

St. Margaret's Church

Westminster Parish



Vestry Minutes

Monday, February 15, 2010
Approved on March 15, 2010

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:05pm in the conference room of the Administrative building. Jerry Smith offered the opening prayer.

Attendance: The Rev. Lori Lowe, The Rev. Stewart Lucas, George Saroch – Junior Warden, Stacia Bontempo – Clerk, Steve Brennan, David Brown, Leah Drooff, Wendy Gargano, James Hanrahan, Missy Kelly, Cathy Mohler, Elizabeth Parker, Jerry Smith and Arvilla Wubbenhorst

Absent: Carol Auer, Bud Billups, Emilia Nardi, Gordon Piche and Bob Sanderson

2. Welcome of New Members

- a) Introductions
- b) Expectations of vestry members – all new vestry members signed the required oath to the Episcopal Church. Lori Lowe handed out a draft of expectations for vestry members for the vestry to consider.

3. Election of Wardens and Officers for 2010

MOTION: It was moved and seconded that the vestry elect Bud Billups as Senior Warden, George Saroch as Junior Warden, Gordon Piche as Treasurer and Stacia Bontempo as Clerk. The motion passes unanimously.

4. Minutes: Stacia Bontempo

The minutes of the January, 2009 meeting were reviewed and amended as follows:

- a) Under item #3 (January Treasurer's Report), in the second paragraph, 2nd sentence of the Treasurer's Report, The word 'through' was removed, so the line now reads, "Actual yearly income was \$715,943.07 against a budgeted income for the year of \$737,390.00."
- b) Under item #3 (January Treasurer's Report), bullet d) was changed to bullet a) and it now reads "a) It was noted that Bishop Rabb announced that they may adjust the annual expected percentage giving from parishes."
- c) Under #5 d) (New Business), the final line now reads, "So, the amount for the Missions Commission is \$132K for 2010 based on the new 60% guideline." The amount (\$132K) had been missing in the draft minutes.

- d) Under 11 d) (Interim Rector's Report), the first line now reads, "Next Vestry Meeting – tentatively 2/15/10." The previous date had read 1/15/10.

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

5. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish
Treasurer's Report
15 February 2010**

At the end of the month of January, there was \$67,297.04 in the Operating Checking account and \$63,315.37 in the Operating Savings account. The Designated account had a balance of \$36,929.61 and the Rental House (formally Endowment) checking account balance was \$12,306.15. It is noted that as of Friday February 12, there was \$32,314.99 in the Operating Checking account. Please note: two Day School payroll transfer requests submitted Feb 4 were rejected and not executed; however, the requests have been resubmitted to execute on Monday, Feb 15 (Total of \$23,933.85 increase to Operating Checking giving a new balance of \$56,248.84).

On the **income** side of the ledger, through the end of the month of January, the actual yearly income was \$46,832.56 against a budgeted income for the year of \$65,234.40. That is \$18,401.84 under total YTD budgeted income (*note*: YTD = January 1st through January 31st); however, weather has played a big role in creating this deficit. Pledge income for the year was \$13,313.02 below budget YTD. Donations and Special Offering show little income as might be expected this early in the year. Plate and Special Offerings income are also starting slow.

On the **expenditure** side, through the end of January, we expended \$53,754.64 having budgeted expenditures for the year of \$65,234.66. Under spending totals \$11,480.02. It is too early in the budget year with weather issues to make an analysis of under spending.

The **net total** or bottom-line as of January 31, 2010 shows a net income of negative \$6,922.08 (i.e., actual income less actual expenses).

Gordon Piché
Treasurer

End Quote

For the Treasurer:

- a) Why were the day school payroll transfer requests submitted on February 4 rejected?
Gordon Piche will need to clarify at the March meeting.

- b) Can Gordon add 2 percentage lines to the monthly report for percentage of income received for year to date and percentage of expenses for year to date?
- c) We will go over budget for snow removal by at least \$7,000.

MOTION: It was moved and seconded to accept the January 2010 Treasurer's report as presented. The motion passes unanimously.

6. Special Business

- a) Approval of Parochial Report – It must be signed and submitted to the diocese. Thank you to Jim Hall for filling out the financial information for this.

MOTION: It was moved and seconded to approve the Parochial Report. The motion passes unanimously.

- b) Capital Projects for 2010 – A list of potential capital projects was presented to the vestry. The list for 2010 is: \$6,000 for well-recondition/drill new; \$25,000 for stained glass repair and shields; \$5,000 for day school flooring; \$10,000 for parish hall classroom upgrade; \$2,000 for a snow blower; \$1,000 for music-additional microphones and \$1,000 for parish hall interior paint. Total proposed expenditures: \$50,000 (does not include day school scholarships – usually \$8,000). We may also consider moving the storage shed on the jousting field. Total available in endowment spending is \$88,000.

MOTION: It was moved and seconded that we use the money from the 2010 endowment fund for the parish hall classroom upgrade (\$10,000). This rescinds the November 2009 motion to fund this from the operating savings account. The motion passes unanimously.

MOTION: It was moved and seconded that we allow an additional expenditure of \$3,400 for the parish hall classroom upgrade. This will be funded out of the 2010 endowment fund. The vestry heartily thanks Teresa Todd, Bev Rambo, Jeff Peacock and the Building & Grounds committee for their hard work on this project. The motion passes unanimously.

MOTION: It was moved and seconded that we purchase 2 additional microphones in an amount not to exceed \$1,000 for the church. The motion passes unanimously.

- c) Scheduled Retreat(s) – We are looking at a possible date for a one-day only retreat locally – March 6 (until 5:00pm). Lori suggests that we put together a vestry stewardship statement at this retreat. It is something we would send out to the parish as we invite them to support this statement. Lori proposes a spring retreat together with the search committee (2-nights) – April 16-18 or May 21-23.
- d) Remodeling Project of Youth Space – A full description with expenditures was given to the vestry.

7. Update on Search Process

- a) 87 applications have been received. 56 have been rejected and 31 are being followed up on. 4 more candidates from the bishop are also being reviewed. James Hanrahan reports that some of the candidates look exceptional.

8. Commission Reports

- a) Grants Committee – Camp Amazing Grace has returned their grant of \$10,000 since they received this funding elsewhere.
- b) The Brotherhood of St. Andrew – their annual pancake supper is tomorrow, 2/16/10.

9. Warden’s Reports –

- a) Junior Warden (George Saroch) – Thank you to those who helped remove snow at the church– Phil Graham, Jeff Peacock and Jerry Smith.

10. Associate Rector’s Report

- a) No report.

11. Interim Rector’s Report

- a) Ash Wednesday services this Wednesday. The Lenton series begins next Wednesday.

12. ADJOURNMENT. There being no objections, the meeting adjourned at 9:25pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

March, 2010 – Arvilla

April, 2010 – Emilia

May, 2010 – Leah

June, 2010 – Steve

July, 2010 –

August, 2010 - James