



St. Margaret's Church

Westminster Parish

Vestry Minutes

Tuesday, December 16, 2014

Approved January 20, 2015

1. **OPENING:** The meeting was called to order by The Rev. Peter Mayer at 7:00pm in the conference room of the Administrative building. The Rev. Peter Mayer led the vestry in prayer.

Attendance: The Rev. Peter Mayer, George Saroch – Senior Warden, Gordon Piche – Treasurer, Karen Engelke, Charlie Lang, Phil Meeder, Teresa Todd, Kirsten Tolley, Ernie Tucker, Kyle Morgan, Anna Thomas, Valery Weekly, Liesl Wheeler, Willie Williamson

Absent: The Rev. Jane Hague, The Rev. Sarah Lamming, Stacia Bontempo, Elizabeth Bowers, Doug Castonguay, Mark Torrence

2. **MINUTES:** Kyle Morgan

3. **SUBMITTED REPORTS**

St. Margaret's Church Westminster Parish Treasurer's Report Vestry Meeting 16 December 2014

November 2014 Accounts Summary

Account Name	Account Type	Account #	Balance	As of
Operating Ckg 4311	Checking	4311	\$23,660.43	11/28/14
Rental House Ckg 4338	Checking	4338	\$3,451.67	11/28/14
Designated Ckg 4346	Checking	4346	\$70,043.31	11/28/14
Formation Bldg Svgs 4354	Checking	4354	\$832,570.96	11/28/14
Formation Bldg Ckg 4362	Checking	4362	\$66,568.24	11/28/14
Subtotal			\$996,294.61	
Endowment Trust 2258	Trust	2258	\$4,578,218.66	11/28/14
Cemetery Trust 7379	Trust	7379	\$140,068.83	11/28/14

Capital Mainten Trust 7618 Trust	7618	\$101,968.98	11/28/14
#Trust 8225 Trust	8225	\$416,090.36	11/28/14
Subtotal		\$5,236,346.83	
Total		\$6,232,641.44	

On the **income** side of the ledger, through the end of the month of **November**, the actual yearly income was \$739,989.56 against a budgeted income for the year to date (YTD) of \$799,771.31 (*note: YTD = January 1st through November 31st*). That is **\$59,781.75 under** total YTD budgeted income. **Pledge income** for the year is **under** budget by **\$32,693.26** (\$681,570.08 budgeted and \$648,876.82 received). **Donations** income is nearly on budget. **Special Offering** income is **\$5,010.00 under** budget. To date SMC has received **no** income for line items **4077** and **4090** with a budget total of **\$13,442.91**. We have received only **\$778.21** of the budgeted **\$6,600.00** for line item **4010 - Miscellaneous Income**. All other income categories were within typical limits for this time of year.

On the **expenditure** side, through the end of **November**, we expended \$792,053.09 which is **\$30,498.65 less than budgeted** (\$822,551.74 budgeted). **All categories** were **under** or **nearly on** their expected budget expenditures for the year.

The **net total** or bottom-line as of **November 30, 2014** shows a YTD balance of **negative \$52,063.53** (i.e., **actual income** [\$739,989.56] less **actual expenses** [\$792,053.09]). Please keep in mind that we are using a **deficit budget**: at the end of **October...-\$21,829.04**.

Gordon Piché, Treasurer

4. BUDGET REPORT

- a. 2015 budget was reviewed extensively and a few minor changes of titles are to be made by Willie. Charlie and Willie have been drafting a 2015 budget with a goal of \$740,000 in pledges.
- b. #BB&T's documentation to facilitate the pledging of the St. Margaret's Endowment accounts to secure a line of credit from BB&T. BB&T Retirement & Institutional Services has policies regarding the assets that are appropriate for pledging. The two special assets South Acre Real Estate and Freedland Note are not appropriate, as the pledges are placed at the account-level (as differentiated from asset-level). BB&T needed to move the special assets to another account number that is not pledged. This new account is still under the umbrella of the endowment.

MOTION: It was moved and seconded to take up to \$5,000 from the 2014 Endowment to pay Serv-Pro for mold remediation. The motion passes unanimously.

5. **EFPC REPORT**

- a. The account detail reports: \$1,351,745.03 has been received to date. Receivables remaining based on pledging: \$1,674,000. Of 178 pledges, 38 have been completed
- b. **Accounting report:** We have \$891,414 in Building Fund bank account. Expect to take a draw from the bank loan Feb 2015. Management reserve is around \$90,000. First invoice from Whiting Turner is \$47k. Committee is researching best procedure for electronic documentation.
- c. **A&E/Construction report:** Excavation has begun and footings will be poured this month, rough plumbing to be installed Dec 29. Two drywells were discovered in footprint of new building. Need to be filled and adjacent soil compacted. Verizon line was cut with installation of silt fence. Temporary line installed and permanent line scheduled. WT has installed programmable thermostat and light sensors to help reduce electrical usage. Septic system as designed and approved by health department was +\$30k over estimated. There is a meeting scheduled with the health department and septic contractor to discuss options. Administration septic tank is failing; need to abandon tank. New septic tank has been installed & is working for PH kitchen and bathroom. Landscape committee selected Walnut Hill as landscape architect and contractor. Interiors committee is active. Schedule is 4-6 weeks delayed due to permit issues.
- d. **LEED Report:** LEED scorecard is at 55 points. Dick Williams to apply for a grant from BGE with assistance from mechanical engineer. He is also looking at solar sponsorship by a foundation. There was a discussion of signage for no smoking within 25 feet of new building.
- e. **ACTION: We recommend that St Margaret's join the growing number of smoke-free campuses and workplaces around the country.** This decision would make our campus a safer and healthier place for all who worship, work and visit – with the added benefit of aligning with the LEED requirement for our new building. Such a commitment as a congregation favorably supports good environmental stewardship practices. Many smoke-free workplaces have found reduced maintenance costs, lower risk of fire and potentially lower rates for employee health insurance. Making such a commitment would allow for positive signage on our campus.
- f. We would also encourage any parishioners that would seek help in smoking cessation to visit the CDC website at www.cdc.gov/tobacco, The Anne Arundel Medical Center Smoking Cessation Classes (443-481-5555), or The Maryland Tobacco Quit Line (1-800-QUIT NOW) for tips on how to stop smoking.

6. **YOUTH COUNCIL REPORT: SUSTAINABLE YOUTH MINISTRY, 12/16/2014**

- a. 12/4/14: Ernest Freeland and Kirsten Tolley met with Rev. Peter Mayer and proposed continuing to move forward with the implementation of a sustainable youth ministry model for St. Margaret's formation program. If and when Sarah returns, she will be able to step back into place to continue implementation.
- b. One of the key ideas in the book we are using as a guide, Sustainable Youth Ministry by Mark DeVries, is that this implementation will likely take quite some time, several years in many cases. In the meantime, it is important to determine what is

- “good enough” and maintain that level of program. We feel strongly that our current programs should not see significant changes at this time.
- c. The youth council has prioritized the various programs covered under the formation budget. (prioritization worksheet attached) We strongly recommend that the childcare staff position be taken out of the formation budget and placed in another area (possibly worship?), as this position has little to do with formation, and more to do with facilitating adult participation in worship and other facets of parish life. Sarah and Jeanne Nardi met with the budget committee before her departure, but we have received no comment or notes from those meetings, so we are doing the best we can where we are.
- d. Our initial efforts are focusing on improving communication within the formation program. Unfortunately, we have encountered several significant stumbling blocks:
- There appears to be no current list of formation teachers/leaders.
 - There appears to be no current, complete list of students.
 - We have been unable to locate any registration/permission forms that were filled out at the beginning of the year, which we see as a potential safety concern, as teachers have no emergency information or contact information readily available should a student have an accident or other urgent situation.
- e. In order to enable communication with formation leaders, with families, and between leaders and families, we will need to first re-collect this information, then assemble it into a usable, accurate database. We expect this to take in the 40-50 hour range of time.
- f. Working off e-mails sent to leaders by Sarah in September as a starting point, we have reached out to all those named as leaders for grades 2-11. We have heard back from some, and are awaiting responses from others. We did not have any names for Godly Play teachers, so will likely have to visit classes in order to track down contact information.
- g. Our other short-term (next 3 months) plans include the following:
- To verify Teachers’ status of Safeguarding Our Youth Training (anyone having contact with youth is supposed to go through this training program at least every five years; there is an online option)
 - To hold Youth Council Elections in January
 - We will have Youth Council Terms match our current Vestry Terms in the sense that they will run from February till January for Terms.
 - The youth council has discussed the need for institutional memory; we are trying to finalize the details but believe each will be a two year term with a system in place that when a high school student comes off the Council and enters the YAC program they will have the opportunity to serve as a Mentor to current Council members.
 - To host a teacher forum in January/February to introduce everyone, exchange ideas, and receive feedback from them.

- To increase the visibility of the youth programs (in conjunction with the construction of the new building), and educate the vestry and congregation about Sustainable Youth Ministry.
- One other area of concern is the Pick 'n Mix Monday evening gatherings. Since Sarah's departure, there has not been a program for older kids, and we have been told that the middle and high school kids who used to attend have largely stopped. Monday evenings have reverted back to the acolyte dinners that took place before pick 'n' mix was created. We would like to figure out some way to have fellowship gatherings/youth group type evenings for middle and high school parishioners.
- As said earlier we do not plan on changing the current curriculum used for Sunday School Classes, as it is working. Our goal is to develop and build a lay-led system that does not rely on one individual to drive and sustain the program. We will continue to support the current system that is "good enough" until we have developed the resources both in volunteers and funding to build a stronger program.

h. There is still a need for a Clergy person:

- To be there for youth and their families if there is a pastoral need. – Peter has taken on this.
- There is a need for Clergy in relation to the Day School

7. WARDENS' REPORT

- a. Technology Committee: Inspired Data Solutions has developed recommendations for technology/security infrastructure options in the Formation Building and for campus technology updating. Next steps are prioritizing options, meeting with Petibone Security, and issuing an RFP for the Formation Building IT/security/telephone installation. *Members: Mark Torrence (chair), Ken Barbi, Bill Bird, Joe Dincau., Bob Sanderson, Len Morgan, Jim Weekely. John Morton has stepped down.*
- b. Long Range Planning Committee: will resume meeting in January. *Members: Mark Torrence (chair), Fran Becker, Harry Caldwell, Maggy Cullman, Karen Engelke, Rev. Jane Hague, James Hanrahan, Mike Makovitch*
- c. Endowment Funds: One item added to the November Endowment budget report. Part of the cost of restoring a photograph of Ed Hall. Ed & Zoe Hall gave SMC the gift of the Endowment. Cost for the Parish Hall HVAC building mold remediation cost is pending.

8. RECTOR'S REPORT

Motion

Housing Resolutions:

Peter Mayer-\$38,500

Jane Hogue- \$25,200
Sarah Lamming- \$23,500
So moved

9. **ADJOURNMENT.** There being no objections, the meeting adjourned at 8:55pm with the singing of the doxology.

Submitted by:

Stacia Bontempo, Clerk

Nota Bene: Opening Prayer Assignments
December 2014 – Liesl Wheeler
January 2015 – Charlie Lang
February 2015 – Anna Thomas

Next Vestry Meeting – Tuesday, January 20, 2015