



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, September 21, 2009 Approved on Monday, October 26, 2009

1. Opening: The meeting was called to order by The Rev. Lori Lowe at 7:03pm in the conference room of the Administrative building. Sarah Hyde offered the opening prayer.

Attendance: The Rev. Lori Lowe, The Rev. Stewart Lucas, The Rev. Nancy White, Bud Billups – Senior Warden, George Saroch – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Steve Brennan, Leah Droof, Phil Graham, James Hanrahan, Sarah Hyde, Missy Kelly, Amelia Nardi, Bob Sanderson, Jerry Smith and Arvilla Wubbenhorst

Guests: George Tolley, Izzy Winn and Jerry Chambers

a. **Minutes:** Stacia Bontempo

The minutes of the August, 2009 meeting were reviewed and approved with the following change:

- a) Under 6.b), the list of staffing recommendations will be attached to the August Vestry Minutes.

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

3. Treasurer's Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 21 September 2009

At the end of the month of August, there was \$53,306.78 in the Operating Checking account and \$63,179.80 in the Operating Savings account. The Designated account had a balance of \$41,712.50 and the Endowment checking account balance was \$18,652.10. It is noted that as of Friday September 18, there was \$45,694.16 in the Operating Checking account and \$14,692.10 in the Endowment checking account.

On the **income** side of the ledger, through the end of the month of August, we were \$33,414.25 under total YTD budgeted income (*note*: YTD = January 1st through August 31st). Actual yearly income through August 31 was \$458,179.07 against a budgeted income YTD of \$491,593.32. Pledge income was \$19,465.81 below budget YTD and there has been no recorded income from Fund Raising (\$5,333.32 anticipated); i.e. Joust. Miscellaneous Income is also below budget by \$5,193.00.

On the **expenditure** side, through the end of August, we have expended \$425,126.25 having budgeted expenditures for the year of \$491,594.08. Under spending totals \$66,467.75. The line items with the largest under spending occur in clergy expenses (-\$39,631.17 – mainly Rector compensation from the period during which we had no Rector or Interim Rector), Administration expenses (-\$15,287.85), and Christian Education (-\$10,554.73 – salaries and youth programs). Building and Grounds continues to exceed budget, currently by \$7,619.62 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 August 31, 2009 shows a net income of \$33,052.82 (i.e., actual income less actual expenses).

Gordon Piché
Treasurer

End Quote

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

- a) Jim Hall and Gordon are waiting to submit their letter regarding the endowment fund checking account until all expenses have been incurred.
- b) Jerry Smith inquired about whether the endowment fund follows the laws of the State of Maryland and Gordon assures us that it does.

4. Old Business

- a) Missions Commission – George Tolley came to discuss how the business of the Missions Commission gets accomplished. Previously, the vestry was unsure of how the Missions Commission functions with regard to their committees and budget, and George Tolley came tonight to give us some details. Quarterly reports will be forthcoming. The first report will include their internal processes.
- b) Buildings & Grounds – The runner is in the church. The binding still needs to be completed. It looks wonderful! The font was repaired last week and the drawings were completed for a new base. However, the drawings represented a base that was too high to use for Baptisms, so we will not get a new base. The repair work done should be enough to stabilize it. The basin of the font was lined with a sealant. The parking lot sealing has been completed. The painting of the Admin Building has been finally completed. The divider in the classroom closest to the playground is not functioning properly. Apparently, the two outside piers are settling. This should be under warranty. Modular

is coming out to take a look at the problem. Lori recommends that the vestry review all the spaces used for Sunday School at the next meeting.

- c) Update on Profile & Search – They have over 200 completed surveys in hand. The profile has been started and it should be finished by the end of October. The search committee has been meeting, but they really need the profile to get further. The search committee would like to get a conference phone to use for phone interviews (the MC could use it too). Most likely, it will cost about \$600.

MOTION: It was moved and seconded that the church purchase a conference phone to conduct interviews with candidates for the Rector position with funds used from the search budget not to exceed \$600. The motion passes unanimously.

A private web site has been set up for the committee's use. The Search committee would like to have a retreat with the vestry and Lori is reviewing possible dates. Are we, the vestry, going to put in a statement about growth in the profile? The vestry will see the profile in draft format before it's completed.

- d) Update on hire of Sexton – Lori has spoken with both John Purgason and Kevin, our cleaning contractor, about our need to hire a sexton and how it will replace their positions. Lori and the Personnel Committee have put together a very specific job description for a sexton and an ad for the newspaper. This ad should run next week. This position will require 30-40 hours per week. The Personnel Committee as well as Stewart and Ruth will help interview the final candidates.
- e) Date of Annual Parish Meeting – It was originally scheduled for January 24, however it appears it's a school break, so many families will be traveling. The new date will be January 31.

5. Jerry Chambers is on the vestry at St. Anne's in Annapolis, MD and is visiting our vestry tonight. Jerry wants to keep the dialogue open between the Episcopal parishes in Annapolis. He handed out a directory of clergy, staff and vestry members at each church. He reports that GAIN (Greater Annapolis Interfaith Network) Celebration of Faith Communities and Good Works is on 10/25/09 at 2:00pm.

6. New Business

- a) Nominating Committee for new vestry – Stacia Bontempo will chair this committee with the other outgoing vestry members (Gordon Piche, Sarah Hyde and Phil Graham). An at large member may be added to the committee. We also need to have a new youth member on the vestry – Stewart will report on this at the next vestry meeting. These new vestry candidates must be approved by the vestry at the December vestry meeting.
- b) Time Line for budget process – Kent Pagoota will assist us again this year with budget preparations. The finance committee has met with him and he's in the process of putting a preliminary budget together. Last year, a segment of the vestry met with Kent to sort out many details separately from a regular vestry meeting and that worked very well. We will do that again this year. A draft will be presented at the November vestry meeting. Leah Droof, Bob Sanderson, George Saroch, Bud Billups, Jerry Smith, Jim Hall, Kent Pagoota and Gordon Piche will be the ad-hoc budget committee that meets to discuss the 2010 budget in depth.

7. Warden's Reports

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

8. Deacon Report

- a) Nancy is working with the youth confirmation candidates on the understanding the trinity. They are doing a scavenger hunt through the Book of Common Prayer. John Williard and Michele Sanderson are working with the adult confirmation candidates. 7:00pm on November 4th is the time/date of the confirmation. The Honduras fiesta is this Friday, 9/25, in the Parish Hall. It's a potluck event to celebrate the work of SMC in Honduras. Attendees will also discuss the future of our work in Honduras.

9. Associate Rector's Report

- a) Day School – A few spots are available in Kindergarten, 2s and 3s. A new afternoon school program (art classes) has been added. We have a new board member and treasurer.
- b) Youth Group – they are going to meet every Sunday night from 5-7pm. They will cook dinner for the lighthouse shelter this Sunday. It's for grades 6-12.
- c) Newcomers Dinner – November 3rd at 6:00pm in the parish hall.
- d) Sunday School – 125 children are registered.
- e) Stewardship – November 1 is the ingathering day for pledges.
- f) The newsletter goes out this week.

9. Interim Rector's Report

- b. October vestry meeting date – It needs to be moved from the 19th to the 26th due to a clergy conference.
- c. December vestry meeting date – It needs to be moved from the 21st to the 14th due to Christmas.

10. ADJOURNMENT. There being no objections, the meeting adjourned at 9:00pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

October, 2009 – Stacia Bontempo

November, 2009 – James Hanrahan

December, 2009 – Steve Brennan

January, 2010 – Jerry Smith

February, 2010 – ?
March, 2010 – Bob Sanderson