

# St. Margaret's Church Westminster Parish



## Vestry Meeting Minutes Monday, March 17, 2008 Approved on Monday, April 21, 2008

**1. Opening:** The meeting was called to order by the Reverend Mark Wastler, Rector, at approximately 7:08 pm in the conference room of the Administrative building, followed by the opening prayer.

Attendance: The Rev. Mark Wastler – Rector, The Rev. Stewart Lucas – Associate Rector, The Rev. Dina Van Klaveren – Assistant to the Rector, Beth Knorr – Senior Warden, George Saroch – Jr. Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Steve Brennan, Annie Coble, Sarah Hyde, Missy Kelly, Larry Lorton, Jerry Smith, Arvilla Wubbenhorst

Guests/Observers: Jim Hall (Finance Commission)

**2. Minutes:** Stacia Bontempo

The minutes of the February, 2008 meeting were reviewed. The following amendments were offered:

- a) In Para 6. under ‘Continuing the Conversation from the Vestry Retreat.’ It was written as "Dave Boyer" in several places instead of Dave Boyce
- b) In Para 6.k add after last sentence: (1) George Saroch asserted that the Vestry needs to take "ownership" of the campaign and (2) Jeff Conover suggested that a campaign should be a Vestry initiative.

**It was moved and seconded to accept the minutes as amended. The motion passed unanimously.**

**3. Treasurer's Report:** Gordon Piche

### Quote

#### St. Margaret's Church Westminster Parish

#### Treasurer's Report

17 March 2008

At the end of the month of February, there was \$37,866.10 in the Operating Checking account and \$28,478.39 in the Operating Savings account to meet budgeted monthly operating expenses. The Designated account had a balance of \$51,821.06 and the Endowment checking account balance was \$123,475.37. It is noted that as of Friday March 14, there was \$18,155.13 in the Operating Checking and \$57,845.30 in the Operating Savings.

On the **income** side of the ledger, through the end of the month of February, we ended short \$17,864.34 in total budgeted revenues (\$16,203.48 occurring in Feb alone). Total yearly income through February 29 is \$102,248.96 against a budgeted income of \$120,113.30. Donations were \$5,217.30 short of budget (\$3,116.00 vs. budgeted \$8,333.30), pledges were \$6,599.74 short of budget (\$93,400.26 vs. budgeted \$100,000.00). Special offerings are currently zero vs. budgeted \$1,000.00. Plate offerings are a plus \$1,000.00 over budget.

On the **expenditure** side, we were under expended by the amount of \$35,819.32 having budgeted expenditures of \$132,617.20 against actual outlays of \$96,797.88. Expenditures remain within expected limits in each expense category. Building and Grounds was under expended by \$6,183.00 (\$17,784.30 vs. budgeted \$23,967.30). It is noted that clergy pensions and Diocesan contributions through the end of February in the total amount of \$18,802.70 need to be paid.

The **net total** or bottom line for the period ending 29 February 2008 showed a net income of \$5,451.08. The financial health of St. Margaret's through the end of February 2008 is good.

Gordon Piché  
Treasurer

End Quote

- a) Further discussion: The plan is to incorporate all accounts (checking, endowment, etc.) on the balance sheet. We will look into polling parishioners to see if automatic debit would be a welcome option to stay on top of their pledge commitment.

#### **4. Discussion of 2008 Budget:** Larry Lorton

- a) Jim Hall presented budget corrections and updates, which showed a revised shortfall of \$80,123. However, since 1/9/08, the pledge commitments went from \$589,220 to \$616,121.59 with 249 pledges. So, the shortfall is now \$70,000. He anticipates we may pick up a few more pledges, especially since our newcomers' effort is much more effective than in past years. The recent new pledges have been all newcomers. About 40% of the pledges have increased from last year.
- b) One budget solution: Put off our 2008 contribution of \$30,000 to our maintenance fund. \$300,000 maintenance bill will come due in 2014 based on our maintenance plan. A small portion of the endowment income has been used to pay for some maintenance projects. Currently, the outside of the church needs painting, the parking lot needs to be resurfaced and new carpeting is needed in the church – due to be done within the year.
- c) We had an income shortfall of \$30K last year, and we compensated by under spending. This is not a great way to budget according to Jerry Smith. He pointed out our 2007 pledge commitment had a shortfall. George Saroch pointed out that usually, in Episcopal churches, you will collect 94%-95% of pledges, so our shortfall is within that range.
- d) Debt Retirement: When the parish hall/education wing was remodeled in 2003-2004, money was borrowed from the endowment to pay for it. There is a promissory note to pay it off. Not all of the 2007 payment was paid since there was a cash shortfall beginning in summer 2007. Our yearly payment is \$22,000 to pay off that debt. It was thought that we could pay the balance of the 2007 payment in 2008. We could reduce the payments and redo the amortization schedule. Mark and others cautioned against revising the schedule or reducing our payment. There was no capital campaign to fund this remodeling (a sizable gift helped fund it).

- e) Worship Expenses: Music expenses appear higher than in 2007 due to private funding that covered it in 2007. Jerry Smith pointed out that the music budget has increased dramatically over the last several years. He questioned why there was an increase when we have a budget shortfall. Much of that is due to salary – from part time to full time status – for the music director. Are there current contractual obligations for 2008 with regard to the concert series? Easter is the only contractual obligation at this point for 2008. \$1,800 is in a designated account that can fund the concert series. Concert series are not well attended. \$4,000 is allocated in the 2008 budget for Christmas Eve and All Saints Sunday musicians.
- f) Acolyte expenses include vestments, torch candles, and acolyte festival, but not Monday night meals.
- g) Christian Education Expenses: There was a recommendation to reduce the J2A budget, adult education budget, nursery care wages, Baptism prep, and eliminate \$600 for children’s chapel.
- h) Mission Commission Expenses: It was recommended that we take \$11,000 out of mission’s budget.
- i) Lay Pastoral Care Expenses: no recommendations for cuts.
- j) Parish Fellowship Expenses: no recommendations for cuts.
- k) Clergy Expenses: We will take away rector’s cell phone expense since he pays for it himself. 2007 Rector’s professional development expenses is getting paid in 2008, so the budget for 2008 must increase. We need to increase the clergy travel budget to accurately reflect what is/will be spent.
- l) Administration Expenses: Cannot touch postage – newsletter must be mailed and not e-mailed. Studies show that it helps increase annual giving. Diocesan deacon program was underpaid in 2007, so another \$1,000 must be added to the budget.
- m) Income: It’s very possible that we’ll pick up an additional \$4,000 in pledges and an additional \$500 in flowers. Add \$2,500 in pledge income.
- n) Millennium Development Goal: .07% of income budget? There was a suggestion to shift those funds to the Missions Commission to have more control of how it is spent.

**It was initially moved and seconded that we amend the 2008 budget approved on 1/7/2008 with the changes noted in the table below, except that the Millennium Development Goal remained intact and \$11,000 came out of Missions Commissions. In discussion, Sarah Hyde proposed an amendment to this requesting that the mission’s budget be cut by \$8,000 instead of \$11,000 to reflect 2006 spending levels. The vote on the amendment resulted in a tie with Mark as the tie breaker vote for the amendment. However, the Vestry member who had previously moved to amend the budget withdrew their original motion, because the "Missions" amendment left the budget with a \$3,000 deficit. After some further discussion, it was proposed that \$3,000 be cut from the Millennium Development Goal, which put the budget back in balance. That proposal was accepted. There was a new motion to accept the balanced budget which had the changes reflected in the table below, and the new motion was approved unanimously.**

**Cuts to 2008 Expense Budget**

<b>Amount</b>	<b>Item</b>
\$30,000	Maintenance Fund
\$1,000	J2A
\$1,000	Adult Education
\$2,500	Nursery Care
\$600	Children’s Chapel
\$1,500	Music Concert Series

\$4,000	Musicians for All Saints Sunday/Christmas Eve Services
\$750	Baptism Prep
\$8,000	Mission Commission
\$400	Forward Day by Day
\$500	Newcomers
\$600	Rector cell phone
\$1,000	Vestry Expenses
\$2,500	B&G grass cutting
\$1,500	B&G landscaping
\$1,000	Music Expense
\$2,650	Altar Flowers
\$3,000	Millennium Development Goal
\$500	B&G General Supplies & Equipment
<b>\$63,000</b>	<b>TOTAL</b>

**Additions to 2008 Income Budget**

\$6,500	Pledge income
\$500	Flowers
<b>\$7,000</b>	<b>TOTAL</b>

**Additions to 2008 Expense Budget**

\$1,000	Diocesan Deacon Program
\$4,000	Clergy Travel Budget
<b>\$5,000</b>	<b>TOTAL</b>

**5. Fill Open Vestry Seat:** The Rev. Mark Wastler

He announced that Leah Droof was the next in line during the vote at the 2008 Annual Meeting for the 4 new vestry members. Beth Knorr has discussed with Leah the possibility of taking Betsy Lefler's spot on the vestry and Leah has expressed interest.

**It is moved and seconded that Leah Droof fulfill the last year of Betsy Lefler's vestry term. Motion passed unanimously.**

**6. ADJOURNMENT.** There being no objections, the meeting adjourned at 10:05pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

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*Nota Bene:* Opening Prayer Assignments  
April, 2008 – Steve Brennan