

# St. Margaret's Church

## Westminster Parish



### Vestry Minutes

Monday, October 17, 2011  
Approved November 21, 2011

**1. Opening:** The meeting was called to order by The Rev. Peter Mayer at 7:02pm in the conference room of the Administrative building. Cathy Mohler offered the opening prayer.

*Attendance:* The Rev. Peter Mayer, The Rev. Stewart Lucas, The Rev. Sarah Lamming, Bud Billups – Senior Warden, George Saroch – Junior Warden, Gordon Piche - Treasurer, Stacia Bontempo – Clerk, Bill Bird, Dave Boyce, Leah Drooff, Wendy Gargano, Nate Hall, James Hanrahan, Cathy Mohler, Maddy Munsey, Elizabeth Parker, Janice Roper-Graham, Bob Sanderson

*Absent:* David Brown, John Goldthwait, Randy Goff

#### **2. Minutes: Stacia Bontempo**

The minutes of the September, 2011 meeting were reviewed and approved as submitted.

**MOTION: It was moved and seconded that we approve the September, 2011 minutes as submitted. The motion passes unanimously.**

**MOTION: It was moved and seconded that we approve the October, 2011 meeting agenda as submitted. The motion passes unanimously.**

#### **3. The Big Question: What challenges you in worship?**

- a. The vestry considered this question and discussed their personal challenges.

#### **4. Submitted Reports**

- a. Building & Grounds Report, Bill Bird
  - i. Bill has reviewed the proposals for the fire alarm system for the church and school and has two final candidates.
  - ii. Bill has scheduled cleanup of the Admin Building, including removal of the asbestos and non-asbestos tiles.
  - iii. Windows were installed in the doors of Sarah's and James' offices in the admin building.
  - iv. There have been several issues with electrical wiring on campus. The admin building heat pump had a fired contact on a circuit board, the parking lot lights connector had a short, the admin building sump pump failed (before we

had a flood), and the new spot light in front of the church had a loose connection.

- b. Welcoming, Jane Piche
  - i. Jane submitted a written report about how SMC engages newcomers. Jane will join us at a future vestry meeting to discuss our very successful newcomers' program.
- c. Missions
  - i. Dibble Hammer has accepted a position on the board of Annapolis Area Ministries.
  - ii. George Tolley is the current chair of the Missions Commission and has been for several years. He does a great job, but within the next year we'll need to find a new chair.

#### **5. Horizons 2015: Jon Willard**

- a. Jon attended tonight's meeting to explain Horizons 2015 and reviewed its' goals.
- b. One of the biggest challenges facing Horizons 2015 is the budget.
- c. There is a Canon in charge of each of these goals (Proclamation, Evangelism, Action, Christian Formation and Education).
- d. Regional visits: The 'visiting team' under Horizons 2015 will visit churches (at the initiative of the individual church) to establish a baseline and ascertain strengths and weaknesses under the Horizons 2015 list of goals. The leadership of the diocese has a direction and defined goals.
- e. We are the only diocese doing this and it could be a model for other dioceses in our country and perhaps internationally.

#### **6. Nominating Committee:**

- a. Leah Drooff, Bill Bird, Bob Sanderson and James Hanrahan are in their final year serving the vestry. These four will form the 2012 vestry nominating committee. They will appoint a chair and begin the process.

#### **7. Capital Expenditures from Endowment Income: George Saroch**

- a. George has prioritized the capital expenditures (\$86,554 allocated) from the endowment income. These projects have already been approved:
  - i. Day School Scholarships (already approved)
  - ii. HVAC Emergency Replacement (already approved)
  - iii. French drain near Day School (overrun from B&G budget)
- b. Recommendations for rest of 2011:
  - i. Fire alarm upgrade – annual charge will be passed on to the B&G operating budget. Remote alarm at fire station and a fire alarm backup system.
  - ii. Web based information technology service – presents a long-term savings and better reliability and service.
  - iii. Maintenance fund – we have a long-term deficiency in payments and the current balance is \$45k. Large maintenance projects are in our near future (i.e. Parish Hall roof - \$100k+).
  - iv. Backup emergency generator – for the sump pump in the Administration Building. No bids received as of yet.

**Motion: It was moved and seconded that we approve the recommendations as outlined above. The motion passed unanimously.**

**8. Warden's Report:**

- a. Bud Billups – We are continuing meetings about the future of our temporary classrooms.
- b. The counting procedures are still under review. The biggest issue is counters not showing up on Sunday mornings. Ruth (Admin Mgr) suggested that she count the plate on Monday mornings with the assistance of another parishioner or staff member to ensure there are two counters. The only Sunday duties would be transferring the plate dollars/checks to the safe in the Admin Building. The staff will review the process and come up with a final decision.

**9. Rector's Report:** The Rev. Peter Mayer

- a. October 23<sup>rd</sup> – Bishop Sutton will be here for all three services and lunch with the vestry. The vestry will be having lunch with the Bishop after this Sunday's services.
- b. CEEP Conference (Consortium of Endowed Episcopal Parishes) – March 7-10, 2012 in Charlotte, NC. Peter and John Goldthwaite are very interested in attending. Others are very welcome to attend.
- c. Average Sunday Attendance – so far in 2011, 358 vs. 327 over last year (up 9.4%).
- d. Camp Wright – Peter thanked all who were involved in putting that together.
- e. Bishops Cup Golf Tournament – 16 golfers attended from SMC. The proceeds went to the Harford Family House (homeless shelter for families).

**10. Associate Rector's Report:** The Rev. Stewart Lucas

- a. Claggett Conference Center – the capital campaign has kicked off (\$5 million – half has been pledged already) for the adult wing.
- b. Sarah was at her first vestry meeting tonight!

**11. Financial Report:** Gordon Piche

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**St. Margaret's Church Westminster Parish  
Treasurer's Report  
17 October 2011**

At the end of the month of September 2011, there was \$43,553.49 in the Operating Savings account and \$25,340.12 in the Operating Checking account. The Designated checking account had a balance of \$30,736.53 and the Rental House checking account balance was \$2,571.74. It is noted that as of Thursday evening, October 13, there was \$33,639.67 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of September, the actual yearly income was \$576,261.91 against a budgeted income for the year of \$598,935.01. That is

**\$22,673.10 under** total YTD budgeted income (*note*: YTD = January 1<sup>st</sup> through September 30<sup>th</sup>). Pledge income for the year was \$22,781.88 ahead of budget (\$492,584.99 budgeted and \$515,366.87 received). **All other income categories** (11 of them) except Flower Fund **are under budget** (three of which show zero income) with a combined total of (-) **\$46,881.73**. The largest deficits occur in 4001-Plate Income at (-) \$9,910.30, 4003-Special Offering at (-) \$7,784.99 and 4005-Donations at (-) \$10,596.79.

On the **expenditure** side, through the end of September, we have expended \$608,670.36 (\$598,931.92 budgeted). All categories for expenditure were on, very close to budget or under budget except Building and Grounds and Administration. Building and Grounds is \$15,215.95 over budget mainly in 5020-Utilities, 5025-Building Maintenance and 5035-HVAC Maintenance. Administration is \$3,839.88 over budget mainly in 6080-Insurance General (\$4,477.01)

The **net total** or bottom-line as of September 30, 2011 shows a **negative** YTD net income of (-) \$32,408.45 (i.e., actual income less actual expenses). The **deficit** grew to \$9,188.03 during September (nearly a 40% increase).

Gordon Piché  
Treasurer

end quote

- a. Pledge income is well ahead of budget, but our other income budgets are behind. Some of that income will come in during the upcoming Holidays.
- b. \$698k is currently pledged for 2011 (includes the increased pledge drive efforts from late summer).
- c. Expenses are at or below anticipated levels except for building & grounds.

**12. ADJOURNMENT.** There being no objections, the meeting adjourned at 8:42pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

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*Nota Bene*: Opening Prayer Assignments  
November, 2011 – Wendy Gargano  
December, 2011 – Leah Drooff