

St. Margaret's Church Westminster Parish



Vestry Meeting Minutes Monday, April 16, 2007

As Approved at the May 21 2007 Vestry Meeting

1. **OPENING.** The meeting was called to order by The Rev. Mark Wastler at 7:02 PM in the conference room of the Administrative Building. He welcomed all. He asked that item 6 be moved to before Item 5. There were no objections. Jeff Conover offered the opening prayer.

a. Attendance: The Rev. Mark Wastler, The Rev. Stewart Lucas, The Rev. Dina Van Klaveren, The Rev. Nancy White, Beth Knorr-Sr. Warden, George Saroch-Jr. Warden, Gordon Piché-Treasurer, George Breeden-Registrar, Stacia Bontempo, Annie Coble, Jeff Conover, Phil Graham, Jon Hall, Sarah Hyde, Larry Lorton, Marion Pagoota, Steven Roth, Anne Sessions, Howard Shute.

Guests: Jim Hall, Finance Commission; John Sutton, Long Range Planning Commission

b. The Rev. Wastler asked all to remember all those who were dealing with the loss of Aaron Lawson, especially the Munsey-Lawson families and their friends.

2. MINUTES. George Breeden

a. The following amendments were offered concerning the Minutes of the 19 February 2007.

(1) Sarah Hyde has an "h" in her first name.

(2) Add Beth Knorr as an attendee; delete Dina Van Klaveren as an attendee

b. It was moved and seconded to accept the minutes as amended. The motion passed unanimously.

3. TREASURER'S REPORT. Gordon Piché

Quote:

St. Margaret's Church, Westminster Parish Treasurer's Report 16 April 2007

At the end the month of March, we had \$40,057.22 in our checking account to cover our automated payroll system and another \$11,134.13 in our savings account for use to meet budgeted monthly operating costs. After Palm Sunday a deposit of \$11, 181.75 was made and after Easter Sunday, a deposit of \$17, 380.00 was made.

Payroll and bills are being paid under the new system. Jim, Hall, our Finance Commission Chair is handling the change over to the new accountants. As of today there is \$10, 541.92 in the operating checking account and \$50, 413.03 in the operating

savings account. This reflects meeting payroll, paying bills, making deposits, and adjusting amounts between savings and checking.

A financial report for March is being developed by the new accountant firm with additional input from Jim Hall. When the financial report is available, a complete Treasury Report will be developed and made available to vestry members.

Gordon Piché
Treasurer

End Quote

4. FINANCIAL COMMISSION REPORT. Jim Hall

- a. As noted in the Treasurer's Report we are transitioning to an outside bookkeeping firm for payroll, bookkeeping, and financial records.
- b. Finero and DeGeneris were chosen with the transition to the new team at the end of March.
- c. counting of funds on Sundays will still be volunteers. Volunteers are being trained to conduct data entry to enter receipts and expenditures into the computer application.
- d. The net savings under the new system is about \$10,000, but it is dependent of volunteers for data entry.
- e. There were questions concerning the special situation of the annual joust. Jim Hall indicated that the special relationships and arrangements will be maintained but it will take vigilance to do so, since they were not all precisely defined. The Joust Committee and Jim Hall need to review and establish guidelines for the contractor to follow.
- f. It was asked if everything deposited must be entered. Jim hall responded that everything deposited must be entered in ACS PRIOR to deposit. There will be some birthing pains. It is a matter of discipline and some inconvenience.
- g. The Rev. Wastler noted that the transition has taken a lot of Jim Hall's time and he was deeply grateful for the time and effort expended. He thanked Jim Hall for his efforts on behalf of the church.

5. PLANNED MAINTENANCE DISCUSSION. George Saroch

- a. George Saroch reviewed the issues involved with replacement of 4 doors in the Church (2 front doors, 1 bell tower, 1 choir transept). He also reviewed the maintenance plan from 2004 which included replacement of doors. One reason doors are so expensive is that they are custom dimensions. Following discussion **it was moved and seconded to fund \$18,000 from the endowment fund and the remainder, \$15,000, from the maintenance fund. Following further discussion, the issue was approved unanimously.**
- b. Note: The items approved from the endowment are:

- (1) SMDS - \$8,000
- (2) Perk Test - \$1,000
- (3) Honduras - \$19,150
- (4) "Grants"/Missions - \$110,000 (Includes \$5,000 Administrator)
- (5) Church doors - \$18,000

Total remaining available to be budgeted is \$35,296.00.

6. LONG RANGE PLANNING. John Sutton

- a. John Sutton reviewed the selection of James Klote as Capital Campaign consultant and the process of choosing an architect to develop initial concept plans. The top three firms for Architect were narrowed to the Robeson Group, Kerns, and RCG. That was then narrowed to RCG and Kerns. The Commission did follow-up on both. They considered how they used all spaces, how they incorporated "green concepts", and Episcopalian worship. They then directed additional questions to the finalists. After meeting again they selected RCG for the project.
- b. RCG does churches and performance spaces. They have done a Chapel for Annapolis Area Christian School, a Sailing Center, and a Recital Hall among other projects. They seem particularly good at working and creating "memorable" special places.
- c. It was moved and seconded that Vestry authorize the Rector and Wardens to engage RCG for a fee not to exceed 11% of construction costs.
- d. In discussion various other qualifications and projects RCG had worked on were brought out: They are an AIA member; MD School of Nursing, MD School of Law, Flag House, renovation of the Lyric Theater. RCG seemed enthusiastic about the potential of the project. It was brought out that there is a stop point. The first job is to work with the Capital Campaign consultants and develop concept plans. Those plans are at a stopping point based on the results of the feasibility study.
- e. Original motion was the withdrawn and new motion made and seconded: **That the vestry approve the Rector and Warden to enter into negotiations with RCG for Architectural design services not to exceed 11% of new construction costs and not to exceed \$50,000 for design drawings. The motion carried unanimously.**

7. QUESTIONS FROM THE BISHOP SEARCH COMMITTEE. Beth Knorr

- a. The search committee is looking for input by the 21st of April on what the diocese is about. What can you reveal about the diocese?
- b. There was discussion on exactly what was being sought.

8. FOLLOW-UP ON ANTI-RACISIM TRAINING. Beth Knorr

- a. Beth Knorr review the Anti-Racism Awareness Training conducted. Racism is a sin that is embedded deep in the American culture and with in the Diocese of Maryland historically. Awareness must be developed in the parish.
- b. Discussion showed that in the vestry there is awareness of the historical racism. Problem is that “white privilege” is not a concept generally understood or appreciated. All must work to better develop consciousness about this concept and action to be taken. Further work must be conducted and action plan developed to better address the issues within the parish.

9. WARDEN’S REPORT. Beth Knorr

- a. Beth Knorr IS DEPARTING FOR 10 DAYS IN Honduras on the 17th of April.
- b. There will be at least two and possibly three missions to Honduras this summer:
 - 1) 20-27 June - Tela.
 - 2) 7-14 July Teaching Mission
- c. Other Dates:
 - 1) 5 May – Cinco de Mayo celebration fundraiser for Honduras missions at the parish hall.
 - 2) May 11-21 - Director of El Hogar will be in the area

10. RECTOR’S REPORT. The Rev. Mark Wastler

- a. Lent, Holy Week and Easter programs went well. Easter attendance pushed 900-1,000 for 4 services.
- b. Missions Commission. Larry Lorton has agreed to stay on as vice chair. A Chair is hoped to be named soon and the commission is expected to meet within the next two weeks.
- c. Next month the Rev. Stewart Lucas with provide a technology update—where we are and where we hop to go.
- d. .The Rev. Wastler will take a short sabbatical over the summer. He will leave June 10 and return September 4. There will be no replacement; the Rev. Lucas will be in charge in the Rev. Wastler’s absence. The plans are for Rev. Wastler to conduct a “Pilgrimage Across America,” reading, writing, and reflecting on past 4.5 years at St. Margaret’s, where we are going in the future, and to consider different ways to conduct his ministry. Vestry members commented that it was a well deserved professional opportunity. The Rev. Wastler specifically mentioned that no additional finances were needed.

11. ADJOURNMENT. The meeting adjourned at 8:42 PM with the singing of the Doxology led by Anne Sessions.

Submitted by

//s//George L. Breeden, Registrar

Nota Bene: Opening Prayer Assignments

May – Marion Pagoota

June – Jon Hall

July – Steve Roth

August – No Meeting!

September – Sarah Hyde

October – Gordon Piché

November – Larry Lorton

December – Annie Coble

January 2008 – Stacia Bontempo

February 2008 – Phil Graham