

St. Francis Episcopal Church  
Potomac Parish  
Vestry Minutes  
October 18, 2011

The Vestry convened on Tuesday, October 18, 2011 at 7:30 p.m. in the Kincaid Library, the Rector presiding. Vestry members present: Ms. Bahar, Ms. Young, Mr. Ellsworth, Mr. Bachman, Mr. Whatley, Ms. Seward, Mr. Baker, Mr. Wilson, Ms. Brinkmann, Mr. Van Egmond, Mr. Gardiner, Ms. Jillings. Not in attendance: Mr. Jannotta. Also in attendance: Mr. Bassett, Ms. Riddle, Ms. Dolan, Ms. Jarvis, and Ms. Tabner Thayer.

The Rector opened with prayer.

### **APPROVAL OF MINUTES**

The Rector noted that the minutes of the September meeting were deemed approved as distributed electronically.

### **FINANCIAL REPORT**

Mr. Bachman distributed a September 2011 year-to-date income statement (attached hereto). Year-to-date revenue continues to be at budget. Expenses, including HVAC and utilities, are largely tracking or below budget, with the exception of building repairs and maintenance, internet and music. Mr. Bachman distributed a year-to-date balance sheet which shows no significant trends despite the expenditure of nearly \$60,000 on new computers and property improvements.

### **PORTFOLIO REPORTS**

Ms. Brinkmann stated that the Stewardship Campaign began with Devar Burbage addressing the congregation at all three services on October 16 and an article in last week's *Sounds*. Clay Hough will speak this week and the Committee is looking for an additional speaker and writer of another article.

Ms. Jillings noted that all of the captains of the coffee teams are returning, and expressed appreciation to Mr. Thai and Barbara Moore for their invaluable behind the scenes help.

Mr. Gardiner reported that the rewiring of the building for the phones has begun.

Mr. Ellsworth stated that a third candidate for the position of Youth Minister from Iowa will visit between November 3-6, and will attend Bible Study, a cook out and Sunday worship, as well as have lunch with the Rector. Shelley Jannotta is now serving on the committee (Mr. Ellsworth, Ms. Bahar, Cathleen Blanton, Pat McNeilly, Craig Windham, and Victoria Ellsworth) because Mr. Jannotta has had extensive travel out of the U.S.

Ms. Seward reported that there will be a food drive for Manna this Saturday and Sunday at the Potomac Giant and volunteers are needed. Please look for an upcoming email.

Ms. Young reported that Stewardship Sunday was well received by the Sunday school students. They made bag lunches for a men's shelter and craft items for the children at NIH. The Communion Enrichment class will be completed on November 6.

Mr. Whatley stated that he will present a proposal for the employee pension plan at the next Vestry meeting.

The Rector noted that because of the damage to the Cathedral caused by the earthquake, there will be no Confirmation in November. St. Francis confirmands will be presented in either February or June 2012. The consecration of the new Bishop of Washington will take place on November 12, and will include an anthem composed by Gary Davison. The Rector has eight tickets available for the service.

### **CONTINUING BUSINESS**

Mr. Wilson distributed a proposed amendment to the lease between St. Francis and St. Andrew's Episcopal School (SAES), attached hereto. The amendment was drafted by SAES and modified by Mr. Wilson. Vestry members should provide their input to the wardens via email prior to November 2.

### **NEW BUSINESS**

The Rector proposed holding the annual meeting on January 29, 2012. Mr. Bachman made a motion, seconded by Mr. Whatley, and passed by unanimous vote to approve that date. The Rector made a motion seconded by Mr. Baker and passed by unanimous vote, to authorize the Rector and the wardens to appoint persons to serve on the Nominating Committee in compliance with the by laws. The Rector noted that one committee member must be a retiring Vestry member, and that while there is not a fixed number of members, we have traditionally had four. The Rector made a motion seconded by Mr. Bachman and passed by unanimous vote, to adopt the three Criteria for Vestry Nominations (attached hereto). The Rector noted that the names of persons recommended by the Nominating Committee to serve as Vestry members will be published by January 1. Persons may then be nominated by a petition with the signatures of 10 supporting members, but there are no nominations from the floor. Vestry members are encouraged to send suggestions to the Rector for persons to serve on the committee or on the Vestry.

Carol Jarvis presented an overview of the 2011 Potomac Country House Tour. Proceeds this year will total approximately \$49,000, compared to \$54,000 in 2010. While income from patrons was higher (\$22,350 this year versus \$16,000 last year), income from ticket sales declined (\$6500 this year versus \$14,000 last year, \$20,500 in 2006 and \$25,000 in 2005) and attendance was down. There will be a wrap-up meeting next week at which time the group will consider Ms. Jarvis' ideas to hold the 2012 tour on just Sunday over the second weekend in October and to charge a small fee for a Saturday night preview party. Ms. Jarvis noted that securing volunteers for an entire weekend of activities has grown increasingly difficult and she suggests that the Vestry secure parking committee chairs, and help enlist volunteers and with publicity. All of the Vestry members thanked Ms. Jarvis for her tireless energy and enthusiasm, and for taking on the roles of chair of PCHT as well as chair of the silent auction and parking.

Mr. Ellsworth closed the meeting with prayer.

The next meeting will be Tuesday, November 15, 2011 at 7:30 pm in the Kincaid Library.

Respectfully submitted,  
Jody Tabner Thayer  
Clerk of the Vestry