



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, May 17, 2010 Approved Monday, June 21, 2010

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:05pm in the library of the Parish Hall. James Hanrahan offered the opening prayer.

Attendance: The Rev. Lori Lowe, Bud Billups, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Bill Bird, Steve Brennan, David Brown, Wendy Gargano, James Hanrahan, Missy Kelly, Emilia Nardi, Elizabeth Parker, Bob Sanderson, Jerry Smith and Arvilla Wubbenhorst

Absent: The Rev. Stewart Lucas, George Saroch – Junior Warden, Leah Drooff, Cathy Mohler

2. Approval of April Minutes: Stacia Bontempo
The minutes of the April, 2010 meeting were reviewed and amended as follows:

- a) The first line of the Treasurer's Report reports that it's for the month of February. It will be changed to say March.

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

3. Treasurer's Report & Financial Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 17 May 2010

At the end of the month of April, there was \$51,246.31 in the Operating Checking account and \$63,384.89 in the Operating Savings account. The Designated account had a balance of \$26,689.89 and the Rental House checking account balance was \$10,791.15. It is noted that as of Friday May 14, there was \$32,329.57 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of April, the actual yearly income was \$230,667.32 against a budgeted income for the year of \$260,927.96. That is \$30,260.64 under total YTD budgeted income (*note: YTD = January 1st through April 30th*).

Pledge income deficit for the year stands at \$15,972.00 which is reduced by \$16,062.75 since last month's report. Donations continue to show little income where as Special Offerings are catching up nicely. Plate income is behind projected by \$3,667.50.

On the **expenditure** side, through the end of April, we expended \$257,807.21 having budgeted expenditures for the YTD of \$260,272.84. Under spending continues to occur in clergy expenses (-\$7,746.49), Christian Education (-\$9,920.97), and Mission Commission (-\$5,866.36). Building and grounds has exceeded budget by \$7,872.32 for the year to date mainly in utilities (\$8,376.95). It is noted under Worship that the Music Program used most of its budget for the entire year during Holy Week resulting in Worship exceeding its budget by \$5,694.59.

The **net total** or bottom-line as of April 30, 2010 shows a **negative** net income of \$27,139.89 (i.e., actual income less actual expenses).

Gordon Piché
Treasurer

End Quote

MOTION: It was moved and seconded to accept the May 17, 2010 Treasurer's report as submitted. The motion passes unanimously.

- a) It might make it easier for our budget review to have salaries paid twice a month instead of every two weeks. It is something to consider for 2011.

4. Commission/Committee Reports (as needed)

- a) Building & Grounds – George was absent tonight, but he sent a report to the committee via email. “As discussed at the last vestry meeting, I am submitting a summary of our electrical usage both summarized by cost and wattage. While actual costs have remained level or decreased from last year actual usage has increased steadily over the last three years. There may be a number of things that may be impacting this including; increased usage of spaces; failure to adjust temperatures; many people adjusting temps; faulty temperature sensors; etc. I do not know of a single smoking gun. In partnership with the Environmental Committee, Buildings and Grounds is in the process of discussing options with a number of energy/ environmental conservation companies to see what our options are. To date we have met with one company and plan to meet with at least two other companies before making any recommendations to the vestry. Currently assisting us with this effort is Amy Windham, Kim Coble, John Willard, Fumiko Church, and Norm Lutkefedder. Stewart Lucas sat in on the last meeting. Additionally, the following folks have expressed interest in participating, Bill Byrd, Arvilla Wubbenhorst, and Phil Graham. We are currently looking for an overall lead for this project. If you are interested, please let me know.” Discussion at the meeting ensued about other ways to save on utility costs, including energy efficient light bulbs.
- b) Stewardship – A committee met last week and came up with a plan for mid-year stewardship plans. Their plans include the framing/hanging of the Vestry Stewardship Statement, articles in the June newsletter, shorter articles in the June Enews, information

and links on SMC's facebook page, a direct mailing to only those who haven't pledged yet, and sermons. They also discussed a planned giving committee (i.e. estate giving) for our future. Arvilla Wubbenhorst suggested offering a series of financial management classes, with a Christian influence, for parishioners/day school parents, at a cost, to help with the struggles in this current economy.

- c) 2010-2011 Sunday School - Wendy Gargano talked about Sunday School for the 2010-2011 school year. She and Stewart Lucas are trying to form a committee to put together the Sunday School program for next year. Without a dedicated clergy person (as Dina was in prior years), planning for next year is going to be difficult. There needs to be recruiting of teachers, training for them, etc. Wendy asks for our support and our prayers for this process. Bob Sanderson and Lori suggest that the vestry find a way to fund a youth minister, so that when the new minister comes on board, they can help find the right individual.

5. Update on Search Process (as needed)

- a) There are 6 final candidates. There have been visits to these candidates over the last 3 weeks and next. After that, they will narrow the field to 3.

6. Policy on Use of E-mail

- a) Lori Lowe proposed a set of guidelines regarding the use of email for the official business of SMC. There is already an unwritten policy about emails for the staff at SMC, but Lori would like to formalize this. Lori will take the vestry's suggestions and submit a revised set of guidelines and etiquette at the June meeting.

7. Warden's Reports –

- a) Senior Warden (Bud Billups): Mike Loney and Bud met to discuss the June 5 retreat, and they decided that the combined retreat is too premature for the search committee, so just the vestry will meet. We will meet at St. Philip's Church at 8:45am until 11:30. Bud reports that Mary Glasspool's consecration was a wonderful event and very festive. The group from SMC presented Mary her ring from St. Margaret's.

8. Rector's Report

- a) Pastoral concerns.

- 9. ADJOURNMENT.** There being no objections, the meeting adjourned at 9:06pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

June, 2010 – Steve
July, 2010 – ?
August, 2010 - James