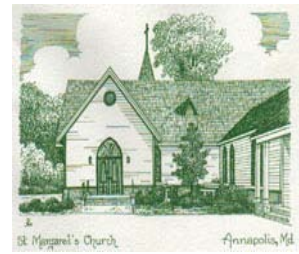


St. Margaret's Church

Westminster Parish



Vestry Minutes

Monday, September 19, 2011

1. Opening: The meeting was called to order by The Rev. Peter Mayer at 7:00pm in the conference room of the Administrative building. Dave Boyce offered the opening prayer.

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

Absent: James Hanrahan

2. Minutes: Stacia Bontempo

The minutes of the July, 2011 and August, 2011 meetings were reviewed and amended as indicated below:

a. July minutes: Under #6a, the first line was revised to say, “Bud will be meeting with a group (Teresa Todd, George Saroch, Peter and a few others) to address the needs for our educational facilities and research a permanent solution for our temporary classrooms.”

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

3. The Big Question: What’s your vision for an evening service at SMC?

a. The vestry considered this question and discussed their visions.

4. Submitted Reports

a. Building & Grounds Report, Bill Bird

- i. The refinishing of the church doors is nearly complete.
- ii. Power washing of the school porch and the top of the Columbarium was completed.
- iii. Three proposals have been received for a fire alarm system.
- iv. Waiting on the insurance adjusters to respond to the flooded basement in the Administration Building.
- v. Sump pump in the Admin Building was discharging in the septic tank. This has been temporarily fixed and will need a permanent solution.
- vi. Bill is researching an automatic generator for the Admin building.
- vii. The men’s room in the Admin building has a leak in the ceiling.

- b. Stewardship, Dave Boyce
 - i. Increased pledges and new pledges (\$30,000+) for 2011
 - ii. Launching fall campaign early in October. There's a change in approach this year – introduce concept of giving as a “spiritual practice.” Giving is receiving. Pledge card will be replaced by “commitment card.” The letters discuss giving to the people of the church and not the church.

5. Music: James Fitzpatrick

- a. James presented an overview of the music program for SMC for 2011-2012. James views music as prayer and as a way to communicate with God and meditate. Sometimes we can't find words to express our feelings and music provides an avenue for expression. Our best effort is a worthy sacrifice to God.
- b. Our music reaches out to the community through training and support for students, concerts, and opportunities to serve.
- c. We lost about 11% of our attendance during the time we had our interim, however, the number of those who participated in our music program grew by 11%. Our special musical services are very well attended.
- d. Concert series – This began in 2006 and has been very successful. It's a major outreach program for SMC. We could professionalize this program and appoint a board of directors, etc. and expand our program.
- e. Racial diversity through music – we have reached out to students at Morgan State and given them support. There's a lot of positive synergy with these efforts.
- f. Needs – to continue growth, either an organist or associate music director will need to be added to the staff as well as more lay involvement at a musical leadership level, more space and more funding for this program. Can we create a vision for this program? We have no choir/music room at SMC. James would love to create a group for middle school or high school students, but we need lay leadership to organize.

6. Audit Report:

- a. SMC has looked into other companies that do audits for churches in the area and did not find any good alternatives. Jim Hall has signed the company that did it last year for \$5,000 (\$1,000 less than last year).

7. New Hires:

- a. Lara Tayman, Administrative Assistant, has been with SMC for two weeks and Peter is extremely pleased with her work. She's very diligent about her work.
- b. Sarah Lamming, the new Associate Rector, will begin on 10/3 and her first Sunday will be 10/9. The Dept of labor is reviewing her application for a visa and should certify it by the end of the month. Sarah has found an apartment here and has met the staff and she's very excited to come on board. The legal expenses will be shared between Sarah and the church. Her contract states that a certain amount of debt is forgiven with additional years of service. Sarah was introduced briefly at tonight's vestry meeting, since she is in town unpacking.

8. Warden's Report:

- a. Bud Billups – A group has met to address some of the issues with counting the plate on Sunday mornings. If two counters are waiting to count during the 11:15am service, they may begin counting before the service is over. If two aren't there, then counting needs to wait until after the service. Another group met to discuss the temporary classrooms. There was good discussion but more information from the day school is needed to make any decisions. In order to renew permits with the county for the temporary classrooms, we need to have plans on paper for a permanent solution. So far the classrooms have been here for 3 years.

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

- a. Our service on 9/11 was very meaningful and Peter had lots of positive feedback.
- b. Our retreat will be in February locally and we'll meet 9-3 on a Saturday with a social kick-off the night before. No overnight this year!
- c. October 23rd – Bishop Sutton will be here for all three services and lunch with the vestry.

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

- a. SafeGuarding God's children program is 10/25
- b. The new web site is launched and we have pod casts now.
- c. We still have server issues. A new server is \$5-10k and lasts 5-7 years. Our current server is 10-12 years old. The staff has decided on a cloud server hosted off site. Currently, the day school server and church server are not hard wired to each other and staff cannot access documents from home. Google docs does not offer enough flexibility and is a lot more work. The cloud server costs \$4/month per user. The upfront labor to transfer our data is the only downside.

11. Financial Report: Gordon Piche

quote

**St. Margaret's Church Westminster Parish
Treasurer's Report
19 September 2011**

At the end of the month of August 2011, there was \$43,546.34 in the Operating Savings account and \$39,208.73 in the Operating Checking account. The Designated checking account had a balance of \$21,118.24 and the Rental House checking account balance was \$2,571.74. It is noted that as of Thursday evening, September 15, there was \$46,553.46 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of August, the actual yearly income was \$510,531.06 against a budgeted income for the year of \$532,386.68. That is **\$21,855.62 under** total YTD budgeted income (*note*: YTD = January 1st through August 31st). Pledge income for the year was \$19,573.89 ahead of budget (\$437,853.32 budgeted and \$457,427.21 received). **All other income categories** (11 of them) except Flower Fund **are under budget** (four of which show zero income) with a combined total of (-) **\$43,106.18**.

On the **expenditure** side, through the end of August, we have expended \$533,751.48 (\$532,382.56 budgeted). All categories for expenditure were on, very close to budget or under budget except Building and Grounds and Administration. Building and Grounds is \$13,382.34 over budget mainly in Utilities, Building Maintenance and HVAC Maintenance. Administration is \$4,985.52 over budget mainly in Insurance General and Copier Expense

The **net total** or bottom-line as of August 31, 2011 shows a **negative** YTD net income of (-) \$23,220.42 (i.e., actual income less actual expenses). The deficit grew by \$5,991.75 during August.

Gordon Piché
Treasurer

end quote

- a. This summer went more smoothly than past summers with regard to our income vs. expenses.
- b. Our deficit grew in August as it usually does, but it wasn't as high as in past years.
- c. We need to plan carefully for the additional pledges coming in to ensure it's going to paying for our 3rd clergy member.

12. ADJOURNMENT. There being no objections, the meeting adjourned at 8:57pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments
October, 2011 – Cathy Mohler
November, 2011 – Wendy Gargano
December, 2011 – Leah Drooff