

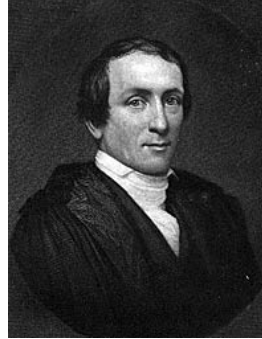
ST. MARGARET'S
CHURCH



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, September 15, 2015



Feast of Cyprian, Bishop and Martyr of Carthage, 258 or James
Chisholm, Priest, 1855



Attending:

Peter Mayer+

Anne Sessions, Senior Warden

Charlie Lang, Treasurer

Ernie Tucker

Liesl Wheeler

Kathy Polk, Clerk

Elizabeth Bowers

Doug Seibert

Valery Weekley

Willie Williamson

Julia Droof

Mark Torrence, Jr Warden

Tom Wenz

Absent: Jane Hague+, Doug Castonguay, Karen Engelke, Kyle Morgan, Trish Schilling, Kirsten Tolley

1. Anne Sessions opened the meeting with a prayer at 7:10 pm. Check-in question was about what keeps you up at night or bothers you first thing in the morning.
WiFi: StM@rgets1
2. The July 21, 2015 minutes were approved. The Special Meeting 8-23-15 minutes were approved.
3. Reports
 - a. Treasurer's Report – Charlie Lang
Attached: 150915 Treasurer Report
Attached Excel-Treasurer-August 2015 "Profit & Loss Budget Performance"

Charlie explained that now we've come to the end of the construction project, we will have a better idea of the debts. We need projections of about much more to borrow – interest and length of time. BB&T will have a financial review of the books October 1 for the terms of the loan. Charlie will redo Jan-Aug indicating "real" activity. He doesn't want to pull from the Endowment while the market is down. There was a delay in a check deposit from 2014 to January 2015. We only want to pull from the Endowment what we need. Lyn Sloan has helped with figures and accounting. The Building and Grounds spend \$40,959.99 but only budgeted \$35,000. They are "okay" with personnel expenses. The checks were written 1-2-2015 instead of 2014. It should be a 2015 debt because that's when the checks cleared. **There will be a discussion regarding the sexton next month.** How can we get creative providing maintenance, cleaning, etc? There are security issues – doors will lock when people leave. Should we get a night watch man? There is a potential \$69K pull from the Endowment for Youth, Seton, and Manager. The rental house is owned by the Endowment. A rent check goes to the Endowment Fund and expenses are paid from the Endowment Fund. Charlie recommends an "escrow" fund depositing the rent in checking. After a period of time (annual?) justify expenses and on a one-time basis, send money to the Endowment Fund instead of using it frequently. Grounds maintenance has been deferred

during construction. The insurance bills come in the fall. Have we updated the insurance policy to reflect the new building? Line 5090 Water/Testing is a long term maintenance fund.

b. Rector's Report – Rev. Peter Mayer

Attached Rector's Report September 2015.docx

Peter+ related that Elizabeth has been a very positive influence in the office. The office is more productive and the organizational and process is positive. Elizabeth has taken control of the mold management with outstanding results. The work that Mark Torrence has done has worked. The Chores N' More room has issues. They recommend a good cleaning of the HVAC. Anne Lallande of the Missions Commissions has reported after multiple attempts a failure to contact a group in Tanzania to donate a grant for 415,900 – the largest grant this year. **Peter+ will forward the letter.** The commission will recommend what to do with the money. We are disappointed that there has been no response from the Diocese regarding the "Grand Opening" and ribbon cutting ceremony. Peter+ believes the Diocese spends most of its energy with dysfunctional parishes. Peter+ will be part of a companion relationship with the Diocese of Puerto Rico and will be making a trip at Diocesan expense to Puerto Rico on October 23 – 25, 2015.

c. 2015 Budget Report – Willie Williamson

****Paper copy but no electronic copy** "Preliminary 2016 Budget Assessment"

****Paper copy but no electronic copy** Excel "St. Margaret's Church: 2015 Endowment Budget"

Willie reported there are too many variables. The sexton is a variable. The interest payment is variable. The operating budget is a variable. There are no projections on utilities for next year.

Peter+ will e-mail the parish advertising an Adult Forum on October 18- - Story of where we're headed and the costs. The budget is "reactionary" to our needs instead of being "proactive" — "Here's where we're going." The budget is based on priorities and commitments. If pledges are not sufficient, we will go into the Endowment. Each commission will explain their priorities and costs. If you hear any thoughts on the budget, please share them with Willie. Only Ruth knew the history of "giving". A select group should find out why people don't give. They are still working on air quality and duct cleaning. They are looking at the lower level of the Parish Hall. There are organic materials that may need to be discarded.

(Under "Capital Projects" on the "St. Margaret's Church: 2015 Endowment Budget")

There was a motion to approve \$3,408 for Powell and Turner for church (only) duct cleaning from the Endowment Fund to pass through the Maintenance Fund for tracking. The motion was approved unanimously.

There was a motion to approve \$750 from the Endowment Fund for a PC laptop and MS Office license for the Youth Coordinator Jenelle Meija. The motion was approved unanimously.

The previous computer was a 1999 desktop. They are still looking to hire one more youth position. On November 1, the software license expires. There is operating system redundancy.

4. Wardens' Reports

a. Junior Warden – Mark Torrence

Attached: PDF JrWardenReport_20150721

b. Senior Warden – Anne Sessions

Attached SMC-SrWardenReport.docx

Anne said the Incubator team continues. There is an ad hoc job search team. They have reopened the process if "Forma". They will start working as the resumes come in. It is harder to undo bad decisions. They want to support Jenelle. **She hopes to have a candidate by the next vestry meeting.** They want to keep communication open between the teachers' concerns and Jenelle. The kids asked where the couches are for the new classrooms. Sarah+ made a decision for "traditional classrooms" – there was strategic thinking involved. We want to "live" into the spaces before making changes. There may be things like sunshine or acoustics that make a difference we aren't aware of. There will be a different

traffic pattern for safety. We need to get input from the kids. **Who is responsible for the transition of space for different activities?**

Tom Wenz: EFPC

Attached: Draft September EFPC Report to Vestry.docx

Tom said 60% of the pledges have been collected. There are some bookkeeping issues as some money has gone into the general operating budget instead of the campaign. Invoice # 10 was received and needs to be paid. **There was a motion to draw from the loan to pay Invoice # Ten. It passed unanimously.** In October they will use savings to pay for electrical costs and final figures on furnishing. They are creating a "punch list" to ensure compliance. The Day School and Sunday School have moved. The parking lot will have directional arrows. There are questions about access to the lower level on Sundays. There are security determinations to be made. The trash site is not convenient. We were approved for 53 LEED credits with a minimum of 50 required. There will be a new sign indicating "Welcome to our non-smoking campus." The blessing of the building went well. There were some cell phone coverage issues. Next Sunday, September 20, Sunday School will start. September 27 will be the grand opening. The EFPC Committee work is coming to a close. They will have off to other committees. **A decision needs to be made regarding changes.** We need to get multiple people involved working on space requirements.

Rain Garden Proposal

Tom Wenz passed around copies of the proposal. Anne Sessions gave the clerk a copy for reference.

A parishioner Gail Morton working with Alliance for Chesapeake Bay has been awarded a \$50,000 grant to install a rain garden at St. Margaret's. It will require the removal of two of four Japanese elms, removal of up to 3' of asphalt, and trimming the cherry tree. The purpose of the rain garden is to collect the first 1" of rain. The grant will include on-going maintenance. It needs to be installed as soon as possible because of ground freezing. It is the recommendation of the Environmental Commission

- to grant permission to remove two trees
- to have a combination of two types of rain gardens
- to remove up to 3' of parking lot
- to remove a dead holly tree
- to prune the cherry tree
- to re-grade

The commission feels its purposeful design shows environmental stewardship. It will beautify the campus and have environmental sustainability while being stewards of the watershed. **There was a motion to accept the recommendation of the Environmental Commission for the Rain Garden. The motion passed unanimously.**

The meeting ended with the singing of the Doxology at 9:15.

Respectfully submitted,

Kathy Polk, Clerk

Kirsten Tolley will offer the opening prayer at 7pm in the Formation Building on October 20.