



St. Margaret's Church

Westminster Parish

Vestry Minutes

Tuesday, March 18, 2014
Approved April 15, 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. Elizabeth Bowers led the vestry in prayer.

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

Absent: Martha Donovan

Guests: James Fitzpatrick, Laura Tayman, George Tolley

2. **MINUTES:** Stacia Bontempo
 - a. The minutes of the February 18th vestry meeting were reviewed and amended as follows:
 - i. Revise #5a. Add Teresa Todd to the committee member list.
 - ii. Revise #5e, 2a: Capital Improvements that should be considered for the February Vestry meeting total \$85,561.
 - iii. Add #5e, 2c: 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.
 - iv. Revise #6b: George Tolley is the AA County Regional Youth Representative.
 - v. Revise #7c: 2012 Members – 1,205. 2013 Members – 1,242.

MOTION: It was moved and seconded that we approve the February 18, 2014 minutes as amended. The motion passes unanimously.

3. **SUBMITTED REPORTS**
 - a. Building & Grounds: Bill Bird
 - i. Bill estimates that the snow removal costs through 3/17 are double the budgeted amount of \$2,000 for this year.
 - ii. Several recessed lights over the choir area and sanctuary are out, and Bill is having them replaced. One parking lot light is out too.

- iii. The Sacristy roof leak was repaired. It needs painting, which will be done this summer.
 - iv. The school gutter was replaced.
 - v. There may be a leak in the septic pipe leading from the church to the septic tank out back. This is the same tank that we dug a new dry well for last summer.
 - vi. Richie, our Sexton, will be learning how to operate the AV equipment in the parish hall as well as how to use the defibrillator. By learning how to use the AV equipment, Richie will be able to earn additional income from special events from outside groups.
- b. Treasurer's Report: Gordon Piche

Quote

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

**February 2014 Accounts Summary
 Checking and Savings Accounts**

Account Name	Account Type	Account #		Balance	As of
Operating Ckg 4311	Checking	...4311		\$86,518.54	3/1/14
Rental House Ckg 4338	Checking	...4338		\$3,631.27	3/1/14
Designated Ckg 4346	Checking	...4346		\$57,541.37	3/1/14
Formation Bldg Svgs 4354	Checking	...4354		\$752,528.04	3/1/14
Formation Bldg Ckg 4362	Checking	...4362		\$42,357.28	3/1/14
Sub Total				\$942,576.50	
Endowment Trust 2258	Trust	...2258		\$4,884,713.05	2/28/14
Cemetery Trust 7379	Trust	...7379		\$132,841.05	2/28/14
Capital MaintenTrust 7618	Trust	...7618		\$138,022.75	2/28/14
Sub Total				5,155,576.85	
Total				\$6,098,153.35	

On the **income** side of the ledger, through the end of the month of February, the actual yearly income was \$130,692.46 against a budgeted income for the year to date (YTD) of \$142,584.10 (*note: YTD = January 1st through February 28th*). That is **\$11,891.64 under** total YTD budgeted income. **Pledge income** for the year is **under** budget by **\$10,563.75** (\$121,456.80 budgeted and \$110,893.05 received). **Donations** income is **\$5,971.78 above** budget. **Special Offering** income is

\$2,900.00 short of budget. All other income categories were within typical limits for this time of year.

On the **expenditure** side, through the end of February, we expended \$156,515.49 which is **\$3,583.33 less than budgeted** (\$160,098.82 budgeted). All categories were under or near their expected budget expenditures for this time of year except Building and Grounds which over spent \$6,754.51 related mainly to Utilities, Snow Removal and Maintenance.

The **net total** or bottom-line as of February 28, 2014 shows a YTD balance of **negative \$25,823.03** (i.e., actual income [\$130,692.46] less actual expenses [\$156,515.49]).

Gordon Piché, Treasurer

END QUOTE

4. **MISSIONS COMMISSION**

- a. George Tolley has served as the Chair of the Missions Commission for the last 5 years. He has suggestions on how to move forward with the structure.
- b. We've had the missions program for the last 15+ years. There are 12 members on the grants committee. Four rotate off every 3 years.
- c. A percentage of a rolling 3-year average of the endowment interest income is taken and used for grants every year. Usually, 60% goes to the Missions Commission and 40% to the vestry for capital projects. The Missions Commission supports this 60/40 split.
- d. There used to be an outreach committee, which focused mostly on local situations. There was little communication between the outreach and grants committees. It was decided to combine both under the "Missions Commission" for more effective communication and coordination.
- e. The Missions Commission decides which situations go to the grants committee and which go to outreach.
- f. There has usually been a representative from the clergy or vestry on the Missions Commission.
- g. Mission Commission members: George Tolley, Chair, Anne Lallande (Incoming Chair), Fumiko Church, Arvilla Wubbenhorst, Wendy Gargano, Jean Clark, Dibble Hammer (liaison to Lighthouse Shelter), Jim Hall, The Rev. Jane Hague
- h. Peter Mayer thanked George for his years of service and his hard work.
- i. Willie suggests that we look at the structure of the Missions Commission.

5. **ST. MARGARET'S MUSIC PRESENTATION**

- a. James Fitzpatrick came tonight to discuss the music program at SMC. He asks the vestry members what their visions are for the music program. Kirsten sees it as a form of evangelism and it appeals to all types. Willie says the music bonds us together. Teresa is very proud of our program and enjoys the variety. Karen hopes James have time to create more music in the future. Mark likes how James has engaged the youth in the program. Liesl appreciates the varying ways to get involved with the musical programs.

- b. Concert Series ticket structure – it's been financially successful, but we need to fill up the church as people aren't coming to all the concerts.
- c. James reports that the budget cuts for 2014 was very tough. He thinks we need to be more proactive with our budgeting and use better communication with those responsible for our cost centers.
- d. Phil reports that the quality of the music at SMC is very high. This congregation sings and we need to better support our music program.
- e. If we adequately funded our music program, it would require \$25,000 to maintain what we do. Right now, it's \$11,000.
- f. The way we do our stewardship program is not aggressive at all, so that may be hampering our returns.
- g. James really would like the \$7,000 made in the last cut in his budget returned to his budget to enable him to keep our programs at the highest level.
- h. We will have a mid-year budget review.

6. WARDENS' REPORT

- a. Mark Torrence reports on the rental house. It's a very frustrating situation. The "management company search committee" met to discuss the process. The realtor/property management person, Carol Tinnin, did not get back to us. The next step is to reconsider/recontact property management companies previously considered. The principle concern was contract language. Members: Kathy Mohler, chair, John Goldthwaith, Randy Goff, Bill Bird, Mark Torrence
- b. Technology Committee: Meetings will continue to be held once a fortnight as schedules allow to provide recommendations to the A&E committee by May on the AV and IT infrastructure in the Formation Building. Following that report 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. "Consultants" Al Todd, James Fitzpatrick, James Hanrahan
- c. Long Range Planning Committee: Held a start-up meeting March 13. Peter will attend the next meeting Thurs. Mar. 20 5:30-7:00. Members: Mark Torrence (chair), Fran Becker, Harry Caldwell, Maggy Cullman, Karen Engelke, Jane Hague, James Hanrahan, Mike Makovitch and Willie Williamson.
- d. Endowment Funds: Notes for 2014 draft endowment budget:
 - i. The total "other" reported for version 2, was incorrect as it did not include the "one-time Mission".
 - ii. The "bid" received from Clark Hall Doors for Parish Hall door replacement, was revised upward to \$11,700. Additional bids are being pursued by Teresa Todd.
 - iii. The mission commission allocation of \$23,000 has been split into two parts. \$12,168 appears in 'One time Mission allocation' and \$10,832 under Missions/Grants.
 - iv. Handicapped ramp will be addressed by Formation Building site work, and the curb cut is postponed.
 - v. To "balance" the Endowment allocation, the \$30,000 set-aside into the Maintenance fund has been eliminated.

MOTION: It was moved and seconded that we approve the 40-60% (Capital Projects & Scholarships/Mission & Grants) split of the \$253,053 draw from the endowment fund. The motion passes with one vote of No.

MOTION: It was moved and seconded that we approve \$12,000 for the Lighthouse Shelter and \$12,168.20 for the Missions Commissions from the 2014 endowment fund income. The motion passes unanimously.

- e. The Day School has already paid for the playground and they need to be reimbursed. They will need to know about the rain garden and healthcare requests too before their budget cycle.
- f. We need to finalize our contribution to the Lighthouse Shelter very soon. We've earmarked \$12,000 under the Operations, which is less than what we usually give.
- g. 2014 Budget: Charlie reports that we projected that we'd get \$728,000 in pledges and we've actually received \$743,531, an increase of \$14,790. James needs an additional \$4,000 for the April Vespers service. We had previously agreed to use our savings account for the deficit budget. If we add the \$4k for the music budget, plus the additional pledges of \$14,790, our forecasted deficit is \$21,824.04 (instead of \$32,614.04). James actually needs more than just \$4,000 for 2014; he needs \$7,000, which would result in a forecasted deficit of \$24,824.04).

MOTION: It was moved and seconded that that we approve \$3,000 in additional music expenses, above the requested \$4,000, in the 2014 music budget. The motion was denied.

MOTION: It was moved and seconded that we approve a change to the 2014 expense budget of \$4,000 in additional expenses for the music budget. The motion passes unanimously.

MOTION: It was moved and seconded that we approve a change to the 2014 income budget of \$743,531, an increase of \$14,790, in total pledge income. The motion passes unanimously.

- h. EFPC: George Saroch, Teresa Todd
 - i. Formation Building Project is continuing on schedule with expected ground breaking in Fall of 2014. Cost of building construction is now a watch item with latest cost estimates coming in at \$3.36M approximately \$240K over the baseline estimate of \$3.12M that was conducted in Sept 2013 based on the schematic drawings. Overall project estimate is now \$4.15M \$130K over the baseline estimate of \$4.02M.
 - ii. Overall financial health of the project to date is good. Total cash on hand is ~843K in checking and savings. Pledge income collected is \$1,051,823 to date. This equates to 35% of the \$3 million goal collected so far. Overall Owner development costs are projecting reducing the owner development phase cost by ~\$100K (including contingencies). Additional architecture fee of \$15,000 over that estimated based on the adjusted cost of the building per the negotiated contract. As a result the overall current projection for the project is exceeding the cost budget by ~130K. Overall, there still

- remains ~\$260K in cost contingencies in the budget. The executive committee will be working with A&E committee to examine options for reducing building cost.
- iii. Based on current cash flow, a loan will be required in the Fall of 2014. We are working with BB&T to look at terms for either construction, long term or both. Additionally, EFPC will be meeting with the Finance Commission to look at options for Endowment support for the project. Currently, there is approximately \$500K budgeted from the Endowment to fund the project.
- iv. A&E committee reports that the site drawings have been reviewed by the County and initial comments received. Traffic Impact Study will not be required. A&E expect final permit approvals late summer early fall of 2014. Pricing Set of Construction documents should result in 53 LEED points meeting the Silver level of LEED certification of 50 points. Based on review of the Pricing Set of Construction documents, the building cost construction cost has come in \$291,000 more than the schematic design cost estimate. Most of that increase was in the mechanical and plumbing numbers as well as more accurate site work numbers. The remainder was due to having more definition of the project. See attached Cost Summary sheet for details. Robin Bosworth has volunteered to be the Owner's Representative for the project.
- v. EFPC is looking for the following skill sets:
- Communications director to coordinate the preparations for the Adult forums and prepare regular communications to congregation via the bulletins, Spire, and on line presence.
 - Accountant to track monthly invoices and expenditures and provide monthly reports of actual costs against estimates.
 - Tax and Charitable Giving consultant to advise the Capital Campaign group of opportunities for giving.

7. **RECTOR'S REPORT**

- a. It's time to re-elect our board. George Saroch (Sr. Warden), Mark Torrence (Jr. Warden), Gordon Piche (Treasurer) and Stacia Bontempo (Clerk) are put forth as the slate for a vote. They were elected by acclimation of the vestry.
- b. The CEEP Conference went very well.
- c. Easter Service – Peter is going to try pushing the overflow to the Parish Hall and connect by video.
- d. Fall, 2014 – Add a 4th service on Saturdays.
- e. The election of Bishop Suffragan is coming up. We'll have a "First Look" at the candidates. Peter needs help on Friday night, 4/4/14, for this at SMC.
- f. The ladies guild has provided some funds for a safe for the Sacristy for our silver.

8. **CERTIFICATE OF CANDIDACY FOR SEMINARIAN JOHN WILLARD**

- a. June 14, 2014 is John Willard's ordination date. The vestry needs to sign his candidacy certificate tonight. This certificate will be brought to the diocese office tomorrow.

9. **ADJOURNMENT.** There being no objections, the meeting adjourned at 9:223pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

April 2014 – Martha Donovan

May 2014 – Kirsten Tolley

June 2014 – Phil Meeder

July 2014 – Stacia Bontempo

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, April 15, 2014