

# St. Margaret's Church Westminster Parish



## Vestry Meeting Minutes Monday, August 20, 2007

As approved at the SEPTEMBER 17, 2007 Vestry Meeting

1. **OPENING.** The meeting was called to order by Senior Warden, Beth Knorr, in the absence of the Rector at approximately 7:05 PM in the conference room of the Administrative Building. She welcomed all. Stacia Bontempo offered the opening prayer.

Attendance: The Rev. Stewart Lucas, Associate Rector, The Rev. Dina Van Klaveren, Assist to the Rector, Beth Knorr - Senior Warden, George Saroch - Jr. Warden, Gordon Piché-Treasurer, George Breeden-Registrar, Stacia Bontempo, Betsy Lefler, Jon Hall, Larry Lorton, Steven Roth, and Howard Shute.

### 2. **MINUTES. George Breeden.**

The minutes of the July 2007 meeting were reviewed. The following amendments were offered:

Para 1. Attendance – delete Stacia Bontempo, was not present.

Para 3b. Change “MGD” to “MDG”

Para 4e. Change “...Commission was try to get...” to “...Commission was trying to get...”

Para 5b. Delete last sentence which reads “Architectural Room Acoustics design and Sound System Design are included in their initial Not to Exceed estimate of \$18,050.00.”

Para 5c. Delete second bullet “Architectural Room Acoustics design and Sound System Design are included in their initial Not to Exceed estimate of \$18,050.00.”

Para 8a. Second Bullet. Change period after \$400 to a comma and add “for St. Margaret’s Day School.”

**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  
20 August 2007**

At the end of the month of July, we had \$28,064.50 in the operating checking account and \$18,081.76 in our operating savings account for use to meet budgeted monthly operating expenses.

On the income side of the ledger, through the end of the month of July, we are running short \$37,111.78 in total revenues, an additional short fall of \$8696.52 from June. This figure is primarily due to a deficit of \$17,752.77 in anticipated pledge payments and an \$11,894.05 shortage of expected donations. There has been no income from fund raising as had been anticipated (deficit is \$4,083.). Total income through July 30 is \$369,471.57.

On the expenditure side, we are under expended by the amount of \$19,204.69 having anticipated expenditures of \$398,389.99 against actual outlays of \$379,185.30. Expenditures are within expectation across the board in each expense category. It should be noted however that Building and Grounds is well over budget in church electric and contract building service but it is currently offset by not paying for a budgeted Sexton. Additionally, Nursery Care Salaries are currently \$7,462.10 over YTD budget that is \$2,462.10 over Annual Budget.

The net total or bottom line through 31 July is a deficit of expenditures over receipts of \$9,713.73 for the year to date. The financial health of St. Margaret's through the end of July is good, but we are experiencing the usual summer slow down of income.

Gordon Piché  
Treasurer

End Quote

Various questions were posed concerning the report.

- a. Beth Knorr wanted to know how Child Care could be so over cost. Discussion centered on probable incorrect entries and double entries.
- b. George Saroch pointed out that Buildings and grounds remain significantly over budget in Utilities. Usage has been cut significantly, but unbudgeted repairs to electrical items and overload protection installation were significant. The janitorial services salary were also not figured into the budget because they were to be replaced by the sextant funding, which has not been funding, off setting the expenditure.
- c. Beth Knorr asked George Saroch and The Rev. Lucas to provide a plan for expenditures.
- d. The Rev Lucas said that on the upside, the usage of the Parish Hall is up. It will be investigated if we should raise our fees for use of the Parish Hall.
- e. George Saroch pointed out that last year at the same time we were \$38,000 over expended, while this year with a larger budget, we are only \$18,000 expended.

The Treasurer's Report was accepted as presented.

#### **4. MISSIONS COMMISSION UPDATE. Betsy Lefler**

##### a. Report

1) The commission's discussion on the budget and endowment with Jim Hall was very fruitful. The MC has decided, with Jim's guidance, to ask the Vestry that its endowment allocation for 2007 be carries over to 2008. The carryover needs to be addressed in a resolution to continue the carryover into next year.

2) The commission is starting to work on the budget. Larry Lorton will be heading up this effort. Operating funds are a small part of their concern, as the larger funding stream is associated with the endowment funding of grants. The grants allocation is estimated typically in December and is finalized in January or early February. Beth Knorr explained that the commission should expect to present a plan for grants disbursement for approval to the vestry, typically in January or early February. The vestry typically votes on the Budget in early January, prior to the Annual Meeting.

3). Grants requests will be sought by the end of the summer. Izzy Winn is working on the publicity for the grants request for proposals campaign.

4). The commission has developed new forms which update the grants process, reflecting the priorities the Vestry has established in the community, nation, and world. They are also looking at a new short form for contingency events such as hurricanes, natural disasters, and "no warning" events such as emergency response to a house fire or injury. This latter they hope could be for \$1,500 or similar sum, be on the web, with contact information, and feedback for reporting use. There is a need in all events to have a paper trail to be both responsive to emergent situations and responsible stewards.

##### b. Discussion.

1) The Rev. Lucas indicated it was important for lay people to feel they can address emergent needs in a significant way. Clergy can do some things with their discretionary funds, but this gets the whole parish in the participation.

2) Beth Knorr said she thought it was a great idea, but it had best be publicized through more means than just the web. Need to let people know. New procedures need to be publicized in multiple media environments. It helps lay people feel helpful at the parish level.

3) Betsy Lefler also stated that they are investigating asking sponsor groups to seek volunteers as well as financial support on forms. This would help show the volunteer effort as well. Even Honduras fits under the Mission Commission and they are seeking to get a steering committee formed to advise the commission on the various facets: El Hogar, the Farm, Tela, and other opportunities. We have teaching, medical, physical labor, but there may be other needs and places to address.

4) The Rev. Lucas also pointed out the there is significant clergy involvement in Honduras, as the Rev Wastler is on the oversight board.

5) Larry Lorton also pointed out that there are other ministries as well, such as the Maritime Ministry of Bishops, to which St. Margaret's contributed.

6) Beth Knorr again emphasized that we need to follow-up and make everyone aware of the mission and outreach at St. Margaret's. We have discussed the need for better organization and discussion of opportunities for involvement. We must make the parish aware of the opportunities for volunteering, not just the opportunities to expend money.

## **5. LONG RANGE PLANNING. George Saroch for John Sutton**

a. George Saroch passed out the Statement provided by John Sutton:

Quote:

The Long Range Planning committee met with the architects, RCG, to see a revised facilities plan. It was extremely helpful that they were able to consult with the pipe organ company in the last few weeks.

RCG is doing beautiful work but they did not bring the cost down as much as we would have liked. There are two cost issues. One is square-footage. The other is cost per square foot.

Until now, the cost per square foot was estimated using rough rules of thumb. RCG suggested bring in a cost-estimator to get a more accurate number given the plan and suggested building materials. St. Margaret's will also find a construction manager to provide an independent cost-estimate based on RCG's plan. The construction manager will look at alternative materials and building methods as a way of saving money. We will then go through a process to reconcile the two estimates.

RCG has been asked to come back with one more set of drawings. Their instructions are to give us plans and costs for the small step we can take to build a new sanctuary without compromising the overall vision and plan. We expect that back in two weeks.

Work on the feasibility study (secretary note: for the capital campaign) begins the week of September 10. Focus group leaders will be trained by Monday the 10<sup>th</sup> by our capital campaign consultant, Jim Klote. The first presentation is to the Vestry on Thursday, 13 September, at 6:30p. There are focus group meetings scheduled for Sunday the 16<sup>th</sup> after each service, Tuesday evening the 18<sup>th</sup>, Sunday the 23<sup>rd</sup> at St. Margaret's and at Camp Wright, and after the 9 and 11:15 services on Sunday the 30<sup>th</sup>. The presentation will be made to large groups, such as the choir, as well.

Klote will also begin talking with the stewardship committee on how the capital campaign and the stewardship campaign will work together. Jim Hall will be speaking with Klote about cash flow from the capital campaign. As previously

discussed we will need to get a line of credit to cover some costs before the capital campaign money is available to spend.

John Sutton  
End quote

b. Discussion:

- 1) Beth Knorr noted that the Finance Committee needs to meet next week to address the Line of Credit issue.
- 2) George Saroch noted that it could be from a bank or from our endowment.
- 3) Beth Knorr interposed at this point to announce the results of the email vote on the Organ consultants. The motion was proposed by Stacia Bontempo and seconded by Jeff Conover:

**That the Vestry engage Schoenstein and Company (organ consultants) for the initial phase of the project for \$ 5, 000.00 fees and travel not to exceed \$3,000.00.**

**That Vestry engage Riedel and Associates for the acoustic engineering and sound system design for the project. The initial consultation will be done for a "not to exceed" \$7,125.00 plus travel expenses.**

**The motion carried with 8 yeas and 1 abstention, with the remainder of the Vestry not voting.**

Beth Knorr announced that following the vote she had signed the contract. She said the consultants had worked with the architects in revising their concept designs.

- 4) Returning to the issue at hand, Betsy Lefler wanted to know why there was a disconnect between the budget and the architect's estimate. George Saroch responded that the "budget" was an estimate based on our preliminary idea of how much we could raise on the capital campaign, not a set budget. Things that have led to growth include the architect's use of commercial grade materials and the decision to avoid a large auditorium-type design. Betsy Lefler reiterated that her concern was we specified \$3.5-4 million and there estimate is much higher. Should we really be committing to this?
- 5) Beth Knorr responded that we will only spend some of the line of credit. We want a presence that will be respected in a 100 years, not something clunky. We are asking them to bring the cost down. We are not yet committed beyond initial costs for the study and concept
- 6) George Saroch said that Klote believes there is the potential to raise between \$5-7 million and it could go as high as \$10-15 million.

- 7) Stacia Bontempo wanted to know if the organ was part of the \$5-7 million estimate, to which George Saroch replied 'No.'
- 8) One vestry member at this point queried whether this seemed like a "bait and switch scam."
- 9) Larry Lorton expressed his uneasiness over the issue of hiring a management consultant to provide alternatives to the cost-estimator provided by RCG.
- 10) The Rev. Lucas said that the Long Range Planning Committee has concerns over the design concept as well.

#### **6. COMMUNICATIONS TECHNOLOGY REPORT. The Rev. Stewart Lucas**

In the interests of time, The Rev. Lucas said he would address the issues in the Associate Rector's Report.

#### **7. WARDENS' REPORT. Beth Knorr**

- a. She thanked Anne Sessions for heading up the Joust effort and handed out a written summary of the Joust events entitled "Updated Report on Joust and Crafts Faire 2007."
- b. Beth Knorr handed out a letter from the auditors recommending several actions to be discussed and implemented.
- c. Beth Knorr thanked the Revs. Stewart Lucas and Dina Van Klaveren for carrying out a superb program during the summer while the Rev. Wastler was on sabbatical.
- d. Dates:
  - 24-26 August: Family weekend at Claggett
  - 9 September: Rev Wastler returns.
  - 13 September: Presentation to the Vestry on the building project and campaign
  - 16 September: First Focus Group Meetings
  - 17 September: Vestry meeting
- e. Beth Knorr asked that we keep Rev. Nancy White in our prayers, as she is still very weak. The Rev. Lucas said that doctors had changed diagnosis several times but there is no evidence that it's related to a cardiology problem. She is very tired and frustrated at the present time.

#### **8. CHRISTIAN FORMATION. The Rev. Dina Van Klaveren**

The Rev. Dina Van Klaveren reported that the Youth Program is 80% staffed. Christian formation is ready for the fall. We have a second EFM class which says something very positive about St. Margaret's commitment to the program. She also said the 9 September date will be a parish celebration and social gathering in the parish hall. Pete Nardi is putting together a power point presentation for the event.

**9. ASSOCIATE RECTOR'S REPORT. The Rev. Stewart Lucas**

- a. Technology. The web site is up. It's exciting. Sermons are being posted. We will want to put other things up as well. We need to get all involved.
- b. There will be four baptisms next Sunday; The Rev. Bee Billups will help out.
- c. Joan Rich and Karen Gosnell have been great as volunteers filling in for Ruth who is away. He believes this highlights the need to put a second administrative support person ahead of the sextant for next year's budget. Stacia Bontempo did a great job in turning around the newsletter.
- d. We have gotten some feedback. It seems the 55 and over group feels that the effort has been lost to reach out to them and the elder population in general. We met with 8 of them recently and they are delighted to be involved. Some are unable to hear during the church service which means we may need to visit the acoustic projects for the church again.
- e. September is going to be a crazy month. Letters are going out with the schedule for the focus group meetings and there will be questions. Be prepared to respond.
- f. Beth Knorr stated that the next Newcomers meeting is September 29. Some Vestry are expected to attend.
- g. The Rev. Lucas stated that Day School starts August 27.

**10. ADJOURNMENT.** The meeting adjourned at 8:50 PM with the singing of the Doxology led by Howard Shute.

Submitted by

//s//George L. Breeden, Registrar

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*Nota Bene:* Opening Prayer Assignments

September – Sarah Hyde  
October – Gordon Piché  
November – Larry Lorton  
December – Annie Coble  
January 2008 – (Volunteer needed)  
February 2008 – Phil Graham