

St. Margaret's Church Westminster Parish



Vestry Minutes Monday, April 27, 2009 Approved on Monday, May 18, 2009

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:05pm in the conference room of the Administrative building.

Attendance: The Rev. Lori Lowe, The Rev. Stewart Lucas, The Rev. Nancy White, Bud Billups – Senior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Carol Auer, Leah Drooff, Phil Graham, James Hanrahan, Sarah Hyde, Emilia Nardi, Bob Sanderson, Carly Wilson and Arvilla Wubbenhorst
Guests: Izzy Winn, Barbara Marder, Bates Churchill, Leigh Gruber, Nicole Loney, Kim Morrow

2. Minutes: Stacia Bontempo

The minutes of the March, 2009 meeting were reviewed and approved with the following amendment.

- a) The date at the top of page one needs to be changed from February to March.

MOTION: It was moved and seconded that we approve the April 2009 minutes as amended above. The motion passes unanimously.

3. Treasurer's Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 27 April 2009

At the end of the month of March, there was \$58,406.77 in the Operating Checking account and \$63,047.55 in the Operating Savings account. The Designated account had a balance of \$43,175.85 and the Endowment checking account balance was \$88,798.23. It is noted that as of Friday April 24, there was \$50,767.66 in the Operating Checking account and \$63,047.56 in the Operating Savings account.

On the **income** side of the ledger, through the end of the month of March, we were \$18,575.77 under total YTD budgeted income (*note: YTD = January 1st through March 31st*). Actual yearly income through March 31 was \$165,771.70 against a budgeted income YTD of \$184,347.47.

The major shortfall is in pledges (\$9,662.98); however, there has been a reduction in shortfall from February.

On the **expenditure** side, through the end of March, we have expended \$144,139.51 having budgeted expenditures for the year of \$184,347.93. The line items with the greatest under spending are clergy expenses (\$24,530.48), Christian Education (salaries), Diocesan contribution and Mission Commission. Building and grounds is the only category where expenses exceed budget (\$7,811.92).

The **net total** or bottom-line for the calendar year as of March 31, 2009 shows a net income of \$21,632.19 (i.e., actual income less actual expenses). It is anticipated that the net income will decrease rapidly over the next couple of months, when consideration is given to the areas of under spending.

Gordon Piché
Treasurer

End Quote

MOTION: It was moved and seconded that we accept the April 2009 treasurer's report as presented. The motion passes unanimously.

4. Grants Committee Presentation

- a) The 4 criteria for recommending the mission priorities are 1) to endow the poor and hungry with the means to feed, shelter and cloth themselves, 2) to restore the health to the ill and heal the broken, 3) to promote, preserve and sustain environmental health and good practices, and 4) to improve access to educational opportunities.
- b) 40 parishioners committed to make the grants process work for 2009 between grant committee members and liaisons. The committee is recommending only 9 grants, which is the fewest in our 10 year history. However, the committee is still recommending about the same level of giving as year's prior - \$105,000.
- c) The number of applicants has dropped. There were 36 applicants this year; of which, 3 were pulled out to be handled directly by the Missions Commission. The information and forms are on the web site as well as the criteria for giving. Potential applicants can see, on our web site, who received grants from SMC and how much was given. Out of the 9, 3 deal with children, 5 benefit families, 7 benefit the poor, 1 for elderly/shut in, 2 for the hungry, and 6 deal with the broken.
- d) Those serving on the grants committee no longer serve a term (or 3-year commitment) as in years past. They make a commitment for one year only.
- e) Lori Lowe and Bud Billups commend Joan for her leadership as well as Izzy and the entire committee for their hard work and attention to detail.
- f) 5 of the recommended grant recipients have received a grant from SMC before.
- g) The recommended grants for 2009 are:
 1. Partners in Care, Senior Assistance Program - \$10,000
 2. Episcopal Community Services of MD, Jericho Re-Entry Program - \$12,000
 3. CCD-USA, Inc., Community Based Rehabilitation (CBR) - \$10,500

4. Food Link, Inc., General Emergency Services - \$15,000
5. Carpenter's Shelter, Preventative Health Care - \$5,000
6. Global AIDS Interfaith Alliance (GAIA), Village Women's Microfinance Program - \$15,000
7. St. Francis Pet Education & Training Center, Four Paws for Vets - \$15,000
8. Missioner for National Episcopal Church in the Diocese of Haiti, Teachers Training Teachers - \$10,000
9. St. Luke's Episcopal Church, Food Pantry - \$17,500

MOTION: It was moved and seconded that we approve, with complete confidence in the decision of the grants committee, the list of grant recommendations as presented by the committee totaling \$105,000. The motion passes unanimously.

- h) Izzy Winn will notify all grant recipients immediately.
- i) The lighthouse shelter needs to have proof (a pledge commitment form) by the end of April showing that they will be receiving \$20,000 from SMC in order to complete paperwork due to the state of Maryland. This is money from the endowment that we set aside last year. James Hanrahan points out that the information that we have received from the lighthouse shelter is far more detailed than any grant applicant.

MOTION: It was moved and seconded that we give \$20,000 to the Lighthouse Shelter funded from the endowment. The motion passes unanimously.

5. Personnel Committee Report

- a) The personnel committee submitted a report for April on their current status with maintenance and operations requirements at SMC. One of their goals is to have accurate job descriptions for each staff member (non-clergy). Second, they are trying to get data from other churches regarding how they handle maintenance and care for their physical plants.
- b) Lori Lowe has been noticing how operations at SMC work and don't work. She realizes that once you've been somewhere for a while you stop seeing certain things. Right now, there's no list for the cleaning crew about which jobs need to be completed on our campus. There needs to be some accountability. We will discuss this further in May. Currently, the cleaning crew comes 2 nights a week. The personnel committee is looking at what needs to be done, who should do it and when they should do it with some input from Lori.
- c) James Hanrahan points out that every issue that we've discussed as a vestry this year deals with transitioning from a pastoral to corporate church.
- d) Lori points out that we can preserve the personality of our church but still improve the systems and functionality of operations at our church.
- e) A parish this size can use the resources that we have instead of trying to find volunteers to do everything we need done. Where's the balance between using volunteers and paying for services? This is a good discussion for us to have in the near future.

6. Old Business

- a) Buildings and Grounds: The bridge on the playground equipment had a cable snap when a child was on it. The child was not injured and the playground equipment provider has been contacted. The sound system is a bit behind schedule but the wiring will proceed so

painting can begin on May 18. The floor will be done during the summer and will be the last thing done inside the church for a while. The programmed timing device for the air conditioning in the church needs to be reprogrammed. A staff member will be trained how to do this.

- b) The environmental commission will be doing a walk through to see how we can conserve energy at SMC. They will make recommendations to the Building & Grounds commission.

7. New Business

- a) The plans for Pentecost and the parish picnic were discussed today at the staff meeting. It was determined that we need some safe and secure platforms for outdoor events as well as for events in the Parish Hall. The platforms in the parish hall are quite old and they are not portable. James has looked into portable and storable platforms. Four 4'x6' black platforms (16" high) plus a 2-step stair would cost \$2,068 plus shipping. It would give us an 8'x12' stage. They could possibly be stored in the closets in the parish hall. It would be great to have them by the end of May for Pentecost. It could be used by the day school, Sunday school, music, etc.

MOTION: It was moved and seconded that we approve the request to purchase platforms for an amount not to exceed \$3,000. The motion passes unanimously.

8. Warden's Reports

- a) After the meeting of vestries at St. Luke's church in March, St. Luke's appointed someone at their parish to keep the communication lines open between St. Luke's and the other area parishes. Stacia Bontempo will be the communication liaison at SMC with the other area parishes. Other churches will be appointing representatives at their parishes as well.

9. Clergy Reports

- a) Stewart Lucas: The diocesan convention is later this week in Hunt Valley. Our delegates are Christiana Holyer, Spencer Johnson and Jim Knorr. The 2 alternates are Maggy Cullman and John Williard. 70 people have signed up to go to the day school auction on May 2. There were 40 people at last Saturday's newcomer's dinner. On May 17, we will have our graduating senior send off. Finally, Tommy Bowers did the new signs on the glass doors and they look really great.
- b) Lori Lowe: She thanks us for making her feel welcome at St. Margaret's and reports that her husband Bill is progressing nicely. She is hoping that in 2-4 weeks she'll get him to Annapolis. Bruce McPherson and Lori have been communicating about our rector search process. At the June meeting, we'll discuss how the vestry can align themselves with different commissions at SMC. The baptismal font has been moved near the entrance of the church. It was not in a good place, since it affected the procession and it could be knocked over. In the early church, it was always placed at the entrance of the church. We'll have a Day School report and Missions Commissions discussion at the May meeting.

10. ADJOURNMENT. There being no objections, the meeting adjourned at 9:30pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

May, 2009 – Jerry Smith

June, 2009 – Phil Graham

July, 2009 – Missy Kelly