



St. Margaret's Church

Westminster Parish

Vestry Minutes

Tuesday, July 15, 2014

Approved September 16, 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. Teresa Todd led the vestry in prayer.

Attendance: The Rev. Peter Mayer, The Rev. Jane Hague, George Saroch – Senior Warden, Mark Torrence – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Elizabeth Bowers, Doug Castonguay, Martha Donovan, Karen Engelke, Phil Meeder, Kyle Morgan, Teresa Todd, Kirsten Tolley

Absent: The Rev. Sarah Lamming, Charlie Lang, Anne Thomas, Ernie Tucker, Liesl Wheeler, Willie Williamson

2. **MINUTES:** Stacia Bontempo
 - a. The minutes of the June 17th vestry meeting were reviewed and amended.
 - i. Correct title of Stacia Bontempo on the last page to Clerk.

MOTION: It was moved and seconded that we approve the June 17, 2014 minutes as amended. The motion passes unanimously.

3. **SUBMITTED REPORTS**
 - a. Building & Grounds: Bill Bird
 - i. The temperature controls for the campus are continually being adjusted causing higher energy use.
 - ii. The new Parish Hall doors will be installed next week. They will look very similar.
 - b. Treasurer's Report, Gordon Piché, Treasurer

QUOTE

**St. Margaret's Church Westminster Parish
Treasurer's Report
Vestry Meeting 15 July 2014**

**June 2014 Accounts Summary
 Checking and Savings Accounts**

Account Name	Account Type	Account #	Balance	As of
Operating Ckg 4311	Checking	4311	\$68,326.65	6/30/14
Rental House Ckg 4338	Checking	4338	\$2,691.27	6/30/14
Designated Ckg 4346	Checking	4346	\$85,638.68	6/30/14
Formation Bldg Svgs 4354	Checking	4354	\$719,393.08	6/30/14
Formation Bldg Ckg 4362	Checking	4362	\$127,219.73	6/30/14
Subtotal			\$1,003,269.40	
Endowment Trust 2258	Trust	2258	\$4,997,709.22	7/3/14
Cemetery Trust 7379	Trust	7379	\$139,767.07	7/3/14
Capital MaintenTrust 7618	Trust	7618	\$132,409.46	7/3/14
Subtotal			\$5,269,885.75	
Total			\$6,227,382.60	

On the **income** side of the ledger, through the end of the month of June, the actual yearly income was \$407,583.62 against a budgeted income for the year to date (YTD) of \$435,147.86 (*note: YTD = January 1st through June 30th*). That is **\$27,564.24 under** total YTD budgeted income. **Pledge income** for the year is **under** budget by **\$24,318.77** (\$371,765.48 budgeted and \$347,446.71 received). **Donations** income is **\$3,905.81 above** budget. **Special Offering** income is **\$720.00 above** budget. All other income categories were within typical limits for this time of year.

On the **expenditure** side, through the end of June, we expended \$424,517.62 which is **\$22,540.22 less than budgeted** (\$447,057.84 budgeted). All categories were under or near their expected budget expenditures for this time of year except Building and Grounds which over spent \$6,526.80 related mainly to **Utilities**, Snow Removal and Maintenance. Administration Expenses is under spent by \$11,793.30 mainly in the Insurance General line item.

The **net total** or bottom-line as of June 30, 2014 shows a YTD balance of **negative \$16,934.00** (i.e., actual income [\$407,583.62] less actual expenses [\$424,517.62]). Please keep in mind that we are operating with a **deficit budget**: for the end of June...**-\$11,909.98**.

Gordon Piché, Treasurer

END QUOTE

4. EFPC REPORT

- a. Finance - George reports that they are finalizing the July financial report. Can't finalize the loan until the construction contract is approved. Will probably need a late August meeting of the vestry to approve the construction contract and BB&T loan.

5. **WARDENS' REPORT**

- a. Rental house: the management company search is (still) on hold.
- b. Technology Committee: Meetings continue once a fortnight as schedules allow. Inspired Data Solutions (<http://www.inspireddatasolutions.com>, John Purnell, principal is a St. Anne's parishioner) has been hired as a consultant to recommend options for assuring flexible technology infrastructure in the Formation Building to allow easy deployment of current and future technology, AV, and security equipment, in concert with maintaining/establishing connectivity with the rest of the campus. The committee will meet monthly to consider campus wide AV and IT needs in more detail. Members: Mark Torrence (chair), Ken Barbi, Bill Bird, Joe Dincau. John Morton, Bob Sanderson, Len Morgan. Consultants: James Fitzpatrick, James Hanrahan, Al Todd.
- c. Long Range Planning Committee: Meets weekly as schedules allow. Currently analyzing the 151 responses to the SMC congregation survey. The committee will meet with the of Areas of Ministry and Commission chairs and questionnaires, to facilitate the congregation's discernment of our mission and vision. Goal is to have a report for vestry discussion in Sept/Oct. Members: Mark Torrence (chair), Fran Becker, Harry Caldwell, Maggy Cullman, Karen Engelke, Rev. Jane Hague, James Hanrahan, Mike Makovitch
- d. Endowment Funds: Notes for June 17, 2014 endowment budget report: comments follow.
- e. Chesapeake Door is working on the Parish Hall doors replacement (current PH doors had windows and metal strapping removed for use on new doors). (metal jamb, 1-3/4" thick Strand board Oak finish, smooth, reusing current windows, \$7,334 material and labor).
- f. Sustaining/Replacement Engineering report: Property Diagnostics report has been delivered.
- g. The church has been painted.
- h. Willie Williamson is working on the budget
- i. Fellowship Commission - Teresa and Ernie met with a few people on Fellowship. They discussed newcomers, foyers, pick n mix, and more. They still need to speak with Sarah further about pick n mix. It overlays with many commissions at SMC. Those that oversee parts of the fellowship typically have a life cycle of service at SMC and we need to be identifying those that can fill these positions. Peter points out that the joust had a life cycle and that no one asked about why we didn't have a SMC supported joust this year. There was a joust this year, but it was not a SMC event.

6. **RECTOR'S REPORT**

- a. Stewardship - Mike Machovich, our stewardship chair, is launching the campaign in September with an introductory letter to our early pledgers. The next phase of the campaign will begin in October. Peter wants to initiate electronic giving in church by September. There's a group called Secure Give that he would like to investigate, which includes a mobile giving app. They could scan a qr code in the bulletin and give via mobile. There also needs to be some education about proportional giving. Peter will be discussing this with Mike.
- b. Staff - Dave Boyce and Jim Hall have spent time with the staff looking at gaps in administration to learn more about how we can better utilize our limited resources. They are preparing a report for Peter right now.

- c. Books - Peter is looking at a new book study on a book about darkness. ANd, a Brian McCLarren book in October for a wednesday night book study.
- d. Saturday, October 4, at 5pm will be our first Saturday service! Peter is still working out the details about the music with James. Peter hopes to pick up new families with the addition of this service.
- e. Peter was at Kanuga conference center, NC, this week. Through conversations with other Episcopalians, he realized we're doing some great work here!

7. THE BIG QUESTION

- a. What is God doing a SMC today?
- b. 3 stories about joy at SMC? music, invitation to communion, welcome to the newly baptized
- c. What does this tell us about Stewardship? When people feel good, they want to give. When people participate, they want to give back. To have a strong outreach, you need a strong 'inreach.'

- 8. ADJOURNMENT.** There being no objections, the meeting adjourned with the singing of the doxology.

Submitted by:

Stacia Bontempo, Clerk

Nota Bene: Opening Prayer Assignments
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, September 16, 2014