



St. Margaret's Church Westminster Parish

Vestry Meeting Minutes Monday, July 21, 2008 Approved on Monday, August 18, 2008

1. Opening: The meeting was called to order by the Senior Warden at approximately 7:08pm in the conference room of the Administrative building, followed by the opening prayer. The Rector was on vacation.

Attendance: The Rev. Stewart Lucas – Associate Rector, Beth Knorr – Senior Warden, George Saroch – Jr. Warden, Stacia Bontempo – Registrar, Leah Drooff, Phil Graham, Sarah Hyde, Larry Lorton, and Jerry Smith

2. Minutes: Stacia Bontempo

The minutes of the June, 2008 meeting were reviewed. The minutes were approved with the following changes:

- a) Bldgs and Grds report -- last sentence should read " The Vanguard and Modular Genius purchase....." Also-- it is Modular Genius not Genius Modular (see last line on page 2)
- b) On page 3 the para that starts "The proposed location..... between the parish hall and the education building" instead of the cemetery.
- c) Page 4: the last sentence of first para should read "about \$266,000 will be left"
- d) 5a: middle of para St Luke's (not St Philip's) decided...
- e) Page 5: under Stewart's report-- St Philip's-- has only one "I"
- f) Please add report from Dina: the J2A Pilgimage is June 19 – 26 & The Rite 13 trip to the Heifer Project Farm is June 20 - 22

3. Treasurer's Report

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 21 July 2008

At the end of the month of June, there was \$36,249.57 in the Operating Checking account and \$22,908.48 in the Operating Savings account to meet budgeted monthly operating expenses. The Designated account had a balance of \$42,721.48 and the Endowment checking account balance was \$223,574.69. It is noted that as of Friday July 18, there was \$55,127.26 in the Operating Checking and \$22,908.48 in the Operating Savings.

On the **income** side of the ledger, the picture has not changed much through the end of the month

of June; we ended \$26,886.25 under total budgeted income. Actual yearly income through June 30 is \$345,014.61 against a budgeted income of \$371,900.86. Donations were \$13,813.98 short of budget and the delta continues to increase (\$11,186.00 vs. budgeted \$24,999.98). Pledges continue to be short of budget, now at \$12,178.42 (\$299,132.06 vs. budgeted \$311,310.48). Plate offerings continue to be a plus (\$7040.74 over budget). During the summer season income from pledges normally falls behind; however, we have not experienced any significant increase in the deficit in the last few weeks.

On the **expenditure** side, we were under expended by the amount of \$5,054.21 having budgeted expenditures of \$371,401.98 against actual outlays of \$366,347.77. Although Utilities are running \$6026.65 over budget, Building and Grounds is just \$2,810.68 over their total budget. Under Worship, Altar Flowers and Organist Substitutes continue to run over budget. Christian Education continues to be under spent through the end of June (\$4,182.98). The Mission Commission has had a reversal in spending over the last month; they are now exceeding budget by \$3,206.27 (\$5,000.00 over in Annapolis Area Ministries). As directed by the Vestry at the June meeting, the line of credit at PNC Bank was paid down to zero (\$31,733.58 from the Endowment checking account) on July 7, 2008.

The **net total** or bottom line for the period ending 30 June 2008 showed a net year to date income of negative \$21,333.16; however, we show a plus \$7,717.97 for the month of June.

Gordon Piché
Treasurer

End Quote

- a) In the above report, the Mission Commission's spending budget is reported to be over budget, but it actually is not, since it was spent in a lump sum and the budget is set up in a linear fashion. Under the utilities line item, we have a \$1,300 credit with BGE for the parish hall, which puts us at \$4,700 over budget.

4. Temporary Classrooms Report – George Saroch

- a) The contract was \$5,461 over what was stated at the previous vestry meeting. When George Saroch and Teresa Todd went to get a permit, they found there were other criteria that we had to meet. We had to have 4 exterior doors instead of 2 on the modular building, so the design of the building had to change slightly. The platform had to be enlarged to accommodate the additional doorways. The ramp and stairs are more expensive since it had to allow access to two doors instead of one. Additional options added were ½ glass doors, carpeting and 2 junction boxes to be roughed in. Since it fell within the \$14,000 contingency that the vestry voted on in June, it was determined that it was permissible to move ahead and accept the additional cost of \$5,461. Because of the need for new drawings for the additional doors, etc., one week will need to be added to the production schedule. It is anticipated that the drawings will be available this Thursday and will be taken to the county this Friday morning. August 13 is the anticipated date that the county will indicate their approval of these drawings and issue the permit. Anticipated delivery could be as late as September 15 and then the units need

to be set up, receive electrical hookup, etc. A significant amount of prework for the permits has been done with regard to parking and fire safety. Members of the church/vestry will need to help get the permit application through the county's approval process. We should know by the August vestry meeting if we will need to restructure the first few Sundays of Sunday School.

- b) We will lose 6 parking places as a result of the modular building placement. Teresa Todd took a letter to the county explaining that we will lose these 6 parking spots. This clarifies our position with regard to the county codes.
- c) If the permit is not granted, we will owe \$3,000 to Modular Genius for the drawings. That is our only contractual obligation.
- d) Furniture needs to be purchased for the modular classrooms. Dina has ordered \$1,732.64 worth of shelving and tables for the Godly Play classrooms. We currently have enough chairs to accommodate our needs. One of our parishioners (Paul Macey) is making 3 altars for the classrooms. A plea will go out to the congregation for additional items that we need. This does not include the curriculum items necessary for these classes.
- e) On Saturday, September 13, there will be a training session for the new Sunday School teachers.

5. Capital Campaign Committees Discussion

- a) There will be 4 committees to help us through the capital campaign process. Three of the 4 committees have descriptions delineated, and they were handed out at this vestry meeting. There will be a minimum of 2 vestry members on each committee and these vestry members will report back to the vestry monthly. It was requested that the vestry members should consider who from the congregation might be able to serve on these committees.
- b) The vestry feels an obligation to the future to research the possibility of a larger building/more education space.

6. Election of Youth Vestry Member

- a) Dina has one youth to fill the last youth position on the vestry: Emilia Nardi – rising Junior

Motion: It was moved and seconded that the vestry approve a youth vestry nominee, Amelia Nardi, to fulfill the unexpired term of our youth member. The motion passes unanimously.

7. Wardens' Report – George Saroch/Beth Knorr

- a) On the 4th of July, the water heater broke in the parish hall. John Pergason obtained 3 bids to fix this and RJ Plumbing repaired the hot water heater by the following Monday. This could be paid for from the operating budget or from the building maintenance fund.

There are possibly some additional plumbing issues to be addressed in the basement of the parish hall – that is being researched.

- b) This Saturday evening, there is a dessert meeting in the parish hall for the parents of the Rite 13 persons that will be present at the Rite 13 ceremony at Sunday's service.
- c) Dina is away on the Appalachia mission trip with 9 youth.

8. Associate Rector's Report – Stewart Lucas

- a) Tricia Hallbert, the new day school director, is hard at work at the day school. Enrollment for 2008-2009 is very good. The next school board meeting is next week. The B&G committee needs to work with Tricia to develop a relationship to work on playground items and building maintenance.
- b) Last Saturday night, there was a newcomers dinner at the church. Eight newcomer adults attended.
- c) Stewart is speaking with the colonial camp at Londontown about the possibility of holding their camp here on the grounds at St. Margaret's next year. They would pay the church for the use of the land.
- d) A new weddings' customary is being drafted and the use of alcohol on our property is being researched. We don't currently have a policy with regard to alcohol. Stewart researched this with other churches and has prepared a draft of ideas and Charlie Grayston is reviewing this document. The question is being raised with our insurance representative to determine how the church is covered in the event of a problem.
- e) Stewart is being trained on the database this week. The word perfect program at SMC has been officially retired, which is great news. The directory is in production and it's being printed – it will be here August 12.
- f) The Annapolis triathlon in August will pass our church (the biking portion). Other churches in the area are not happy about the impact on Sunday services. SMC plans to embrace the triathlon and sees this as an evangelism opportunity. SMC is offering to hold a spaghetti dinner the night prior for the runners and is working with the triathlon committee on this. There will be a charge for this event.

9. ADJOURNMENT. There being no objections, the meeting adjourned at 8:49pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

August, 2008 – George Saroch

September, 2008 – Sarah Hyde

October, 2008 – Gordon Piche

November, 2008 – Phil Graham