



# St. Margaret's Church

## Westminster Parish

### Vestry Minutes

Tuesday, June 17, 2014

Approved July 15, 2014

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

*Attendance:* The Rev. Peter Mayer, The Rev. Sarah Lamming, The Rev. Jane Hague, Mark Torrence – Junior Warden, Gordon Piche – Treasurer, Elizabeth Bowers, Doug Castonguay, Martha Donovan, Charlie Lang, Phil Meeder, Anna Thomas, Teresa Todd, Kirsten Tolley, Ernie Tucker, Liesl Wheeler, Willie Williamson

*Absent:* George Saroch – Senior Warden, Stacia Bontempo – Clerk, Karen Engelke, Kyle Morgan

2. **MINUTES:**

a. The minutes of the May 20<sup>th</sup> Vestry meeting were reviewed.

**MOTION: It was moved and seconded that we approve the May 20<sup>th</sup>, 2014 minutes as submitted. The motion passes unanimously.**

3. **SUBMITTED REPORTS**

a. Building & Grounds: Bill Bird

Quote

- i. Put removing the dying holly tree on hold. Not in the way and is out of the way. Sawyer never gave me a dollar amount. I have not followed up on it. Save \$\$\$\$s for now! I think he took a look at it and said no, no!! That thing is nasty!!
- ii. The trim over the double doors at the church entrance was damaged about four years ago from nails being driven in to hang Christmas decorations. Fred McKinney on it.
- iii. Elite Landscaping weeded, cleaned and mulched the flower beds around the buildings and Columbarium. Estimate. They also filled in the sinkhole behind the church where the new dry well was dug last year.
- iv. The exterior of the church painting began this week.
- v. The parking lot light bulb still needs replacing. Hope to get some help for this soon.
- vi. Work has started on the PH doors. Teresa knows more than I about this.
- vii. For a few years, an excess of water is used by the school in the summertime due to their water play on their “beach” in the afternoon. I am cutting use of the treatment system

occasionally to save on Salt and Soda Ash. The water quality is good so said MDE last fall. We have gone a day or two here and there due to the system being inoperable with no problems.

Peace,  
 Bill  
 End quote.

In addition, Kirsten Tolley reported that a safe will be installed in the sacristy during the week of June 23, 2014. She will notify Bill Bird. The collection from each service will be stored in the safe, as well as chalices and other valuables. A special thanks to Kirsten Tolley and Wendy Gargano for moving forward to make this happen.

b. Treasurer's Report: Gordon Piche'

Quote

**St. Margaret's Church Westminster Parish  
 Treasurer's Report  
 Vestry Meeting 17 June 2014**

**May 2014 Accounts summary**

**Checking and Savings Accounts**

Account Name	Account Type	Account #	Balance	As of
Operating Ckg 4311	Checking	...4311	\$49,390.11	6/2/14
Rental House Ckg 4338	Checking	...4338	\$2,976.27	6/2/14
Designated Ckg 4346	Checking	...4346	\$136,098.24	6/2/14
Formation Bldg Svgs 4354	Checking	...4354	\$701,039.35	6/2/14
Formation Bldg Ckg 4362	Checking	...4362	\$134,951.01	6/2/14
<b>Subtotal</b>			<b>\$1,024,454.98</b>	
Endowment Trust 2258	Trust	...2258	\$4,863,629.55	5/30/14
Cemetery Trust 7379	Trust	...7379	\$137,411.15	5/30/14
Capital MaintenTrust 7618	Trust	...7618	\$140,026.86	5/30/14
<b>Subtotal</b>			<b>\$5,141,067.56</b>	
<b>Total</b>			<b>\$6,165,522.54</b>	

On the **income** side of the ledger, through the end of the month of May, the actual yearly income was \$339,294.80 against a budgeted income for the year to date (YTD) of \$362,623.17 (*note: YTD = January 1<sup>st</sup> through May 31<sup>st</sup>*). That is **\$23,328.37 under** total YTD budgeted income. **Pledge income** for the year is

**under budget by \$19,824.56** (\$309,804.56 budgeted and \$289,960.00 received). **Donations** income is **\$4,491.23 above** budget. **Special Offering** income is **\$2,220.00 above** budget. All other income categories were within typical limits for this time of year.

On the **expenditure** side, through the end of May, we expended \$357,908.97 which is **\$17,575.57 less than budgeted** (\$375,484.54 budgeted). All categories were under or near their expected budget expenditures for this time of year except Building and Grounds which over spent \$5,778.23 related mainly to Utilities, Snow Removal and Maintenance.

The **net total** or bottom-line as of May 31, 2014 shows a YTD balance of **negative \$18,614.17** (i.e., actual income [\$339,294.80] less actual expenses [\$357,908.97]). Please keep in mind that we are operating with a **deficit budget**: for the end of **May...-\$12,861.37**.

Gordon Piché, Treasurer

End Quote

Note: Regarding the new cleaning contract instituted upon the departure of the sexton, the cost will be moved to the newly reactivated account, line item 5099. The cost for this cleaning contract was initially put under sexton.

4. **EFPC Progress Report – Teresa Todd, Quote:**
  - a. A & E Update: grading permit will be applied for within a week. Expected permit issued September. Construction will begin upon receipt of grading permit.
  - b. Will apply for building permit in approximately four weeks. (Can process concurrently.)
  - c. Construction should be a 10 month process with good weather. Target occupancy of new building is mid-August, 2015.
  - d. Add separate septic tank and grease trap for kitchen. Administration Building, new building & toilet at front of Parish Hall to go to new septic system.
  - e. Building project continues to be on budget at \$4 million. No solar panels now, but can add later, as hook-up is being included.
  - f. Water: public water supported by AACo. Planning and Zoning. Upcoming County Council meeting will be voted on and supported. All our delegates have written letters to support hookup and will be at council meeting. No response from MDE by deadline, so AACo. assumes no obligation.
  
5. **Missions and Outreach Report – Jane Hague**
  - a. Evolution in the Missions Commission:
    - i. Added five new members and established terms

- a) Members: Ann Lallande (chair), George Tolley, Fumiko Church, Arvilla Wubbenhorst, Jim Hall, Wendy Gargano, Jean Clarke, Ernest Freeland, Kate Caldwell, Allison Piccard, Bill Saur, Russell Jackson.
- b) Vestry liaisons: Kirsten Tolley and Elizabeth Bowers
- ii. Nominated George Tolley as Board member of the Light House Shelter, to replace retiring Dibble Hammar
- iii. Established consistent budgeting, and given or allocated funds to:
  - a) City Camp \$3,280
  - b) Camp Allen \$2,540
  - c) AAMC Therapeutic Music (Nancy Kelly) \$2,000
  - d) Chamber Music, Annapolis (Trio Galilee, Carolyn Surrick) \$2,200
  - e) Fourth Sunday Suppers at the Light House Shelter (Bill Saur) \$945
- iv. Began Long Range Planning and strategic thinking. Following the Missions workshop, "Dream Big, Dream Better", the Commission will study in smaller groups such as:
  - a) The Discover the Dream Committee who will explore these questions: What will we do? How will we do it? How long will we do it? Who will do it? Where will we do it? (Local/overseas) Is the idea/dream achievable and sustainable for 2-3 years? How do we get parish consensus, intergenerational engagement and collaboration? Can we make this decision by September?
  - b) A Discernment Committee who will explore communications, gift discernment, volunteer coordination, partner, collaboration: are we duplicating existing efforts? What are individual passions w/in the congregation? How do we encourage, enable and recruit parishioner outreach? How do we motivate parishioners to tithe time and talent?
  - c) Financial Process Committee who will clarify, what is the source of mission funding and how is it awarded? Re-examine the four pillars: do we keep them, prioritize some over others? Review/rewrite the three application forms (Grant, Parishioner, Youth). Should there be a relationship between geography and grant awards? If so, what should it be?
  - d) Accountability Committee will develop mechanisms for follow up and accountability.
- v. The Missions Commission understands that they are responsible for the Grants program's policy of giving and that their planning encompasses the Grants program.
- b. In additions to working with the Missions Commission, I have:
  - i. Daily videos during Lent on the topic of Holy Lent and taught a book study on Monday mornings.
  - ii. Held contemplative prayer time in the church on Wednesdays during Lent.
  - iii. Audited the Grants Committee meetings and joined them in their interviews and discernment.
  - iv. Held a Grants Committee process review and invited the Missions Commission to attend.

- v. Organized Relay for Life to benefit the American Cancer Society. St Margaret's team had 41 walkers plus the Day School, raised \$8,500 for American Cancer Society, and offered prayers for 275 names via the Healing Tree. Through out the night we offered healing prayers in a Healing Chapel and we had a common Communion at 6am. St Margaret's visibility as a 'Healing Team' over that night was tremendous.
- vi. Organized the 'Dream Big, Dream Better Workshop' on May 31<sup>st</sup>, featuring Bud Billups and Bess Langbein from the Community Foundation. This was in collaboration with the Missions Commission and the Long Range Planning Committee.
- vii. Attend Long Range Planning Committee meetings.
- viii. Continue to 'network' in the Community and visit the community endeavors that our parishioners are involved in and some others where our people are not involved.
- ix. Started production on a series of videos that highlight individual parishioner's ministries and ask 'why do you do that?' Russell Jackson and his work with My Brother's Pantry is the first video to be almost completed. Others will include Ann Lallande and her work as an interpreter at Shanahan's Children Clinic, Bob Baltz and his work with raptors and the Department of Natural Resources, and Jean Clarke and the Emergency Baby Pantry.

## 6. JUNIOR WARDEN'S REPORT: Mark Torrence, Junior Warden

- a. Rental house: the management company search is on hold.
- b. Technology Committee: Meetings continue once a fortnight as schedules allow. One company responded (out of 3 solicited) to an RFP soliciting recommend options for flexible infrastructure support in the Formation Building to allow easy deployment of current and future technology, AV, and security equipment, in light of the need to maintain/establish 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" Al Todd, James Fitzpatrick, James Hanrahan
- c. Long Range Planning Committee: Meets weekly as schedules allow. Has developed an aggressive time table. Developing an understanding of the SMC congregation with a survey (140 responses to date) which will close June 30. The committee has met with the Lighthouse director and Director of Anne Arundel County Department of Social Services to discuss what faith-based organizations can do to help. Will meet with chairs 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: spread sheet comments follow.
  - i. Chesapeake Door has started working on replacing the Parish Hall doors (metal jamb, 1-3/4" thick Strand board Oak finish, smooth, reusing current windows, \$7,334 material and labor).
  - ii. Sustaining/Replacement Engineering report: Property Diagnostics report to follow.
  - iii. The preparation work has begun for painting the church.
  - iv. Added item to discuss and vote: IT/AV consulting for the upgrade path(s) for the entire campus, and integration of the Formation Building with the campus.

Please let me know if you would like to have a copy of the endowment excel file.

- e. Educated estimate for Formation Building operating and maintenance expense:
  - i. electric and heating Utilities (account 5020):
  - ii. current campus cost: \$1.89/ft<sup>2</sup>,
  - iii. Formation Bldg \$0.99/ft<sup>2</sup>
  - iv. scaling fixed expenses for current facilities (grounds, trash, landscape, water) adding insurance => \$3.25/ft<sup>2</sup> ; ~ \$50,000/yr

**MOTION: It was moved and seconded that up to \$2,000 is to be allocated as a Capital Improvements draw, to pay for IT consultant for campus-wide technology integration, including the Formation Building. The motion passes unanimously.**

7. **RECTOR'S REPORT**

- a. The powerpoint presentation to be given on Sunday, June 22 was reviewed and discussed by the Vestry.
- b. There was a brief discussion about potential anxiety at the start of the construction. The goal is to anticipate changes and invite concerns to be aired prior to groundbreaking and beyond, in order to promote a healthy transition into the future.
- c. Laura Tayman is taking some time to be with her ailing father.
- d. It is possible that an extra Vestry meeting may be called in August to vote on construction contract.
- e. Sunday, June 22, Vestry social date, 4pm. Potluck.

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

Submitted by

Martha Donovan on behalf of Stacia Bontempo, Clerk

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Nota Bene: Opening Prayer Assignments

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, July 15<sup>th</sup>, 2014