

# St. Margaret's Church Westminster Parish



## Vestry Meeting Minutes Monday, July 16, 2007

As approved at the August 20, 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. Steven Roth offered the opening prayer.

Attendance: The Rev. Stewart Lucas, Beth Knorr - Senior Warden, George Saroch - Jr. Warden, Gordon Piché-Treasurer, George Breeden-Registrar, Jeff Conover, Phil Graham, Sarah Hyde, Betsy Lefler, Larry Lorton, Marion Pagoota, Steven Roth, Anne Sessions, and Howard Shute.

2. **MINUTES. George Breeden.**

The minutes of the June meeting were reviewed. Paragraph 3a preface to Treasurer's report was held to be incorrect and it was recommended that it be deleted. **It was moved and seconded to accept the minutes of the June 16, 2007 meeting as amended, deleting paragraph 3a. The motion passed unanimously.**

3. **TREASURER'S REPORT. Gordon Piché**

Quote

At the end the month of June, we had \$8,042.41 in the operating checking account and \$57,980.51 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 June, we are running short \$28,415.26 in total revenues. This figure is primarily due to a deficit of \$13,114.60 in anticipated pledge payments and a \$9,209.33.00 shortage of expected donations. There has been no income from fund raising as had been anticipate (deficit is \$3,500). Total income through June 30 is \$320,084.75.

On the expenditure side, we are under expended by the amount of \$34,871.14 having anticipated expenditures of \$355,786.54 against actual outlays of \$320,915.50. Expenditures lag mainly in Clergy expenses (\$12,830.66), Administration (\$13,147.26), Mission (5,766.42) and Worship (\$6,226.68). All other categories are within plus or minus \$2,000.

The net total or bottom line through 30 June is a deficit of expenditures over receipts of \$830.75 for the year to date. The financial health of St. Margaret's through the end of June appears to be quite good!

Please note that the earlier financial and treasurer's reports were not as accurate as they were missing data from the months of January, February, and March. Those omissions have been corrected with the June financial report.

Gordon Piché  
Treasurer  
End Quote

- a. The Treasurer's Report was accepted.
- b. Beth Knorr wanted clarification of the Treasurer's report in the June Vestry Minutes regarding the payment of the MDG goal. Since the money had not been allocated, how could it be over-expended?

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

Quote (per provided text)

- a. The Missions Commission met on June 19, 2007. The Commission reviewed its purpose, priorities, and procedures as approved by the Vestry in November 2006.
  1. To fund the Annapolis Area Ministries \$4,000 and "Camp Allen" Apartments camp \$500, to be drawn from the operating budget;
  2. To finalize ASAP a short-form request and approval and report-back process for Missions requests that do not warrant the more detailed existing process;
  3. To establish working groups to assess and make recommendations to the Commission at the next meeting regarding:
    - A recommendation concerning the unspent allocated 2007 endowment moneys;
    - Action items to integrate time, talent, and financial support;
    - The development of a Communications/Publicity Plan to integrate the overall parish and community.
  4. To obtain a briefing at the next Commission meeting regarding the Missions budget.
- b. The next Missions Commission meeting is scheduled for August 1, 2007.

End quote

- c. In discussion, Betsy Lefler was asked when she anticipated the new process to be in place. She responded that she anticipated August-September advertising and November Due Date.
- d. Betsy Lefler also responded to a query regarding use of liaison personnel. She responded that there will also be non-Commission members as liaisons. The group of liaison personnel would be approximately 12-13 persons.

- e. She also confirmed that we still had representation on Annapolis Area Ministries and stated the Commission was trying to get a hand on various such activities, including Chores and More. The Commission was putting together a list of such St Margaret membership activities.

**5. LONG RANGE PLANNING. John Sutton**

- a. Beth Knorr read a statement from John Sutton:

Quote:

Things are going well with the long-range planning facilities project.

1. The architects at RCG are working up preliminary concepts to show us on July 24. They will show 2 or 3 possible directions in which e can go. The goal of the meeting is for us to pick one of the directions and provide additional input, provided we like at least one of the approaches. The meeting is at the church at 5 pm on Tuesday. Vestry members are welcome to attend.
2. We've recruited about two-thirds of the presenters for the feasibility study. These presenters will be trained by the capital campaign consultant, Jim Klote, to lead discussions about the building project. Most of the focus groups will happen on Sundays after services. Some will occur among groups that meet throughout the week (e.g. choir, Brotherhood). Presenters include Beth Knorr and George Saroch, Mack Ridout and Brenda Brown. We hope to have two additional presenters confirmed in the next few days.
3. Organ. Part of the process includes bringing on an organ consultant and an acoustician. James Fitzpatrick has recommendations. It is important to point out that his request is an anticipated part of the building project; this is not a "new expense." It's just time to make decisions about paying for it.

End quote

- b. A copy of "Organ Committee Recommendations to the Long Range Planning Committee and Vestry of St. Margaret's Church" was distributed to the vestry. It summarized the Organ Committee's findings and recommendations. The committee met with representatives of five superior organ builders. The committee recommended that Shoenstein and Company be awarded the initial consultation contract for the building of a new instrument. The cost of such an instrument was estimated to be between \$750,000 and \$1,000,000. Riedel and Associates were recommended for the consulting acoustician.
- c. Architectural Room Acoustics design and Sound System Design are included in their initial Not to Exceed estimate of \$18,050.00.
  - Hiring Shoenstein and Co. as consultant carries a fee of \$5,000 plus travel expenses (estimated by Schoenstein at \$2,000-3,000 [if necessary])
- d. Questions were raised concerning where the money would come from. Beth Knorr responded there was \$29,000 in carryover for LRP designated in the budget.

- e. Questions were raised about where the consultants would be from (San Francisco and Milwaukee). Also raised was unease over “open-ended” travel expenses. It was pointed out that there are options to decline on page 4.
- f. There were also question on who interviewed the parties concerned and the various costing profiles in both. Anne Session pointed out that if we have a new building we need to plan now for the organ.
- g. Beth Knorr stated that since the since the policy requests authorization for funding at the time of presentation, which is contrary to Vestry policy in routine matters, no vote will be taken tonight. The Rev. Stewart Lucas stated that the vestry’s concerns will be addressed before a decision is made.

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

- a. Web site design is under construction and on schedule for roll-out.
- b. Technology issues. My PC Man is on contract for IT services and to provide monitor and back up services. The Database is fully merged . Thanks to Colleen Arnold-Moore for her work.

#### **7. BUILDINGS AND GROUNDS. Phil Graham**

- a. The most pressing issue is repair of the broken sewer line for the admin building. There is a broken line with blockage to the drywell. RJ Septic has a proposal for \$1850.00 which does not include cost of grounds repair (walkway and re-seeding). George Saroch said that this was an emergency situation and that Jim Hall recommended approval. **It was moved and seconded to approve funds not to exceed \$2000 for repair of the sewer line. The motion was approved.**
- b. It was approved two meetings ago to seek bids on replacement doors for the Church, however only one bidder, Fichtner, responded. Per Vestry direction additional bids were sought and none were forthcoming from any other bidders. **A motion was made to accept the Fichtner bid. Motion carried.**
- c. Some acoustic tiles have fallen and will be glued back into place.
- d. We held a meeting with Control Tech (CTI) on electrical plant issues, particularly heating and cooling. George Saroch noted that we spent \$4500 on a ground to the system. Phil Graham noted that also they reviewed controls. George Saroch said kilowatt usage was up about 30%, but believed in the last month it has come down. He asked the Vestry to be watchful. If you see something call John Purgason, Phil Graham, or George Saroch.

#### **8. WARDENS’ REPORT. Beth Knorr**

- a. Thanks to Anne Sessions for heading up the Joust effort. Anne Sessions then summarized some Joust data: Generally it was a good year, but not the best year.
  - 280 cars attended and 800 wristbands were sold.
  - Jousters’ attendance was low due to rift in the jousting community.
  - Publicity was well organized by Janice Roper Graham: TV/Radio, Front Page of Capital.

- Alex's Lemonade made \$146 for Pediatric Cancer, Snow cones made about \$400 for St. Margaret's Day School.
  - Women's Guild made \$473 on desserts.
  - Youth Activities made \$1,200.
  - Choir made \$95, Brotherhood of St. Andrew made \$1125.
  - Parking made \$1,647
  - Crafters' fees brought \$1020, the highest ever.
  - Titles (Lords and Ladies, etc) made \$900.
  - She tanked Gordon Piche and George Breeden in ensuring the dunk tub made it to the Joust and Colleen Arnold-Moore for her work with the Youth. She thanked all who participated for their work and effort.
- b. The Honduras Teaching Trip was quite successful. See the Blog site for details.
- c. Beth Knorr thanked the Revs. Stewart Lucas and Dina Van Klaveren for their work at the joust and in conducting the "St. Margaret's 101" sessions, four Sundays on Anglicanism, the Episcopal Church, and St. Margaret's.
- d. She also noted that the next two Sunday's theme would be "Death and Dying" led by Pat Hall, including on how to plan a funeral.
- e. Beth Knorr said that James Fitzpatrick had received Grace Gaffney's organ music after the passing of her Husband Bob Gaffney. Their son brought it to St. Margaret's and James Fitzpatrick has evaluated it as very good.
- f. Dates:
- July 25, August 1: Summer Movie series
  - 24 July: Meeting with architects
  - 20 August: Vestry Meeting
  - 24-26 August: Family weekend at Claggett

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

- a. The Rev. Dina Van Klaveren is in Appalachia with a group of youth volunteers this week.
- b. Nancy White will be back for the next 3 Sundays. The Rev. Janet Johnson will be standing on 5 August.
- c. Newcomers are coming to church, welcome them. The Newcomers cookout will be July 28.
- d. The staff is looking at the issue of maintaining contact with people not on computers.
- e. The Rev. Wes Wubbenhorst has come down with dengue fever. Please keep him in your prayers.
- f. James Fitzpatrick will be on vacation the next 2 weekends.
- g. The Rev. Mark Wastler is off on sabbatical. We expect to welcome him back on September 9.
- h. Sunday School and Adult Education will be starting up in September.

**11. ADJOURNMENT.** The meeting adjourned at 8:32 PM with the singing of the Doxology led by Anne Sessions.

Submitted by

//s//George L. Breeden, Registrar

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*Nota Bene:* Opening Prayer Assignments

August – Stacia Bontempo

September – Sarah Hyde

October – Gordon Piché

November – Larry Lorton

December – Annie Coble

January 2008 – (Volunteer needed)

February 2008 – Phil Graham