



St. Margaret's Church Westminster Parish

Vestry Meeting Minutes Monday, February 23, 2009 Approved on Monday, March 23, 2009

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:10pm in the conference room of the Administrative building. Leah Drooff offered the opening prayer.

Attendance: The Rev. Lori M. Lowe, The Rev. Stewart Lucas, Bud Billups – Senior Warden, Gordon Piche – Treasurer, Steve Brennan, Leah Drooff, James Hanrahan, Bob Sanderson, George Saroch, Jerome Smith, Carly Wilson and Arvilla Wubbenhorst.

2. Minutes:

The minutes of the January, 2009 meeting were reviewed and approved with no amendments.

MOTION: It was moved and seconded that we approve the January, 2009 minutes with no changes. The motion passes unanimously.

3. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish
Treasurer's Report
23 February 2009**

At the end of the month of January, there was \$80,376.94 in the Operating Checking account and \$22,997.72 in the Operating Savings account. The Designated account had a balance of \$43,924.64 and the Endowment checking account balance was \$90,431.71. It is noted that as of Friday February 20, there was \$51,300.71 in the Operating Checking account and \$62,997.72 in the Operating Savings account.

On the **income** side of the ledger, through the end of the month of January we were \$11,026.55 under total YTD budgeted income (*note: YTD = January 1st through January 31st*). Actual yearly income through January 31 was \$50,422.54 against a budgeted income YTD of \$60,449.09. There was a shortfall in every income category.

On the **expenditure** side, through the end of January, we have expended \$39,059.74 having budgeted expenditures for the year of \$61,449.47. The line items with the greatest under spending are salaries (as expected) Christian Education (zero expenses), Mission Commission (zero expenses) and we have not paid our Diocesan Pledge.

The **net total** or bottom-line as of January 31, 2009 shows a net income of \$11,362.80 (i.e., actual income less actual expenses).

Gordon Piché
Treasurer

End Quote

- a) Lori asked if the Treasurer's report is approved at every meeting. Gordon answered that the report is submitted by not necessarily voted upon.
- b) Gordon reported that expenditures were less because of salaries that were not paid.
- c) When do we pay the diocesan pledge? March. Lori comments that we can pay the diocese on a monthly basis.
- d) Bob Sanderson wanted to know how items are budgeted and if we anticipate expenses that are known. Gordon comments that we usually pay bills as they come in. George Saroch remarks that new vestry members are frustrated when we flat line the budget expenses, as variations in monthly income and expenses make it difficult to determine whether we are ahead or behind in certain budget lines. Overall salaries tend to drive the budget making an argument just to flat line budgets. Lori comments that insurance and pensions are paid quarterly.

4. Endowment Budgets for 2008 and 2009

- a) Lori recommends that we stop talking about the endowment budget as 2 separate budgets. We need to decide what to do with the money we have. She suggests that we need to be clear about how we're going to spend that money by September 31st. With \$130,000 for the 2009 Mission Commission Grants that leaves \$262,000 left for the vestry for building and grounds.
- b) Gordon Piche explains to Lori the history of our endowment and how it is used.
- c) Lori repeats that there are 2 issues: there is a pool of money and the vestry has to decide what to do with it.
- d) The Mission Commission receives about \$130,000 for grants, \$13,000 for an operating budget and a line item of \$12,000 for Annapolis Area Ministries. We need to review with the Mission Commission, more specifically the Grants Committee, what happens to funds not spent in a calendar year. Do they revert back to the endowment? There is agreement that the presentation by George Tolley to the vestry in 2008 met with complete approval of the vestry. The additional request of \$20,000 for the Light House Shelter was discussed. The funds have been set aside, but no further action will be taken until the Vestry and the Mission Commission jointly review the process. The merging of the Grants and Mission Commission document needs to be reviewed.
- e) Lori reports that \$392,000 is available from the Endowment interest and we need to make a plan before the March meeting on how to use it.
- f) Jerry Smith says there are restrictions on the use of the interest on the original endowment funds that it is not to be used for maintenance.
- g) It was recommended that Gordon, Stewart and Jim Hall meet with Lori to explain how the endowment works. Clarity on the endowment funds should be reached within the next 2 weeks.

MOTION: It was moved and seconded that the vestry approve the additional \$5,000 for the sound system, so the equipment can be ordered. The motion passes unanimously.

5. Rector Search and Profile

- a) Bud reports that a draft of the parish survey will be going out shortly to the congregation. He states that hiring a consultant for the search is a good idea. He suggests that we use a small portion of the budgeted full-time Rector's salary to hire Bruce McPherson.
- b) Carly Wilson is on the Profile Committee and she reports that the profile will be on line and there will be some hard copies of the profile available as well.
- c) Bob suggests that we see what Bruce McPherson's contract spells out and then go ahead with a plan. Lori says that the first step is to get a consultant on board.

MOTION: It was moved and seconded that the vestry authorize the Senior Warden to utilize up to \$20,000 to hire a search consultant and create a travel budget for our Rector search. The motion passes unanimously.

6. Clergy Report

- a) Lori Lowe describes upcoming changes or additions such as Liturgical Worship and Polish; Wednesday night Eucharist at 6:00pm starting Easter week; Holy week Eucharist every night; Thursday night agape, foot washing; Friday, Faure Requiem; and Easter Eve, Pascal Vigil.
- b) Lori will go to Atlanta for her husband Bill's surgery on March 3, hoping to return on March 7. She hopes Bill can return by Easter.
- c) Stewart submits the 2009 Report of Episcopal congregations and Missions (otherwise known as the Parochial Report) showing we are the fastest growing parish in the diocese.

MOTION: It was moved and seconded that the vestry approve the Parochial Report and that the vestry send a note of thanks to Ruth McDaniel and Jim Hall for their hard work. The motion passes unanimously.

7. Warden's Report

- a) Bud Billups thanks all who participated in the vestry retreat.
- b) St. Luke's Church has invited us for a vestry 'get together' at 6:00pm on March 8th. Bud will send the invitation to find out how many of us can attend.
- c) A Worship Planning Committee will meet to prepare for Easter. An email will be sent on March 16th to involved groups, such as ushers, altar guild, acolytes, coffee hour, etc.
- d) A housing allowance for Lori is brought before the vestry for \$35,000, in keeping with the code.

MOTION: It was moved and seconded that of the total compensation paid to The Reverend Lori M. Lowe for calendar year 2009, \$35,000 is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code. The motion passes unanimously.

8. New Business

- a) Bob Sanderson asks about assignments for the various vestry members. He volunteers to be youth liaison. Lori says we will address vestry assignments at another meeting.

9. Old Business

- a) We will discuss the budget surplus at the next vestry meeting.

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

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

February, 2009 – Leah Drooff

March, 2009 – Missy Kelly

April, 2009 – Steve Brennan

May, 2009 – Jerry Smith

June, 2009 – Phil Graham

July, 2009 – Stacia Bontempo