

St. Mark's Episcopal Church  
Special Vestry Meeting Minutes  
August 17, 2021

**Present:** Fr. RJ, Bruce Hixon, Jr. Warden; Beth Crowl, Marcia Kiesling, Gene Little, Caroline Willoughby  
**Not Present:** John Wise, Sr. Warden; Linda Deuble, Carol Hayn, Mandy Pelger

The special meeting was called to order with a prayer by Fr. RJ after a quorum was reached at 5:45pm.

The purpose of the meeting was to discuss relocating our office space, to consider the proposed new configuration, and to review expenses for the project. Vestry approval would mean moving forward with the project.

It must be noted that this has been initiated by St. Mark's for the church's benefit. It was not requested by Weaver.

Consideration to move the office is the result of several factors:

- It is sometimes difficult for parishioners to visit the office when school is in session.
- It can be distracting for Katie when children and parents from the school visit the school office for school matters.
- There is an added risk for exposure to COVID for St. Mark's staff.
- The last few rectors have noted that it is difficult to work in the rector's office when school is in session
- Private conversations in the rector's office can be overheard in the outer office.
- During the school day, it is difficult to have meetings in the rector's office due to sound from the classrooms.
- The wall separating the rector's office from the adjacent classroom only goes as high as the dropped ceiling, not all the way to the roof. The sound from the classroom comes in above the wall and through the ceiling.
- Katie has received complaints from parishioners about the office.

The proposed configuration is:

- Move the office space to the former nursery and coat room.
- The current nursery would become the rector's office.
- The current coat room would become Katie's office and a smaller coat room.
- The current rector's office would become the nursery.

Changes that would need to be made:

- Install a window in the portion of the current coat room that would become Katie's office. Code requires two exits.
- Move internet to the new location.
- Install more electrical outlets.
- Make the narthex more inviting and provide places for people to sit while waiting.
- Install a door with windows for the nursery in the former rector's office.

Bids received so far:

- Window in Katie's office - \$7,000
- Internet move - \$2,000
- Electrical: 4 new circuits and 6 outlets - \$6,000
- Dividing wall between Katie's office and coat room, nursery door with window - \$9,000

Concerns expressed by Vestry members were that Katie works from home a lot and this may not be needed, the amount of traffic in the office area from students and parents was questioned, and the overall expense was high and we should get more bids, especially for the carpentry.

The consensus was to not make a decision at this meeting. We will get more bids and then bring it up at the next Vestry meeting when more Vestry members are present.

The meeting was adjourned at 6:13pm with a **motion** by Bruce, seconded by Marcia, and approved unanimously.

Respectfully submitted,

Karen Violand  
Clerk