



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, August 17, 2009 Approved September 21, 2009

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:00pm in the conference room of the Administrative building. Missy Kelly offered the opening prayer.

Attendance: The Rev. Lori Lowe, The Rev. Stewart Lucas, Bud Billups – Senior Warden, George Saroch – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Steve Brennan, Phil Graham, James Hanrahan, Sarah Hyde, Missy Kelly, Bob Sanderson, Jerry Smith and Carli Wilson
Guests: Michelle Sanderson and John Willard

2. Minutes: Stacia Bontempo

The minutes of the June, 2009 meeting were reviewed and approved with the following changes:

- a) On page 2 of the minutes (#3a), the heading, 'Pledge Shortfall' was changed to 'Pledge Update.'
- b) On page 4 of the minutes (#7b), the last sentence was changed from, 'Gordon Piche recommends that Bruce MacPherson give an adult forum on church sizing issues' to 'Gordon Piche recommends that Bruce MacPherson give an adult forum on church growth issues'

MOTION: It was moved and seconded that we approve the June, 2009 minutes with the revisions outlined above. The motion passes unanimously.

3. Aspirants for Holy Orders – John Willard and Michelle Sanderson

John and Michelle have gone thru EBM (exploring baptismal ministry) and FOW (Finding Our Way) as a means of exploring their faith and desire to enter formal ministry. The vestry learned about this process and about their personal convictions. The vestry then signed the Certificate Required By Canon to attest to the vestry's belief that they are qualified as postulants for holy orders.

4. Treasurer's Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish
Treasurer's Report

17 August 2009

At the end of the month of July, there was \$69,717.45 in the Operating Checking account and \$63,152.98 in the Operating Savings account. The Designated account had a balance of \$45,037.59 and the Endowment checking account balance was \$32,909.85. It is noted that as of Friday August 14, there was \$55,984.13 in the Operating Checking account and \$18,652.10 in the Endowment checking account.

On the **income** side of the ledger, through the end of the month of July, we were \$23,514.49 under total YTD budgeted income (*note*: YTD = January 1st through July 31st). The good news is that the deficit is about 1/3rd less than the previous two years at this time. Actual yearly income through July 31 was \$406,629.66 against a budgeted income YTD of \$430,144.15. Pledge income was \$17,126.49 below budget YTD.

On the **expenditure** side, through the end of July, we have expended \$376,985.76 having budgeted expenditures for the year of \$430,144.85. The line items with the largest under spending occur in clergy expenses (-\$32,537.91 – mainly Rector compensation from the period during which we had no Rector or Interim Rector), Administration expenses (-\$8,167.30), and Christian Education (-\$8,962.22 -- salaries). Building and Grounds continues to exceed budget, currently by \$7,721.68 for the YTD (mainly utilities). All other cost centers are tracking quite closely to the budget.

The **net total** or bottom-line for the calendar year as of July 31, 2009 shows a net income of \$29,643.90 (i.e., actual income less actual expenses).

Gordon Piché
Treasurer

End Quote

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

- a) A letter to the vestry from Gordon Piche and Jim Hall is forthcoming about an explanation of the use of the endowment fund checking account used to cover expenses (updates to church – flooring, sound system, painting).
- b) Expenditures for the search process will, most likely, not be incurred until 2010.

5. Old Business

- a) Buildings & Grounds – the carpet runner (red with a cross design) is on its way from overseas and will take a while to arrive. The sound system is in and the clergy is getting used to the new equipment. The parking lot repairs and repaving was slightly delayed and is due to start August 18 and should be completed by the weekend. A rubber mulch load is coming this Thursday for the playground. In early September the font will be repaired for \$850. An additional base that will make it more stable will cost \$375. All

work will be done onsite. George Saroch reports that we will need to adjust the budget for B&G. He will have recommendations at the September meeting.

- b) Update on Profile & Search – The first meeting of the Search committee has been held. The Profile Committee is behind on the survey. The survey mechanism is completed and should be out shortly. The boilerplate information for the profile is being done now (history, etc.) and the survey will be done electronically. It should be wrapped up within 60 days. James Hanrahan reports that the Search Committee is off to a great start. James asks that we, the vestry, direct the committee about how we want to confront growth. Lori suggests that we review the survey results and then discuss the growth issue collectively as a vestry. Bruce MacPherson suggests a couple joint meetings between the search committee and the vestry. Bud Billups reports that 2 alternates (Liz Bowers and Tim Parker) had been appointed to the search committee. Tim Parker will be unable to be an alternate, so he needs to be replaced, and Bud has 2 recommendations to fill that position.

MOTION: It was moved and seconded that Bud Billups ask Dick Williams to serve as an alternate for the Search Committee and if he is unable, Eric Naeseth will be asked. The motion was approved unanimously.

6. New Business

- a) Request from Brotherhood of St. Andrew – The brotherhood is trying to put together the fellowship event at Camp Wright again for the parish. The brotherhood is still exploring how this will be run. It will not be a morning service, since all morning services will still be held at SMC. There may be an afternoon service along with the picnic. Some hospitality funds will be given for food. The event will be held from 12-4. Lori will communicate this to the brotherhood.
- b) Staffing Recommendations – Staffing recommendations from Lori Lowe were discussed. (see attached)

7. Warden's Reports

- a) Junior Warden – no additional report
- b) Senior Warden – Bud Billups has spoken with Kent Pagoota about some new ideas about preparing for the 2010 budget. Bud will meet with him soon and then will come back to the vestry about the budget process. Bud will be away for 3 weeks starting next week.

8. Associate Rector's Report

- a) Day School – The floor has been redone. The camp was a huge success. They need another vestry member on the day school board.

MOTION: It was moved and seconded that Steve Brennan be appointed to serve on the Day School Board. The motion passes unanimously.

- b) Stewardship Committee – They have been meeting and have some new ideas for the next campaign. The in-gathering is All Saints Day.
- c) Sunday School – They are still working on their space issues for the coming year.
- d) August 30 – Ministries Fair
- e) Sept 6 – Baptism
- f) Sept 13 – Sunday school kicks off

g) Sept 16 – Diocesan Post-General Convention Event at SMC

9. Interim Rector's Report

The pastoral care provided by Pat Hall is a very good resource for our church. She wants us to have a plan for impending flu epidemic. She is collecting information from a variety of resources to ensure that we are prepared for this. Lori will be taking her husband to Atlanta for a medical appointment the week of the Labor Day holiday.

10. ADJOURNMENT. There being no objections, the meeting adjourned at 9:46pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

September, 2009 – Sarah Hyde

October, 2009 – Stacia Bontempo

November, 2009 – James Hanrahan

December, 2009 – Steve Brennan

January, 2010 – Jerry Smith

February, 2010 – ?

March, 2010 – Bob Sanderson