



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, October 26, 2009 Approved Monday, November 16, 2009

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 6:59pm in the conference room of the Administrative building. Stacia Bontempo offered the opening prayer.

Attendance: The Rev. Lori Lowe, The Rev. Stewart Lucas, The Rev. Nancy White, Bud Billups – Senior Warden, George Saroch – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Carol Auer, Steve Brennan, Leah Droof, Phil Graham, James Hanrahan, Sarah Hyde, Missy Kelly, Amelia Nardi, Bob Sanderson= and Arvilla Wubbenhorst
Guest: Christiana Holyer

2. Christiana Holyer, President of Day School Board – She gave a report of the day school and it appears that all is well. Kindergarten enrollment is down (10 under), but the other grades are full. The board has discussed dropping Kindergarten in the past and are currently looking into possible future plans for the day school. Total enrollment – 94. Christiana thanked the vestry for the contribution to financial aid opportunities for students.

3. Minutes: Stacia Bontempo
The minutes of the September, 2009 meeting were reviewed and approved as written.

MOTION: It was moved and seconded that we approve the September, 2009 minutes as presented. The motion passes unanimously.

4. Treasurer's Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 26 October 2009

At the end of the month of September, there was \$55,254.22 in the Operating Checking account and \$63,205.77 in the Operating Savings account. The Designated account had a balance of \$36,360.60 and the Rental House (formally Endowment) checking account balance was \$12,717.10. It is noted that as of Friday October 23, there was \$73,031.22 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of September, we were \$50,019.35 under total YTD budgeted income (*note*: YTD = January 1st through September 30th). Actual yearly income through September 30 was \$503,023.14 against a budgeted income YTD of \$553,042.49. Pledge income was \$31,499.47 below budget YTD which is an increase deficit of \$12,033.66 since the end of August. There continues to be no recorded income from Fund Raising (\$5,999.99 anticipated); i.e. Joust. Miscellaneous Income remains below budget by \$6,163.57.

On the **expenditure** side, through the end of September, we have expended \$475,957.60 having budgeted expenditures for the year of \$553,043.31. Under spending totals \$77,085.71. The line items with the largest under spending occur in clergy expenses (-\$46,894.43 – mainly Rector compensation from the period during which we had no Rector or Interim Rector), Christian Education (-\$11,944.74 – salaries and youth programs), Administration expenses (-\$8,759.94), and Mission Commission (-\$6,785.02). Building and Grounds continues to exceed budget, currently by \$9,427.89 for the YTD (mainly Utilities and General Supplies & Equipment). Seven other cost centers are under expended; however, the reasons are known and are expected to be quite close to budget as the next month progresses.

The **net total** or bottom-line for the calendar year as of September 30, 2009 shows a net income of \$27,065.54 (i.e., actual income less actual expenses).

Gordon Piché
Treasurer

End Quote

MOTION: It was moved and seconded that we accept the September 2009 treasurer's report as presented. The motion passes unanimously.

- a) The joust profits will be seen on next month's accounting statements.

5. Tour of Campus: "The Invisible Rooms"

- a) The vestry toured all the "unseen" rooms on campus. We will have a parish-wide work day to clean out these rooms in preparation for a new rector.

6. Old Business

- a) Update on hire of sexton – Lori has identified a candidate, Jeff Peacock, and, pending his background check, he will start tomorrow. Jeff has worked for 2 other churches in Baltimore and he has worked in construction. He will only be working during the week and not on Sundays. This is a salaried position for a 40-hour week. Bud Billups and George Saroch both interviewed Jeff as well.
- b) Discussion of Cessation of Services of John Purgason and Kevin Watkins

MOTION: It was moved and seconded that we provide a compensation package of \$100/week from mid-November to the end of December, 2009 for John Purgason for his services as Water Operator at St. Margaret's Church as well as a separation bonus of \$500. Kevin Watkins, our cleaning person, will receive a separation bonus of \$500 as well. The motion was approved unanimously.

- c) Review of endowment spending for capital improvements – We need to spend \$1,800 more than budgeted primarily due to the electrical work for the sound system. It was recommended that we defer the work on the stain glass windows. Building and Grounds recommends that we paint the trim work on the administration building and the back stairwell of the day school. The green refrigerator for the acolytes no longer works and needs to be replaced.

MOTION: It was moved and seconded that we allocate an additional \$1,800 to address the increased cost of the music sound system; \$5,000 for exterior trim painting of the Administration Building and Day School trim/back stairs and repairs; and \$1,000 for replacement of a refrigerator in the Parish Hall kitchen. The motion was approved unanimously.

- d) Nominating committee for new vestry members – all four outgoing vestry members will serve as the committee.
- e) Growth Statement from Vestry for Profile Committee – The profile is nearing completion. The vestry will review before it's completed. The Search Committee cannot move forward until they receive the profile, although they've done a lot of preparation work. The Profile Committee is working toward a November 7th date for completion. The Bishop needs to approve the profile as well.

7. New Business

- a) Review of Missions Commission quarterly report. (see attached)

MOTION: It was moved and seconded that we accept the report from the Missions Commission. The motion was approved unanimously.

- b) Grants Committee appointment(s) - Lori has asked Joan Rich to serve as chair of the grants committee. Joan has asked Tom Andrews, Bates Churchhill, George Curran, Spencer Johnson, Barbara Marder, Kim Morrow, Caroline Nold, Dick Williams, Leigh Gruber, Ann Lallande, and Norm Mayfield to serve on the committee this year.

8. Discussion regarding Vestry Stewardship statements – It's a 3-part document that's to be a motivating statement for the parish.

9. Warden's Reports

- a) Junior Warden – the last work party was rained out for outdoor work, however a lot of indoor work was completed.
- b) Senior Warden – Christiana Holyer needs the \$8,000 for financial aid to be transferred to the day school. She has seen a slight increase in requests for aid this year. The Church

Pension group is offering long term care insurance for employees under age 71 or for anyone who volunteers 20+ hours per year for the church. This is one of the best run funds in the country.

10. Deacon's Report

- a) The confirmation service is November 4 and the Bishop will be here. Five youth and 4 adults will be confirmed.
- b) Paper Pray Chain – They are still trying to get it long enough before the November 4th service.

11. Associate Rector's Report

- a) 4:00pm, November 8th, Concert Series and Spaghetti supper

12. Interim's Rector's Report

- a) Lori's husband, Bill, will preach on November 8.
- b) Veteran's Day Service - November 11 at 7:00pm.

13. ADJOURNMENT. There being no objections, the meeting adjourned at 9:11pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments
November, 2009 – James Hanrahan
December, 2009 – Steve Brennan
January, 2010 – Jerry Smith
February, 2010 – Bob Sanderson
March, 2010 -