

St. Margaret's Church
Westminster Parish, Annapolis MD 21409

Draft Minutes of Special Vestry Meeting

Tuesday, November 10, 2015

1. The meeting was called to order at 7:06 PM by Peter Mayer
2. Attendees: Peter Mayer, Mark Torrence, Valery Weekley, Kirsten Tolley, Tom Wenz, Trish Schilling, Liesl Wheeler, Anne Sessions, Willie Williamson, Ernie Tucker, Julia Droof, Elizabeth Bowers. Absent: Charlie Lang
3. Discussion of proposed 2016 General Operating Budget, led by Willie Williamson.

Opening points:

Treasurer Charlie Lang is precious, advisers John Goldthwait, Jim Barnett, Jim Hall are invaluable. Received very good staff inputs on budgeting and needs. Considered strongly the 2015 Stewardship survey that emphasized youth formation, music, staff COLAs & bonuses, and dedication to mission.

At reporting time, there were 164 stewardship pledges committed to 2016, for a total of \$646,729. This includes 20 new pledgers. The total number of pledgers in 2015 was 222. The Stewardship team has set a "stretch goal" of \$850,000 for 2016. That will be difficult, but numbers are trending in a good direction.

Proposed budget does not include a salary line for a Sexton.

Revenues:

In reviewing the projected revenue for 2016 Willie advises increased focus on facilities rental and usage, and increased income from the Day School.

Expenses:

The finance team is still figuring out electricity consumption for the expanded campus and facilities so the estimate of \$45,000 is a best guess; music instrument maintenance is piano tuning; air quality testing, and water testing/maintenance are new line items. Contract cleaning is currently with Jenn-Pro and is for a "green" service, per our LEED requirements in the Formation Building and our campus-wide commitment. Rev. Mayer indicated Elizabeth Radley, Senior Administrator, looking for less costly "green" cleaning. The Music Department budget is double the 2015 amount, still under by 70% the request submitted by the Music Director.

Formation's operating budget is not being funded at the amount requested. It will be under the discretionary management of Jenelle Mejia. There is currently little to no training nor professional development for Children/Youth Leadership. Kirsten Tolley suggested CEEP conference money could be better used for this. Rev. Mayer suggested he can transfer travel funds from his account to send Quentin West and Jenelle Mejia to Philadelphia in 2016 for professional development. Generally, staff input and feedback for the 2016 draft budget has been very good.

Annual Audit: This is a very high figure given the work done and will be reviewed for better pricing in 2016.

Diocesan Contribution: this will increase by \$11,000+ in 2016, to \$129,643. The economic model for this contribution is the higher grossing churches in the diocese subsidize the needier churches. Trish Schilling pointed out this is not a model for growth. Also asked, what is the accountability the needier churches are showing?

Salaries: Show a 2% increase over 2015

Administrative Expenses: discussion centered on tech needs, upgrades, licensing on the individual level, and overall campus tech reviews.

Unfunded items in this proposed budget: Sexton, third clergy, Youth Formation Leader travel/chaperoning of youth on trips; capitol maintenance fund; technology refreshment.

Request:

Charlie Lang/Willie Williamson, please send regular bullet points of information out to Vestry to keep them informed of changes and updates in the budget planning. Vestry would like to see staff's original budget requests and details to better understand what they're asking for, how they're planning, and what they feel are reasonable needs for their departments.

4. //s//Anne Sessions, temporary Clerk