



# St. Margaret's Church

## Westminster Parish

### Vestry Minutes

Tuesday, February 18, 2014  
Approved March 18, 2014

1. **OPENING:** The meeting was called to order by The Rev. Peter Mayer at 7:03pm in the conference room of the Administrative building. Peter led the vestry in prayer.

Attendance: The Rev. Peter Mayer, The Rev. Sarah Lamming, The Rev. Jane Hague, George Saroch – Senior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Elizabeth Bowers, Doug Castonguay, Martha Donovan, Karen Engelke, Charlie Lang, Phil Meeder, Anna Thomas, Teresa Todd, Kirsten Tolley, Ernie Tucker, Liesl Wheeler, Willie Williamson

*Absent:* Mark Torrence – Junior Warden, Kyle Morgan

*Guests:* Bill Bird, Tricia McVeigh, Susan Roberts, Laura Tayman

2. **MINUTES:** Stacia Bontempo
  - a. The minutes of the January 23<sup>rd</sup> vestry meeting were reviewed and approved.

**MOTION: It was moved and seconded that we approve the January 23, 2014 minutes as submitted. The motion passes unanimously.**

3. **SUBMITTED REPORTS**
  - a. Building & Grounds: Bill Bird
    - i. A leak occurred in the roof over the Sacristy during the deep freeze last month. It is a repeat from other leaks years ago. Fix was scheduled yesterday but delayed. Fitchner Roofing has contracted for this, \$450.00. I am replacing the ceiling tiles.
    - ii. If the attic of the Sacristy had been insulated (none there) the ice dam would probably not have formed.
    - iii. While Fichtner was examining the roof I noticed the entire gutter on that the side of the school opposite the PH was packed with ice and was ready to fall down. The gutter has to be removed, re-hung with new hardware. Water could not drain to the downspouts. Two rows of shingles will be removed; new gutter straps and wedges installed \$600.00; shingles replaced. This icing not caused by an ice dam.
    - iv. There was an ice dam in the gutter between the Narthex and the S. Transept on the church roof. This I am positive is due to no insulation and poor or no ventilation or both in the attic area/eves. Am looking into it.

- v. The cost of snow removal for the two big storms caused the Snow Budget (\$2000) to be overrun. We have not received the bill for last week. I estimate/guess the total will be close to \$4000 soon. Last week I authorized a Bobcat be used to move the ice and slush; shovels were useless and the snow blower is not made to handle that stuff.
  - vi. I will replace the faucet on the right hand sink in the PH kitchen; \$160 part. Bad leak and the faucet arm is rusted inside. I can do it for the cost of the faucet. Plumber \$275 T&M.
- b. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish  
Treasurer's Report  
Vestry Meeting 18 February 2014**

**BB&T Checking and Savings Accounts**

| Account Name               | Account Type | Account # | Balance               | As of   |
|----------------------------|--------------|-----------|-----------------------|---------|
| Operating Ckg 4311         | Checking     | ...4311   | \$73,859.46           | 2/1/14  |
| Rental House Ckg 4338      | Checking     | ...4338   | \$3,631.27            | 2/1/14  |
| Designated Ckg 4346        | Checking     | ...4346   | \$64,213.67           | 2/1/14  |
| Formation Bldg Svgs 4354   | Checking     | ...4354   | \$769,623.28          | 2/1/14  |
| Formation Bldg Ckg 4362    | Checking     | ...4362   | \$11.46               | 2/1/14  |
| <b>Accounts Subtotal:</b>  |              |           | <b>\$911,339.14</b>   |         |
| Endowment Trust 2258       | Trust        | ...2258   | \$5,009,962.70        | 1/31/14 |
| Cemetery Trust 7379        | Trust        | ...7379   | \$136,818.21          | 1/31/14 |
| Capital MaintenTrust 7618  | Trust        | ...7618   | \$142,573.77          | 1/31/14 |
| <b>Endowment Subtotal:</b> |              |           | <b>\$5,289,354.68</b> |         |
| <b>Total</b>               |              |           | <b>\$6,200,693.82</b> |         |

On the **income** side of the ledger, through the end of the month of January, the actual yearly income was \$70,684.62 against a budgeted income for the year to date (YTD) of \$71,291.91 (*note: YTD = January 1<sup>st</sup> through January 31<sup>st</sup>*). That is **\$607.29 under** total YTD budgeted income. **Pledge income** for the year is **under** budget by **\$4,953.04** (\$60,728.38 budgeted and \$55,775.34 received). **Donations** income is **\$8,042.65 above** budget. **Special Offering** income is **\$1,400.00 short** of budget. All other income categories were within typical limits for this time of year.

On the **expenditure** side, through the end of January, we expended \$89,126.28 which is **\$267.13 more than budgeted** (\$88,859.15 budgeted). All categories were under or near their expected budget expenditures except Building and Grounds and Clergy Expenses.

Building and Grounds over spending (\$3,268.04) related mainly to Utilities and Maintenance where as Clergy Expenses over spending (\$4,495.06) relates to Pensions. The **net total** or bottom-line as of January 31, 2014 shows a YTD balance of **negative \$18,441.66** (i.e., actual income [\$70,684.62] less actual expenses [\$89,126.28]).

Gordon Piché, Treasurer

END QUOTE

- a. Charlie Lang has been asked to be Assistant Treasurer for the church. He will have signing authority for checks. He will assist Gordon Piche.
- b. BB&T does not like having 2 signatures on the check, so Gordon withdraws his request for two signatures on checks of certain levels.
- c. On the budget sheet, we no longer delineate 'plate' as an income category.
- d. Pledges: at the annual meeting, we had 206 pledges. We now have 227. Our budget for pledges was \$728k and now we're at \$737k.

**MOTION: It was moved and seconded that we approve the appointment of Charlie Lang as Assistant Treasurer at St. Margaret's Church. The motion passes unanimously.**

#### **4. ST. MARGARET'S DAY SCHOOL PRESENTATION**

- a. Susan Roberts, Day School Chair and Tricia McVeigh, SMDS Director, presented the history and plans for the school.

#### **5. WARDENS' REPORT**

- a. Rental house: the "management company search committee" met to discuss the process. A realtor/property management person, Carol Tinnin, is under consideration. A visit to the property remains to be scheduled. Members: Cathy Mohler, chair, John Goldthwait, Randy Goff, Bill Bird, Mark Torrence and Teresa Todd.
- b. Green Energy update: After considerable work on the part of Al Todd (Chair, Environmental Missions Committee and others, a contract was signed with Clean Currents Energy Services by Peter the morning of January 31. That afternoon the church received notice that Clean Currents was going out of business. Thanks to Al the church is now enrolled in groundswell. Groundswell.org is a non-profit working through approaches that support the clean energy economy to improve communities and develop opportunities to assist those in need. In terms of this specific application, Groundswell is working through Interfaith Power and Light to facilitate commitments to clean energy through group purchases of power. They only work with churches and religious schools and other institutions. To date they have arranged power purchase agreements for over 100 churches in the Mid-Atlantic Region. Group power purchase allows IPL the leverage to bargain for rates. Generally participants save from 5-15% on their overall electric bills while securing a guarantee of renewal power through purchase of Renewable Energy Credits or RECs. According to Groundswell, the clean energy economy holds promise in combating both economic inequality and environmental decline. But people need the tools and knowledge to build this new marketplace in a way

that ensures local neighborhoods are lifted up in the process. Making progress on deep-rooted challenges like poverty and environmental degradation can feel daunting. Too often, people see no opportunity to impact their own communities in a meaningful way, making change seem out of reach. Groundswell unlocks a more just and clean economy by helping communities to leverage their shared purchasing power to transform markets from the bottom up. Through this framework, neighborhood groups and membership organizations can jumpstart local clean energy sectors, while saving money and reinvesting in their communities. Using a partnerships-driven approach, we organize institutions and individuals to complete sustainability projects together, helping participants to save money while generating social benefits across their communities. Through the power of community purchasing, they make clean energy and efficiency upgrades affordable, while creating investment, jobs and local entrepreneurial opportunity.

- c. Technology Committee: A start-up meeting was held February 11, and will meet once a fortnight to provide recommendations to the A&E committee by May on the AV and IT infrastructure in the Formation Building. Subsequent to that report the committee will meet monthly to consider campus wide AV and IT needs in more detail. Members: Mark Torrence (chair), Ken Barbi, John Morton, Bob Sanderson, Joe Dincau, Pete Nardi, "Consultants" Al Todd, James Fitzpatrick, James Hanrahan
- d. Long Range Planning Committee: A scheduled a start-up meeting February 12 is being rescheduled, as many of the members were not able to attend (a doodle pole is soliciting an optimal meeting time). Members: Mark Torrence (chair), Fran Becker, Willie Williamson, Maggy Cullman, James Hanrahan, Mike Makovitch. Jane Hague, Karen Engelke, Richard Schwappach\*, Mike Wazenski\*, youth member. \* \* *not yet responded.*
- e. Endowment Funds:
  - i. 2013 final report: The approved funds were under spent by \$6,295 because time ran out on completing two items (stamped concrete sidewalk repairs, and fixing the water lead into the sanctuary's electrical closet), and the Admin Building HVAC cost was under the allotment.
  - ii. Notes for 2014 draft endowment budget:
    - a. From the January Vestry meeting, the funding level for lighthouse and mission funds is shown in Other: one-time Mission. Capital Improvements which should be considered for the February Vestry meeting total \$85,561.
    - b. Mark requests that we approve the 5% Endowment draw of \$253,053, and its distribution into 60% for Missions/Grants funds, and 40% for one-time-mission, scholarships, and capital-improvement expenses. Since we did not approve the 60-40 endowment split, Jane Hague took the action to work with the Mission Commission and report back to the vestry in March with a recommendation.
    - c. Mark requests that we approve the following expenses from the endowment funds: \$151,831 for Missions/Grants, \$33,000 for one-time Mission expenses [Lighthouse (\$12,000) and Missions (\$23,000) per Jan 23, 2014 vestry meeting], \$15,750 for scholarships, and capital improvements of \$22,936 [\$9,236 for a new PH door, \$15,000 to paint the church, and \$2,000 to update the 2004 sustaining engineering report]. Unfortunately, we cannot redo the door jamb for the PH door using the existing PH door.

**MOTION: It was moved and seconded that we approve the 5% draw of \$253,053 from the endowment fund. The motion passes unanimously.**

**MOTION: It was moved and seconded that we approve \$4,000 for 5 scholarships to the CEEP Conference for 4 SMC vestry members and 1 SMC warden as well as \$1,750 for CEEP 2014 Membership from the 2014 endowment fund income. The motion passes unanimously.**

**MOTION: It was moved and seconded that we approve \$2,000 for the youth mission trip deposit from the 2014 endowment fund income. The motion passes unanimously.**

**MOTION: It was moved and seconded that we approve \$22,936 for capital-improvement expenses (\$9,236 for a new PH door, \$11,700 to paint the church and \$2,000 to update the 2004 sustaining engineering report) from the 2014 endowment fund income. The motion passes unanimously.**

**MOTION: It was moved and seconded that we approve \$10,000 for scholarships to the St. Margaret's Day School from the 2014 endowment fund income. The motion passes unanimously.**

f. EFPC: George Saroch, Teresa Todd

- i. The presentation boards for the new building are displayed in the vestibule to the Parish Hall, and in the Day School Lobby. They have generated a lot of interest and excitement. The presentation to the congregation at the Annual Meeting completed the Design Development phase of the project.
- ii. Peter and Teresa presented our project to the Standing Committee at the Diocese on January 30th. The project was well received and approved.
- iii. We have received preliminary comments back from AA County. The outstanding issue is they are requesting a full traffic study because of the increase of 15 students at the day school. They also have some other requests such as a clear sight easement at the intersection of Pleasant Plains Road and St Margaret's Road. The county is requesting we file legal documents on the conservation forestation area. This needs some coordination with our long-range plan group (not yet active), legal counsel, and the A&E group. All other items in the preliminary review were relatively minor.
- iv. We applied for a modification to the Department of Public Works and the AA County Planning and Zoning Department to allow St Margaret's Church to hook up to the proposed water main being installed down St Margaret's Road this year. Gail Morton and Elizabeth Bowers are gathering the information needed to begin to lobby for hook up. We are looking for someone to actually do the lobbying, if needed.
- v. We are looking for an individual who has the time, knowledge, and the right personality to be our owner representative during construction. We expect this may involve 3 site visits/week and keeping track of the project. If you know a parishioner who has these talents, please let us know. This is a big role.
- vi. The EFPC is reviewing the authorization of funds to increase overall architectural fees \$36,000 due to the increased building construction cost from \$2.1 million to

\$2.5 million. The EFPC is additionally reviewing \$5,100 in additional fees for work from the Civil Engineer. The next meeting of the EFPC is March 12th.

**6. RECTOR'S REPORT**

- a. John Willard is a seminarian in his last year of school. He called the diocese recently and they don't know where he is in the process and Peter is trying to sort this out. The next step is Deaconate Ordination hopefully in June.
- b. Dave Boyce, Charlie Lang, Kathy Polk and hopefully Eric Naeseth, will be at the convention. George Tolley is the AA County Regional youth representative. SMC may host a first-look event. The election for Suffragate Bishop will be held at the convention this year.
- c. Peter is working on 2 retreats: Bishop Sutton Lenton Retreat and the men's retreat.
- d. Peter spoke with James about the 4<sup>th</sup> service time. They are looking at late Saturday afternoons. The sticking point is the music. James is considering how this could work. Would like to start this service this fall.

**7. PAROCHIAL REPORT**

- a. We need to give this to the diocese every year. Stacia Bontempo had to sign before it is submitted to the diocese.
- b. Average attendance – 2012: 404. 2013: 401.
- c. 2012 members – 1,205. 2013 members – 1,242.
- d. 2013 church school students enrolled – 231
- e. 2013 Easter Sunday attendance - 813

8. **ADJOURNMENT.** There being no objections, the meeting adjourned at 9:07pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

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Nota Bene: Opening Prayer Assignments

March 2014 – Elizabeth Bowers

April 2014 – Martha Donovan

May 2014 – Kirsten Tolley

June 2014 – Phil Meeder

July 2014 – Ernie Tucker

September 2014 – Doug Catonguay

October 2014 – Willie Williamson

November 2014 – Karen Engelke

December 2014 – Liesl Wheeler

January 2015 – Charlie Lang

February 2015 – Anna Thomas

Next Vestry Meeting – Tuesday, March 18, 2014