



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, November 16, 2009 Approved Monday, December 14, 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. James Hanrahan 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, Carol Auer, Steve Brennan, Leah Drooff, Phil Graham, James Hanrahan, Sarah Hyde, Emelia Nardi, Bob Sanderson, Jerry Smith and Arvilla Wubbenhorst
Guests: Jim Hall and Larry Lorton

- a. **Minutes:** Stacia Bontempo
The minutes of the October, 2009 meeting were reviewed and approved as written.

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

3. Treasurer's Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 16 November 2009

At the end of the month of October, there was \$73,823.00 in the Operating Checking account and \$63,232.61 in the Operating Savings account. The Designated account had a balance of \$28,707.35 and the Rental House (formally Endowment) checking account balance was \$12,717.10. It is noted that as of Friday November 13, there was \$77,856.81 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of October, we were \$52,621.68 under total YTD budgeted income (*note:* YTD = January 1st through October 31st). Actual yearly income through October 31 was \$561,869.98 against a budgeted income YTD of \$614,491.66. Pledge income was \$36,176.47 below budget YTD which is an increase deficit of \$4,677.51 since the end of September. Miscellaneous Income remains well below budget by \$6,996.90.

On the **expenditure** side, through the end of October, we have expended \$536,907.61 having budgeted expenditures for the year of \$614,492.54. Under spending totals \$77,584.93. The line items with the largest under spending occur in clergy expenses (-\$42,428.82 – mainly Rector compensation from the period during which we had no Rector or Interim Rector), Christian Education (-\$12,631.78 – salaries and youth programs), Administration expenses (-\$10,268.71), and Mission Commission (-\$7,668.35). Building and Grounds continues to exceed budget, currently by \$8,188.42 for the YTD (mainly Utilities and General Supplies & Equipment). Seven other cost centers are under expended; however, the reasons are known and will be quite close to budget as the year progresses.

The **net total** or bottom-line for the calendar year as of October 31, 2009 shows a net income of \$24,962.37 (i.e., actual income less actual expenses).

Gordon Piché
Treasurer

End Quote

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

- a) Our attendance is back up within the normal range. It had been down slightly.
- b) Pledges – the stewardship campaign is going well. 140 pledges (15 are new) for \$470,000. We had 238 total pledges last year.

4. Review of 2010 budget (first draft)

- a) Salary Budget – Larry Lorton, chair of the Personnel Committee, presented the committee's suggested salary plan for all staff members in 2010. Diocesan guidelines recommend a .1% increase (cost of living adjustment) for staff. The proposed 2010 rector salary reflects paying our interim rector and then a new rector with the earliest possible start date of July 2010. The committee could not find the funds for an Assistant Rector for 2010. We plan to have a Rector and Associate Rector.
- b) The vestry reviewed the 2010 draft budget. At the December meeting, we will review in depth and attempt to balance it. In December, we'll have a better idea about our pledges for 2010.

5. Old Business

- a) Vestry Nominating Committee – the committee met last week and have a good list of potential candidates. Calls to prospects are happening now. The committee will have a list of vestry candidates to present at the December meeting.
- b) Other Old Business – Search Committee Update: The committee is completing a CDO (church deployment office) form currently and waiting on the completed profile (with a final 'OK' from the bishop). The Profile also needs to be approved by the vestry.

MOTION: It was moved and seconded that we approve the profile as presented. The motion passes unanimously.

6. New Business

- a) Request for use of facilities – Redeemer Church would like to use our facilities for their services with about 30 people at 6:00pm on Sunday nights for about 90 minutes. There are no electrical requirements. They are a new church established in October 2009 and are currently meeting in a photography studio. The youth group usually meets Sunday nights in the Parish Hall, but perhaps the conference room would suffice. Jerry Smith suggests that we allow them to use the conference room for a term of 6 months and then reevaluate. Lori will talk to that group.
- b) Other new business - \$22,000 was carried over from 2008 and it's now in our savings account. Gordon Piche suggests using some of that money for proper equipment/furniture for the basement of the Parish Hall. This would show some support of our youth. We can donate the old furniture. A committee of 3 needs to be appointed to find appropriate furniture for that space with input from the youth. The entryway into the day school needs to be overhauled as well with appropriate signage identifying it as the day school entrance.

MOTION: It was moved and seconded that Lori appoint a committee of 3 with youth input to select and purchase furniture for the youth rooms beneath the kitchen in the parish hall with a limit of not more than \$10,000. The motion passes with one no vote.

7. Commission Reports (as needed)

- a) Building & Grounds – there is a work party this Saturday, 11/21.

8. Warden's Reports

- a) Junior Warden – no additional reports
- b) Senior Warden – no additional reports

8. Associate Rector's Report

- a) There were 17 youth at the youth group meeting last night. The spaghetti dinner was a great success last Sunday night. J2A is going to CO in August for their pilgrimage.

9. Interim Rector's Report

- a) The confirmation service was wonderfully well attended.
- b) The Veteran's Day service was wonderful as well despite the weather.
- c) The entire vestry and clergy have submitted their pledges for 2010.
- d) The December vestry meeting date needs to change to the 14th. Most of that meeting will be dedicated to the budget.

10. ADJOURNMENT. There being no objections, the meeting adjourned at 8:48pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

December, 2009 – Steve Brennan

January, 2010 – Jerry Smith

February, 2010 – Bob Sanderson