



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, March 23, 2009 Approved April 27, 2009

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:06pm in the conference room of the Administrative building. Stacia Bontempo offered the opening prayer.

Attendance: The Rev. Lori Lore, The Rev. Stewart Lucas, The Rev. Nancy White, Bud Billups – Senior Warden, George Saroch – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Carol Auer, Steve Brennan, Phil Graham, Sarah Hyde, Emilia Nardi, Bob Sanderson, Jerry Smith, Carly Wilson and Arvilla Wubbenhorst
Guests: Larry Lorton

2. Minutes: Stacia Bontempo

The minutes of the February, 2009 meeting were reviewed and approved with the following amendments.

- a) Item 3d was revised to say “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.”

MOTION: It was moved and seconded that we approve the March 2009 minutes as amended above. The motion passes unanimously.

3. Treasurer's Report: Gordon Piche

Quote

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

At the end of the month of February, there was \$49,096.26 in the Operating Checking account and \$63,020.79 in the Operating Savings account. The Designated account had a balance of \$51,536.71 and the Endowment checking account balance was \$90,269.13. It is noted that as of

Friday March 20, there was \$56,380.50 in the Operating Checking account and \$63,020.79 in the Operating Savings account.

On the **income** side of the ledger, through the end of the month of February, we were \$22,170.44 under total YTD budgeted income (*note: YTD = January 1st through February 28th*). Actual yearly income through February 28 was \$100,727.86 against a budgeted income YTD of \$122,898.30. The major shortfall is in pledges (\$13,786.06).

On the **expenditure** side, through the end of February, we have expended \$94,826.70 having budgeted expenditures for the year of \$122,898.70. The line items with the greatest under spending are salaries (\$28,643.50), Christian Education (also salaries) and Mission Commission.

The **net total** or bottom-line as of February 28, 2009 shows a net income of \$5,901.16 (i.e., actual income less actual expenses). The concern is in just the month of February there was a net negative income of \$11,096.08. In March, the salaries for the Interim Rector and the part time administration assistant kick in.

In the month of February with concurrence of the Senior Warden and Financial Chair, the process was started of consolidating the various small SMC checking accounts into the family of accounts that St. Margaret's maintains at the local PNC Bank Branch. This is intended to simplify accounting and future audits.

Gordon Piché
Treasurer

End Quote

- a) All the smaller checking accounts are being moved to PNC banks, so that all accounts will be at PNC. This will help streamline our accounting. This will give us one big statement. Lori Lowe suggests consolidating all accounts so that everything goes through the operating budget. Moving everything to PNC is a good first step.
- b) We try to pay the diocesan contribution monthly depending on cash flow.

4. Endowment Budget for 2009

- a) Lori/Stewart discuss that we should look into promoting legacy funds. There are different methods for setting that up within a church.
- b) How will we handle the endowment should this downturn in the economy continue? This is something we need to address in the future.
- c) Our endowment has taken a hit in this economy. In 2008 there was a drop and there could be one in 2009. So, should we return some of the money taken out of the endowment so that it would give us a leg up in recouping our losses?
- d) There are no restrictions on how to use the 5% from the endowment. Some capital improvements are appropriate to use with this fund.
- e) The list of proposed expenditures from the endowment budget was presented. A lot of the projects are very visible, including physical improvements to the church.
- f) The vestry needs to make a statement about how we are moving forward with a capital campaign. It could be interpreted that improving our current physical plant means that

we are not considering a new building for our campus. We are not ready to move forward with a capital campaign right now and we need to maintain our current physical plant, since that will remain a part of our campus no matter what we decide about future worship space.

MOTION: It was moved and seconded that we approve the list of proposed expenditures as presented from the endowment fund totaling \$258,200. After discussion, the motion passes unanimously.

Discussion: We know that we have this money in hand. How will we oversee the spending of this money? Lori answers that the staff will handle this in an orderly way with reporting back to the vestry. The money remains in the endowment until the bill needs to be paid, so this money will come out of the endowment throughout the year when the projects are appropriately scheduled.

5. Personnel Committee Report

- a) Church Campus Cleaning Services – We need to approve the COLA (3.5%) to our cleaning contractor. We pay our cleaning contractor as a contractor, not as an employee.

MOTION: It was moved and seconded that we approved the COLA of 3.5% for our church campus cleaning contractor. The motion passes unanimously.

- b) The personnel committee is trying to figure out the most effective way to handle the church's maintenance and cleaning needs. The committee is researching the best way to deliver all of the services most cost effectively. Is the schedule of cleaning and maintenance effective? There are issues that need to be addressed that are not. For example, we have about 11 1.6 gallon toilets as well as non-flushing urinals. If we had a sexton, they could be addressing these issues.
- c) Lori feels that it is important that a paid person (sexton) be on-site during the day. We have a part-time property manager who can work at night. Our current budget can't afford a full-time sexton by combining the cleaning contractor and part-time property manager budget lines. We could also roll the day school cleaning budget into a salary for a sexton. It was suggested that need someone with specific skills to handle our water system and HVAC systems, but they'd have to do some of the cleaning too. Lori would prefer to have someone who cleans, sets up, and handles minor repairs and then hire competent professionals to handle the larger, more complex issues. The personnel committee is not ready to make a recommendation yet. The personnel committee feels that we may have sufficient funds to consider a full-time sexton. The personnel committee needs to look at the whole picture including cleaning, day school and maintenance. The committee may be able to make a recommendation at the next vestry meeting. If a recommendation is not ready, they will at least provide an update at the April meeting. They are currently collecting information from other churches about how they handle their maintenance and cleaning issues.

6. Warden's Report

- a) George Saroch reports that a water heater went out in the church and was replaced. B&G has interviewed 3 HVAC companies to take over the maintenance of the HVAC. The oldest system on the campus is in the church.
- b) The parish hall doors are done and the rest of the exterior painting on the parish hall is underway.
- c) The sound system equipment is starting to arrive. Once the flooring and painting contractors have been chosen, than the schedule will be set (post Easter) for the flooring, painting and sound system. The acoustics will be very different in the church after these improvements are made.
- d) We should start promoting these improvements to the congregation via email, the newsletter and through brief announcements during the service.
- e) Bud Billups comments that the SMC committees are working very hard and he realizes how much work is being done by parishioners. It's very impressive.
- f) Bud signed an agreement with Bruce MacPherson (\$2,500 – the standard rate in Washington, DC; Maryland does not have a standard rate) to be our consultant for our rector search. Bruce and Lori are going to review the Church Survey before it's released to the parishioners. The survey results will help create the Church Profile.
- g) Bud will not be here for our April meeting.

7. Clergy Report

- a) Lori furthers Bud's comments about the steady energy from the parishioners here at SMC. Lori feels she's 'part of' the leadership here. She's very appreciative of the support she's received for her husband's surgery.
- b) Holy week planning is well underway and Lori looks forward to being part of it.
- c) Pat Hall will come to our April meeting to give us an update on the pastoral care at SMC.
- d) Stewart Lucas would like to have a day school report at our April meeting as well.

8. Old Business

- a) The Missions Commission will meet with Bud to work on a unified report to bring to the vestry meeting. Bud will go to one of their next meetings to answer questions that will help clarify issues regarding their budget and structure.
- b) James Hanrahan reports that the dinner with St. Luke's vestry earlier this month went very well. This was a way to compare notes and establish a friendship to help support each other. They did speak of trying a combined choir concert at St. Luke's.

9. New Business

- a) We will address the aligning of vestry members with commissions at a future meeting after Easter. This could take the form of a vestry breakfast or some other type of get together.
- b) On April 21, we will be hosting a pre-convention meeting for the diocesan convention.

10. ADJOURNMENT. There being no objections, the meeting adjourned at 8:52pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

March, 2009 – Stacia Bontempo

April, 2009 – Steve Brennan

May, 2009 – Jerry Smith

June, 2009 – Phil Graham

July, 2009 – Missy Kelly