



St. Margaret's Church

Westminster Parish

Vestry Minutes

Tuesday, May 20, 2014

Approved June 17, 2014

1. **OPENING:** The meeting was called to order by The Rev. Peter Mayer at 7:01pm in the conference room of the Administrative building. Kirsten Tolley 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, Karen Engelke, Charlie Lang, Phil Meeder, Kyle Morgan, Kirsten Tolley, Ernie Tucker, Liesl Wheeler

Absent: Stacia Bontempo – Clerk, Elizabeth Bowers, Doug Castonguay, Martha Donovan, Anna Thomas, Teresa Todd, Willie Williamson

Guests: Bill Bird

2. **MINUTES:** Stacia Bontempo
 - a. The minutes of the April 15th vestry meeting were reviewed.

MOTION: It was moved and seconded that we approve the April 15, 2014 minutes as submitted. The motion passes unanimously.

3. **SUBMITTED REPORTS**

- a. Building & Grounds: Bill Bird
 - i. Waiting for an estimate to remove the near dead holly tree on the corner of the parking lot behind the well head. It appears the cold this winter did it in.
 - 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. It is split and water is getting in from rain; it cannot wait any longer to be repaired. I asked Fred McKinney Sunday to look and see what might/must be done to repair it. If the molding/trim needs to be replaced it will require mill work to make a new molding. This is not something for a carpenter to fix. It might require milling and bending and shaping a wood piece.
 - iii. Who took/removed two concrete bumper bastions from the parking lot next to the school and temps (about 150-200 lbs. each)? Who took all of the garden hoses from the church, parish hall and Admin Building? They have been at the spigots for years.

- iv. New recycling trash barrels were purchased per AA County. They are in place next to the school and labeled.
- v. I asked for an estimate from Elite Landscaping to weed, clean and mulch the flower beds around the buildings and Columbarium. Estimate is \$2,400.
- vi. Allison Mayer weeded the bed in front of the Admin Building a couple weeks ago. Thanks much Allison!
- vii. This week I hope to let the contract to paint the church exterior. This is approved funding from the Maintenance Budget, about \$11,700!
- viii. There may be some brick repair necessary to the two sets of steps outside the church at the Bell Tower and the Choir transept.
- ix. I repaired some plumbing in the Parish Hall, and school bathrooms that Richie never did.
- x. The parking lot light bulb replaced by Phil G. still does not work. Might have to call Dawson electric.

b. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish
Treasurer's Report
Vestry Meeting 20 May 2014**

April 2014 Accounts summary

Checking and Savings Accounts

Account Name	Account Type	Account #	Balance	As of
Operating Ckg 4311	Checking	...4311	\$255,256.89	4/30/14
Rental House Ckg 4338	Checking	...4338	\$3,631.27	4/30/14
Designated Ckg 4346	Checking	...4346	\$56,886.36	4/30/14
Formation Bldg Svgs 4354	Checking	...4354	\$676,430.36	4/30/14
Formation Bldg Ckg 4362	Checking	...4362	\$134,951.01	4/30/14
Subtotal			\$1,127,155.89	
Endowment Trust 2258	Trust	...2258	\$4,839,698.30	4/29/14
Cemetery Trust 7379	Trust	...7379	\$136,768.04	4/29/14
Capital MaintenTrust 7618	Trust	...7618	\$141,454.31	4/29/14
Subtotal			\$5,117,920.65	
			\$6,245,076.54	

On the **income** side of the ledger, through the end of the month of April, the actual yearly income was \$284,859.29 against a budgeted income for the year to date (YTD) of \$290,098.48 (*note*: YTD = January 1st through April 30th). That is **\$5,239.19 under** total

YTD budgeted income. **Pledge income** for the year is **under** budget by **\$7,430.35** (\$247,843.64 budgeted and \$240,413.29 received). **Donations** income is **\$6,289.10 above** budget. **Special Offering** income is **\$3,700.00.00 above** budget. All other income categories were within typical limits for this time of year.

On the **expenditure** side, through the end of April, we expended \$304,473.59 which is **\$562.35 more than budgeted** (\$303,911.24 budgeted). All categories were under or near their expected budget expenditures for this time of year except Building and Grounds which over spent \$11,483.10 related mainly to Utilities, Snow Removal and Maintenance.

The **net total** or bottom-line as of April 30, 2014 shows a YTD balance of **negative \$19,614.30** (i.e., actual income [\$284,859.29] less actual expenses [\$304,473.59]). Please keep in mind that we are operating with a **deficit budget**: for the end of April...-\$13,812.76.

Gordon Piché, Treasurer

END QUOTE

4. **WARDEN'S REPORT: Mark Torrence**

- a. **Rental house:** the management company search is on hold. Five additional management companies are to be contacted.
- b. **Technology Committee:** Meetings continue once a fortnight as schedules allow. At tomorrow's meeting, the committee will discuss Requests for Proposals soliciting bids from contractors/consultants to recommend options for flexible infrastructure support allowing easy deployment of current and future technology, AV, and security equipment for the Formation Building; acknowledging the need to maintain/establish connectivity with the rest of the campus. After the RFPs are evaluated, the committee will meet monthly to assess 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, Dick Williams
- c. **Long Range Planning Committee:** Continues to meet weekly. To develop an understanding of the congregation and community aligned with the Commission Organization (see Sr Wardern's hand out April 2014 meeting handout), by meeting with Areas of Ministry and Commission chairs and questionnaires, facilitating the congregation's discernment of our mission and vision. A web address for an on-line survey to assess "who we are now and who we wish to be" will be emailed the congregation this week; copies will be available Sunday in the Narthex. (*particular thanks to Fran Becker for jump starting the survey*) The committee is also reaching out to the surrounding communities to explore expanding the overall church mission and outreach to more broadly engage those communities. To that end, this week the committee will meet with Elizabeth Kinney at the Light House who will discuss what she feels churches can do in the Annapolis area i.e.: "Dream Big, Dream Better". Next Tuesday, the committee will meet with Christine Poulsen, Program Manager/Community Initiatives, Department of Social Services, Anne Arundel County, and colleagues, to hear what priorities the county has, and to determine whether there is a match between what we are able to do, and those needs. Members: Mark Torrence

(chair), Fran Becker, Harry Caldwell, Maggy Cullman, Karen Engelke, Rev. Jane Hague, James Hanrahan, Mike Makovitch

d. **Endowment Funds:**

- i. The Parish Hall door replacement: Some additional information is needed from Chesapeake Door's proposal: metal jamb, (1) 1-3/4" thick Strand board Oak finish, smooth, reusing current windows, \$7,334 material and labor. (*again, thanks to Teresa Todd for procuring bids and supporting information*).
- ii. Sustaining/Replacement Engineering report: Property Diagnostics toured the campus with Bill Bird on May 6; a report will be delivered soon.
- iii. Keep AV upgrades for future discussion.
- iv. The school's budget year will be ending at the end of this month, the school would like the vestry to contribute between \$3-5k towards the cost of the playground from the endowment.

MOTION: It was moved and seconded that we contribute \$4,000 from the endowment income to the cost of playground improvements for the Day School. The motion passes unanimously.

5. **VESTRY LIAISON/COMMISSION: George Saroch**

- a. Coffee Hours: Adult fellowship tables with groups that rotate each week – Kirsten Tolley.
- b. George to focus on Stewardship.
- c. Peter will focus on name tags with liaisons on tables for meetings and on websites.

6. **EFPC: George Saroch**

- a. Ground breaking in September 7-14, 2014.
- b. Team meeting with BB&T this Friday.

7. **RECTOR'S REPORT**

- a. There was a debrief on youth formation and music. Sarah went over sustainable youth ministry.
- b. 4th Service time will debut in October 4 at 5pm.
- c. Fall theme: Build. Clergy will get to spend time with people.
- d. John Willard's Candidacy for Ordination – the vestry signs the certificate for ordination scheduled for June 14.
- e. Sunday, June 15, Vestry social date, 4pm. Potluck.

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

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

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, June 17, 2014