly. The school budget is still on target with 7-8% EBITDA. **On a combined 7013c basis with the school and church (a financial report which is required by our Lutheran CD), we will have a positive cashflow, - a positive \$176,000 for the year!** The Vestry made sure to show its appreciation and note this great achievement by the School, led by **Dr.**

**Taintor**. He emphasized that: “little steps add up to the biggest accomplishments”. It was also noted that we have a two-year period where we are only paying the interest on the refinanced loan, but it is still a wonderful accomplishment.

3) The Parent’s Association is conducting a fund raiser called RAISE CRAZE. The children are being paid for performing acts of kindness, especially targeting First Responders. We donated artwork to Holy Cross, and our students wrote letters to First Responders and market employees to thank them for keeping markets open. In return grandparents and relatives donated to the children’s cause. The target to raise is \$55K. The money will be used to redo the library, starting this May. All new books, new carpeting and more are planned.

4) Graduates of St. Marks School attend Cardinal Gibbons (the majority), though some go to St. Thomas and some to American Heritage and Pine Crest. Benchmark on Parish School reenrollment is around 84% vs 89% for most Parish Schools. **Dr. Taintor** thinks the School will get to 86% this year.

5) *By Law Review and Indemnification* – The School has approved the indemnification clause. When the Vestry reviews their bylaws the Church needs to approve the same indemnification clause as used by the school. The Church School Committee has been working on the investment CD and PPP-2, in regards of the fee that school pays the church on an annual basis. We chose to follow the 90/10 split between school and church for both CD & PPP-2. The PPP-2 is still a loan has not been forgiven yet so it is sitting in an account. A motion by **Chuck Gregory** to accept the 90/10 School/Church split was made and **Robin Dreyfuss** seconded and it was unanimously approved by the Vestry.

### **Vestry Retreat – Giselle Dorsett**

The theme of the retreat is “**J O Y !**”. **Lori McFadden**, **Tracy Beeson** and **Chuck Gregory** have been brainstorming. It will take place on May 21-22, however in April there will be icebreakers and thought questions to get us going. **Friday May 21** we will meet *via zoom at 7:30 p.m.* On **Saturday May 22** we will meet in person from 9:00 a.m. to 3:00 p.m. at the Church. Looks like we may be dancing! **Giselle Dorsett** showed an adorable youtube of church members dancing to express their camaraderie. Some of the activities will include family and children in an outside event. There is no budget – we will use our own expenses. **Giselle Dorsett** asked us to all get a Christian Tee-shirt with a saying from the Bible. Box lunches are planned; speakers are being found; thank you gifts are being looked for the speakers.

### **Interim Rector Report – Father Johan**

**Terry Gaw** and **Robin Dreyfuss** will spearhead the STEWARDSHIP COMMITTEE, beginning in April. We are expecting more people on the committee who are currently being asked. (One suggestion was Fr. Rob Matheus who spends part of the year in Florida to help). The Stewardship Committee will kick off on April 25, St. Mark’s Sunday to request pledges for the Church Year 2021-2022. Sunday School – has been a big success! There have been 12 children regularly attending. A First Communion will take place on Holy Saturday (April 3). The Sunday School success has led to planning to extend the Sunday School for another 6-week session, (April – May), with hopefully a focus on older children. Church clean-up – this coming Saturday March 27 at noon! Planting flowers and cleaning the church for Easter. **Dr. Taintor** had the idea of contacting high schoolers to help that had once attended St Marks & Junior Honor Society currently at the school- even for acolyting. Our last outdoor service will be March 28, Palm Sunday. **Tracy Beeson** described the success of a St. Mark’s Church service focused on children, inclusive of them sitting at the altar for a portion of the service (that service was conducted at 9:15 a.m.) **Ryan Bruhardt** suggested the worship community needs to address this. **Father Johan** thanked **Mike Mullins** and **Robin Dreyfuss** for the flowers and Easter Cross for Easter. Erik Weiss is our new interim organist for a few months, hopefully thru early summer - a 2010 St. Mark’s graduate. He is contracted thru Palm Sunday. We hope he will stay thru June. He is going to graduate this school. **Father Johan** is also talking with Michael Murray, a well-established organist, as well as others that will need to be contracted. This is a cost, but there is a potential for a chorister program. **Post Meeting:** comments about Parish Hall by **Tracy Beeson** to use it for Homeschooler activities.

**ADJOURNMENT:** meeting was adjourned at 11:30 a.m. (*Next Vestry meeting is 17 April at 10:00 a.m.*)