



St. Margaret's Church

Westminster Parish

Approved Vestry Minutes

Tuesday, January 23, 2014

Approved February 18, 2014

1. **OPENING:** The meeting was called to order by The Rev. Peter Mayer at 7:07pm in the conference room of the Administrative building. Charlie Lang led the vestry in prayer.

Attendance: The Rev. Peter Mayer, George Saroch – Senior Warden, Mark Torrence – Junior Warden (vestry member), Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Elizabeth Bowers, Dave Boyce, Martha Donovan, Randy Goff, John Goldthwait, Charlie Lang, Phil Meeder, Teresa Todd, Kirsten Tolley, Ernie Tucker

Absent: The Rev. Sarah Lamming, The Rev. Jane Hague, Kyle Morgan, Janice Roper-Graham, Anna Thomas

Guests: Laura Tayman

2. **MINUTES:** Stacia Bontempo
 - a. The minutes of the December vestry were reviewed and approved.

MOTION: It was moved and seconded that we approve the December 17, 2013 minutes as submitted. The motion passes unanimously.

3. **SUBMITTED REPORTS**
 - a. Building & Grounds: Bill Bird
 - i. The ice storm/deep freeze during the 2nd week of January necessitated the need for sanded and treated parking lots. Bill snow-blowned the walks, and Richie cleared the steps and applied salt.
 - ii. For the snow of Jan 21-22, the lots were plowed and most sidewalks were cleared.
 - iii. Richie is replacing 4 flush valves in the school toilets. All are overdue and not functioning well.
 - iv. Electricians serviced the exterior motion light over the rear Parish Hall doors. It needed a new ballast.
 - v. The Parish Hall door needs work. The existing doors can remain, but the door jams and hardware need to be replaced. The estimate is \$4,102. We need to see where the funds can come from before we start the work.
 - b. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish
 Treasurer's Report
 Vestry Meeting 21 January 2014**

Checking, Savings and Endowment Accounts

Account Name	Account Type	Account #	Balance	As of
Operating Ckg 4311	Checking	...4311	\$114,596.81	12/31/13
Rental House Ckg 4338	Checking	...4338	\$9,848.47	12/31/13
Designated Ckg 4346	Checking	...4346	\$61,556.60	12/31/13
Formation Bldg Svgs 4354	Checking	...4354	\$710,898.21	12/31/13
Formation Bldg Ckg 4362	Checking	...4362	\$12,823.82	12/31/13
Accounts Subtotal:			\$909,723.91	
Endowment Trust 2258	Trust	...2258	\$4,969,823.36	12/31/13
Cemetery Trust 7379	Trust	...7379	\$135,590.48	12/31/13
Capital MaintenTrust 7618	Trust	...7618	\$141,225.87	12/31/13
Endowment Subtotal:			\$5,246,639.71	
Total			\$6,156,363.62	

The Investment Fund grew by \$333,401 in the year 2013.

On the **income** side of the ledger, through the end of the month of December, the actual yearly income was \$889,623.87 against a budgeted income for the year to date (YTD) of \$938,965.00 (*note: YTD = January 1st through December 31st*). That is **\$49,341.13 under** total YTD budgeted income. **Pledge income** for the year **exceeds** budget by **\$16,925.97** (\$764,000.00 budgeted and \$780,925.97 received). **Plate** income is **\$38,290.75 short** of budget. **Special Offering** income is **\$8,441.00 short** of budget. All other income categories were either on or short of budget but within typical limits for the year.

On the **expenditure** side, through the end of December, we expended \$902,547.01, which is **\$66,380.99 less than budgeted** (\$968,928.00 budgeted). Under spending has continued during the last half of this calendar year. All categories were under or near their expected budget expenditures except clergy expenses related to the vacancy of the associate rector position. Clergy expenses were \$64,845.13 less than budget.

The **net total** or bottom-line as of December 31, 2013 shows a YTD balance of **negative \$12,923.14** (i.e., actual income [\$889,623.87] less actual expenses [\$902,547.01]).

A successful audit of the church accounts was conducted for the calendar year 2012. The financial results reveals no major changes between the church's financial records and

reports from the their audit. The audit identified five material misstatements, which were immediately corrected. The Finance Committee continues to review our processes to recommend changes if any that may be needed.

Gordon Piché, Treasurer

END QUOTE

4. **2014 BUDGET DISCUSSION**

- a. Currently, we have \$706,301 in pledges from 211 pledgers. We expect an additional \$22,440 in pledges.
- b. Initial cuts to get to a balanced budget include: \$6,000 from Building & Grounds, \$1,000 from altar flowers, \$16,980 from the music budget (guest musicians, equipment, admin), \$1,000 from adult education, \$6,000 from youth mission project (moved to endowment expenses instead), \$1,000 from nursery salaries, \$1,000 from youth pilgrimage, \$450 from envelopes, \$12,000 from light house (moved to endowment expenses instead), \$23,000 from missions commission (moved to endowment expenses instead), and \$10,180 from salaries. Total cuts are \$78,610. This still leaves us \$35,582 short of a balanced budget.
- c. 2014 Endowment Draw Scenarios were presented. The 2014 average draw of 5% is \$253,053 (60% for mission and 40% for capital expenses). We can change the %ages to 58% for mission and 24% for capital expenses, and 18% for other (operating expenses).
- d. There is also a savings account of \$35+k that was overages from the operating account several years ago. A combination of shifting endowment capital expenditures to operation expenses and a portion of the savings account can help make up for our shortfall.
- e. Is this shortfall an aberration or do we need some structural changes at our church to live within our means?
- f. Salary is such high percentage of our budget that it's hard to make universal cuts to our budget.
- g. In 2013, we had only half as many newcomers then in 2012 (37 vs. 77). There will probably be not be a change in attendance #s until we resolve the 9:00am service crowding issues.
- h. The vestry is opposed to making these cuts to the budget and hope these challenges are just a one-year aberration.

MOTION: It was moved and seconded that we approve the 2014 budget as presented with the addition of \$35,582 from the current savings account. The motion passes unanimously.

5. **WARDENS' REPORT**

- a. Property Management: The roof was replaced on the rental property. We are looking into getting our energy from Clean Currents, a clean energy (wind) company. We need to fill the technology committee and long-range planning committee with appropriate personnel.
- b. EFPC: George Saroch, Teresa Todd

- i. The EFPC will present information on Sunday at the annual meeting about the project. We have \$700,000 in hand from pledges from the capital campaign.

6. RECTOR'S REPORT

- a. Thank you for being present last Sunday while George Saroch and Mark Torrence communicated our budget issues.
- b. March 8 – Bishop Sutton will be doing a day-long presentation here on centric prayer.
- c. March 22 – Men's retreat at Camp Wright (overnight). About 20 can participate.
- d. Thank you to Dave Boyce, Randy Goff, Janice Roper-Graham, and John Goldthwait for serving on the vestry these last 3 years.

7. JOUST 2014

- a. MD Jousting Association wants to have a joust here in July. We cannot appropriately staff a joust for a variety of reasons. Parking could be an issue due to the planting of the new trees. In 2015, there will probably be significant construction on campus. The vestry doesn't have a problem with allowing them to use the property this year.

MOTION: It was moved and seconded that we welcome the 2014 jousting tournament of the MD Jousting Association here in July. The motion passes unanimously.

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

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments
January 2014 – Charlie Lang

Next Vestry Meeting – Tuesday, February 18, 2014