

St. Margaret's Church Westminster Parish



Vestry Meeting Minutes Monday, January 12, 2009 Approved on Monday, February 23, 2009

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

Attendance: The Rev. Stewart Lucas, Bud Billups – Senior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Steve Brennan, Jeff Conover, Leah Drooff, Phil Graham, Sarah Hyde, Missy Kelly, Larry Lorton, George Saroch, Carly Wilson and Arvilla Wubbenhorst

Guests: The Rev. Lori Lowe and Jim Hall

2. Introduction of Lori Lowe

- a) Each vestry member introduced themselves to Lori with a short history of their years at SMC.
- b) Lori told us a bit about herself. She grew up Southern Baptist and became Episcopalian as a teenager. She has 3 grown children, with one living in Northern Virginia. She was ordained in 1986. She's been at a number of churches in Georgia and was an interim in Columbus. She's been at St. Mark's Episcopal Church in LaGrange, GA for 13 years. She was married to her husband, Bill, in 2000.
- c) Lori signed the Interim Rector letter of agreement for SMC in front of the vestry.

3. Minutes: Stacia Bontempo

The minutes of the December, 2008 meeting were reviewed and approved with the following amendments.

- a) The motion the passed under item #4 will be revised to say, "It was moved and seconded that we approve the balanced budget with an expense and income budget of \$737,346 as presented for 2009 with the understanding that it may need to be revised in future months." The actual dollar amount was added to this motion.

MOTION: It was moved and seconded that we approve the December 2008 minutes as amended above. The motion passes unanimously.

4. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish
Treasurer's Report**

12 January 2009

At the end of the month of December, there was \$88,209.05 in the Operating Checking account and \$22,987.96 in the Operating Savings account. The Designated account had a balance of \$46,478.74 and the Endowment checking account balance was \$88,431.71. It is noted that as of Friday January 9, there was \$72,936.78 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of December we were \$3,847.89 under total YTD budgeted income (*note*: YTD = January 1st through December 31st). Actual yearly income through December 31 was \$739,954.11 against a budgeted income YTD of \$743,802.00. There was \$1,050.00 in donations received during the month of December; however, the Donations line item continued to grow short of YTD budget, standing at a negative \$37,263.00 (\$12,737.00 vs. budgeted \$50,000.00). Income from pledges ended the year short of budget, with a short fall of \$13,868.89 (\$608,752.11 received vs. budgeted \$622,621.00). The deficit from pledges decreased significantly during the month. Plate offerings ended the year well above expected at \$48,029.88, which exceeds the budget estimate for the whole year by \$28,029.88.

On the **expenditure** side, through the end of December, we have expended \$713,862.40 having budgeted expenditures for the year of \$742,804.00. No one line item within any of the cost centers shows an unusually large or unexpected delta from budget. It is noted that two factors largely contributed to our under expenditure of planned spending. In October our Rector departed and also in October the Vestry directed that the remaining balance for the loan (\$230,000) taken from the invested Endowment several years ago to update the Parish Hall would be paid from the Endowment Checking Account, thus eliminating the monthly debt service payment. In November a check for \$196,890 was returned to the invested Endowment. Bequeaths from the estates of Charlotte Duncan, George and Jackie Caltrider and Polly and Hamilton Wilson received by St. Margaret's for unrestricted use toward the building and grounds enabled this action. Likewise these bequeaths provided for the purchase and installation of the much-needed temporary classrooms.

The **net total** or bottom-line for the year ending 31 December 2008 shows a net income of \$26,477.01 (i.e., actual income less actual expenses). This figure combined with the \$22,987.96 in the Operating Savings account gives the Church over \$49,000 in un-obligated funds to start the New Year.

Gordon Piché
Treasurer

End Quote

5. Operating Budget for 2009

- a) A couple of adjustments have been made to the 2009 budget, which shows an increase of just \$45. Most of the adjustments were made to building and grounds. The property manager's position was adjusted from \$10k to \$12.5k to reflect additional hours and an hourly wage increase, which had not happened for several years.

- b) \$616,298 is the current pledge commitment for 2009. There are still several families that haven't pledged that did so in 2008.
- c) What do we do with the surplus revenue from 2008? This will be discussed at future meetings.
- d) We need to present a balanced budget to the parish on Sunday and we're currently about \$6,000 under in our income budget. We under projected the special offerings' revenue for 2009. We could increase the revenue projection for special offerings by \$6,000. Of course, the state of the economy could hurt special offerings this year. Our current budget is very conservative. We are not seeing the hurtful signs of the economy at SMC like many other parishes are in the diocese. That said we've still been very conservative with the budget for 2009.

MOTION: It was moved and seconded that the expense budget for 2009 will show an increase of \$45 for a final budget of \$737,390. After discussion, the motion was amended to increase the revenue budget to \$737,390, so that the 2009 budget is balanced. The motion passes unanimously.

6. Rector Search

- a) Spencer Johnson is working with his committee (Profile Committee) on the profile of our parish.
- b) The first step for the search committee is to name a chair and give him/her 'marching orders.' Do we want the search committee to bring the name of a final candidate or the names of 2-3 candidates for the vestry to choose from? Lori recommends talking to a diocesan consultant about what they recommend. A third way is to recommend 3 candidates in an order to give the vestry a choice. She also recommends that the vestry not vote but reach consensus on a candidate so there are no winners or losers in the parish. Most likely, we will bring a consultant in very early in the process.

7. Clergy Report

- a) Stewart Lucas is delighted to have Lori join him in ministry at SMC.
- b) Nancy White's surgery went very well today and she sounds very good. She'll go to rehab later this week. Please keep her in your prayers.
- c) Ruth McDaniel has moved her space to Dina's old office this week for more privacy due to her financial responsibilities.
- d) A part-time Christian Education position and a part-time administrative position are in the 2009 budget. We'll move ahead with hiring these positions.
- e) The annual meeting is this Sunday and Stewart is getting the packet finalized. Stewart will prepare some words for the parish.
- f) Dibble Hammer has put together a time and talent survey for the annual meeting to try to get some more volunteers in our parish.
- g) Stewart will attend the Endowed Parish Conference (for resource-sized parishes). It's a 4-day conference in New Orleans this year (March 4-7). We did not officially attend last year – Stewart went as a guest. It's \$400 to join this organization as a trial member and he would like to try this organization. It would be an excellent resource for SMC. Stewart needs \$400 to join and has continuing education funds to support his trip to this conference. This will benefit the endowment fund and how it's used. About \$6k is

allocated each year for administration. That is currently used to cover the grants administrator position. That amount should increase to support our membership in this organization as well as attendance at their annual meeting. Lori recommends that Stewart not use his continuing education funds for this trip; she recommends that this should be funded out of the endowment, since this benefits the endowment. Stewart needs to be registered by February 8. Stewart will attend with 1-2 other appropriate persons from SMC.

- h) The sound system plan will be finalized tomorrow. We need to take better care of our buildings. The carpeting needs to be replaced in the church with something else. The soft pine flooring is getting damaged by high heels, etc. Mold/mildew is growing on some of the walls. The wood parts of the parish hall are peeling. The doors of the parish hall are in rough shape, especially the back and side doors. Stewart has collected some estimates. Interior church painting - \$13,000; Exterior painting of parish hall, doors, day school rake boards - \$6,000; hardwood floors in church (oak, prefinished but not notched, refinishing pine flooring around altar; new flooring in sacristy) - \$27,000. A carpet runner would cost about \$4,000. New carpeting for the whole church runs \$8-10,000. New right transept chairs are \$2,500 and lighting updates for the altar and choir transepts runs \$2,500. On another note, it's hard to put the correct sound system in if we don't know what the flooring is going to be. Our focus should be to beautify the space for the glory of God. In addition, we need to polish our space up before our rector search is off and running.
- i) Phil Graham reports the mildew issue in the church is caused by turning the air conditioner off and on for services, especially when the church is overcrowded. The current paint job is about 20 years old, and it's been patched many times. The new paint would have a mildicide to prevent future mildew.
- j) The Junior Warden has a 'to do' list as well that should be considered (sealing driveways, etc.). However, he supports Stewart's list of items, since they've been on a 'to do' list for a long time. We have not funded the maintenance plan this year, so should we contribute to that instead? That needs to be explored at a future meeting.
- k) We rolled over \$27,000 from the 2008 endowment budget, plus we have \$190,000 from the endowment in 2009. This does not include the surplus in the operating budget from 2008.

MOTION: It was moved and seconded to spend up to \$6,000 for painting the exterior parts of the Parish Hall, refinishing 2 Parish Hall doors and painting the Day School Rake boards. The motion passes unanimously.

8. Warden's Report

- a) The Junior Warden will be unable to attend the Annual Meeting this year.
- b) Bud Billups reports that The Rev. Bruce MacPherson (an interim at another church in the diocese) will facilitate the vestry retreat this year. At the retreat, we should discuss our capital needs and how we address this issue in the future, since we suspended the capital campaign over a year ago. We need clear decisions by our group on how we want to move forward. We also need to know this before we hire a new rector.

- c) Lori recommends that the leaders of the parish need to propose a plan for growth instead of taking a vote by the parishioners, which is one reason why our capital campaign fell apart.
- d) Bud thanks George Saroch, Jeff Conover, Leah Drooff and Larry Lorton for their service on the vestry. This is their last meeting this year. George Saroch will remain as Junior Warden and Larry Lorton will remain as Personnel Chair.
- e) There will be a vestry meeting in February held at the end of the vestry retreat instead of the 3rd Monday night in February.

9. Old Business

- a) Why are we looking at three years of budget numbers from the endowment? We need a group to come together to look at this budget to make a suggestion on how to work through this in the future.
- b) We also need a group to prioritize 'projects,' so that we can make informed decisions on how to spend any surplus.

10. New Business

- a) There was no new business presented.

11. ADJOURNMENT. There being no objections, the meeting adjourned at 9:24pm 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