

St. Margaret's Church

Westminster Parish



Vestry Minutes

Monday, April 19, 2010
Approved May 17, 2010

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:05pm in the conference room of the Parish Hall. Emilia Nardi offered the opening prayer.

Attendance: The Rev. Lori Lowe, The Rev. Stewart Lucas, Bud Billups, George Saroch – Junior Warden, Gordon Piche – Treasurer, Bill Bird, Steve Brennan, David Brown, Missy Kelly, Cathy Mohler, Emilia Nardi, Elizabeth Parker, Bob Sanderson, Jerry Smith, James Hanrahan, and Arvilla Wubbenhorst

Absent: Wendy Gargano

2. Approval of March Minutes: Stacia Bontempo

The minutes of the March, 2010 meeting were reviewed and amended as follows:

- a) Under #4, Treasurers Report and Financial Report: 3rd paragraph, change “do” to “due.”

MOTION: It was moved and seconded that we approve the March, 2010 minutes as amended. The motion passes unanimously.

3. Report by Grants Committee:

- a. Joan Rich presented the Grants Committee Recommendations for this year which total \$105,100
- b. We reviewed the 10 organizations recommended for funding.
- c. Questions were posed regarding the finalist organizations that were not recommended for funding, accountability of the recommended organizations, and whether more local organizations would be preferred in the future.
- d. There was discussion regarding our grants process/endowment money being a source of *regular* funding for local organizations providing food and shelter.
- e. Lori asked that the Missions Commission outline recommendations as to how to use the Endowment money vs. other missions monies from St. Margaret's to the vestry to help define the process for future Grants Committees and the applicants to the Grants program

MOTION: It was moved and seconded that we approve the Grants Committee Recommendations for Funding. The motion passed unanimously.

4. Treasurer's Report and Financial Report

Quote

St. Margaret's Church Westminster Parish
Treasurer's Report
19 April 2010

At the end of the month of March, there was \$59,477.12 in the Operating Checking account and \$63,361.50 in the Operating Savings account. The Designated account had a balance of \$19,845.63 and the Rental House checking account balance was \$12,306.15. It is noted that as of Friday April 16, there was \$46,345.36 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of March, the actual yearly income was \$149,871.68 against a budgeted income for the year of \$195,704.27. That is \$45,832.59 under total YTD budgeted income (*note: YTD = January 1st through March 31st*). Pledge income deficit for the year stands at \$32,034.75 which has grown by \$23,465.25 since last month's report. Donations and Special Offering continue to show little income. Plate income is behind projected by \$3,104.94.

On the **expenditure** side, through the end of March, we expended \$187,387.43 having budgeted expenditures for the year of \$195,704.54. Under spending totals \$8,317.11. . The line items with the greatest under spending occur in clergy expenses (-\$14,545.01 – mainly Rector compensation), Christian Education (-\$8,303.49), and Mission Commission (-\$6,555.63). Building and grounds has exceeded budget by \$12,837.63 for the year to date do to snow removal (\$6,033.03) and utilities (\$8,586.18).

The **net total** or bottom-line as of March 31, 2010 shows a **negative** net income of [\$37,515.75] (i.e., actual income less actual expenses). In one month we have gone from a plus \$17,188.73 to a negative \$37,515.75; a swing of \$54,704.48.

Gordon Piché
Treasurer

End Quote

- a. There was a discussion regarding the Profit and Loss sheet
- b. The diocesan contribution was incorrectly shown on the P & L report as \$30,433.00 as Diocesan Deacon Program, line 6125 on page 5. This amount should have been in line item 5601 on page 3, Diocesan Contribution. It represents payments for January through April (one month in advance of this financial report).
- c. George will report on utility usage currently vs. historically to evaluate our current budget for the year.
- d. Discussion regarding adding highlights of vestry minutes to the newsletter and a brief section on the budget.

- e. Consideration of a mid-year stewardship program with participation of vestry members, clergy, and stewardship committee. Jerry Smith, Kathy Mohler, Bill Bird, and Elizabeth Parker will meet to work on this.

MOTION: It was moved and seconded to accept the April 19, 2010 Treasurer's report as submitted. The motion passed unanimously.

5. Capitol Projects for 2010

- a. George Saroch reviewed the updated Capital projects sheet for 2010
- b. Two estimates for replacement of Day School flooring were presented

MOTION: It was moved and seconded that \$4,500 for snow removal and \$6,000 for well pump replacement be taken from the Maintenance fund. This was passed unanimously.

MOTION: It was moved and seconded that \$61,500 be spent on Capital projects as follows: Day school flooring replacement, parish hall interior paint, snowblower, and stained glass repair. The motion was passed unanimously.

6. Maintenance Funds

- a. Well and related expenses – Voted to be taken from Maintenance fund.
- b. AC compressor in church – will come from HVAC Maintenance, line 5035, in the operating budget
- c. Snow removal – Voted to be taken partially from the Maintenance fund as above.

7. Commission Reports (as needed)

- a. Discussion regarding how to find a Youth minister
- b. Attendance for Easter – approximately 700+

Resolved: The vestry of St. Margaret's Church expresses its gratitude and thanks for the superb musical offerings during holy week and Easter, most particularly the Mozart Requim on Good Friday extended to James Fitzpatrick and the entire music program. This resolution was unanimously approved by the vestry.

Resolved: The vestry of St. Margaret's Church expresses its gratitude and thanks to Jane Piche and those who assisted her for their faithful service in their greeting and incorporating new members to this parish. This resolution was unanimously approved by the vestry.

8. Vestry Stewardship Statement revisited

- a. Everyone present agreed to sign the statement as previously written
- b. How to present this statement to the parish will be strategized

9. Update on Search Process (as needed)

- a. 8 final candidates are to be visited by a Search Committee Member.
- b. A final candidate may be decided upon by early June

- c. The Search Committee will recommend one name to the vestry who will come to St. Margaret's to meet with the vestry; The vestry may ask for another name, if needed.

10. Other Business

- a. There are replacement keys available for those vestry members whose keys do not work

11. Wardens' Reports

- a. June 5th is designated for a day-retreat with the vestry and search committee in Annapolis – place TBA

12. Associate Rector's Reports

- a. No report

13. Rector's Report

- a. Friday night we will celebrate with Rev. Mary Glasspool.
- b. Important dates in the near future were reviewed.
- c. Pastoral Concerns

12. ADJOURNMENT. There being no objections, the meeting adjourned at 9:45pm with a closing prayer.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

April, 2010 – Emilia

May, 2010 – Leah

June, 2010 – Steve

July, 2010 –

August, 2010 - James