



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday May 19, 2015
Feast of Dunstan, Archbishop of Canterbury, (AD 909-988)



Attending:

Peter Mayer+
Elizabeth Bowers
Charlie Lang, Treasurer
Kirsten Tolley
Valery Weekley
Willie Williamson

Sarah Lamming+
Doug Castonguay
Kyle Morgan
Mark Torrence, Jr Warden
Tom Wenz

Jane Hague+
Julia Droof
Doug Seibert
Ernie Tucker
Liesl Wheeler

David Boyce – Stewardship
Kathy Polk, Clerk

George Saroch – EFPC

Absent: Anne Sessions – Senior Warden, Karen Engelke, and Trish Schilling

1. Doug Castonguay opened the meeting with a prayer at 7:10 pm. Check-in question was relating a “laugh-out-loud” moment and a prayer for someone.
2. The April minutes were approved as submitted.
3. Submitted Reports

a. Treasurer’s Report – Charlie Lang

Charlie explained a loss of \$19K from parishioners who did not meet pledges. Item 4010 – “miscellaneous” were considered “special projects”. Charlie was unclear why \$8007 was budgeted for it and no funds are projected for 2015. There was a transfer from the Endowment for the payment of Admin expenses; however, those funds were not received or deposited until 2015.. There is normally a “float” in the operating fund to cover summer loss of income. They would like to leave a safe cushion. The vestry previously approved use of savings for a budget shortfall and we may need to use some of it this summer..

Under Action items – the result of Ruth leaving and the new part-time bookkeeper has been determined. On June 19, 2015 will conclude Ruth’s termination package. The 2015 budget has uncommitted staff funding as there is no sexton yet, no admin yet. “Crunch time” will come in 2016. The church is “ok” for 2015. The bookkeeper, Admin position, and two “silver” Formation/Youth position have been determined to be priorities. Last month the vestry made a commitment to fund the two Formation/Youth positions at the “Silver” (approx...\$30K/year each) with support from the Endowment. Next month Charlie will provide a 2015 and 2016 projection of staff costs based on what we know at the time. Still to be determined – what can we afford? What can we not “skimp” on? Last month the vestry

made a commitment to fund the Formation position. The Treasurer works with the Finance Committee with vestry approval. They are seeking two Formation/Youth personnel – “silver” –approximately \$30K /year each with support from the Endowment.

Charlie will begin calling vestry people to help with counting. It may be done on Sundays.

b. Rector's Report – Rev. Peter Mayer

Peter+ handed out the Rector's Report and will send an electronic copy to the clerk for distribution.

c. 2015 Budget Report – Willie Williamson

Willie said the Finance Committee is prepared to address the 2016 budget, but not until each of the Commissions has designated representatives with whom his committee can engage. He is aware that progress is being made on this matter. He emphasized that the number one priority of his committee has been to close the books on 2014 and asked Charlie if we could pass an audit? Charlie responded, “Not today –based on the status of updates in QuickBooks (we are behind) and the document gathering that is ongoing. There is no financial issue which would cause us to fail an audit.” Willie briefly mentioned that we should avoid a priority based budget for 2016 and continue to build a commission-based budget. He noted also that the principle responsibility of the Finance Committee is not to manage and have access to funds, but rather it is to secure and maintain a healthy financial situation for SMC.

With large invoices expected in August and September, a major concern is how should we best close, at minimum, a \$1.4 million gap in the costs of the Formation Building. Approximately, \$1 million of invoices have been paid already and expectations are that another \$1 million will be provided by the Endowment. So the issue becomes one of how much of the \$3 million loan authorization should we borrow? Now is the time to make that decision and not when the bills are due. It is critical that Stewardship and Finance work closely with George Saroch to determine a best path forward and a recommendation at next month's Vestry meeting.

The vestry has established a priority and a commitment to fund two part-time Formation/Youth positions. We need to establish priorities and align resources to each of the other Commissions as well. We also need to discuss a more strategic plan for the Endowment, i.e., how large or small should it be?

\$37K from the Endowment has already been earmarked for loan interest in the 2015. It is likely that we will not need that amount in its entirety. However, that amount will again be due in 2016, if the \$1.4 million gap is closed entirely by the interest-only, 5-year mortgage. In the absence of any tax benefits, there is perhaps a better solution to borrow more from ourselves (the Endowment) and less from BB&T. This will be evaluated by the Finance Committee and reported to the Vestry next month.

MOTION: To pay the WT invoice from loan with the intent to come up with an alternative plan next month. Unanimously approved.

Let's not forget that St. Margaret's received the loan by pledging the Endowment as collateral.

The budget in January did not include the part-time bookkeeper. The bookkeeper is 16/hours per week for 52 weeks at \$20/hour.

MOTION: Retroactively approve the contract with Harriet to be the part-time bookkeeper

@ \$20/hour for 16/hour week. Unanimously approved.

d. Jr. Warden's Report – Mark Torrence

Mark requested a quick vestry meeting next week to discuss IT infrastructure. The vestry would need at least 5 days to consider the information. Peter+ did not think that was feasible. Mark explained that he would like Inspired Data Solutions to monitor the contract. The Formation Building budget would provide 75% of the funding and the annual Maintenance budget would pay 25%. The amount is within the Formation Building budget for IT. We could draw from the Endowment to have the oversee apply to the entire campus. Vestry approval is necessary to hire Inspired Data Solutions.

MOTION: To fund up to \$1000 from the Endowment to fund Phase 1 and Phase 2. (Phase 1: Initial Education/formation Building Technology Phase 2: Premise Distribution and LAN for the Other Campus Buildings). Unanimously approved.

The rental house – Bruce doesn't know if the lease was signed prior to the tenant's deployment. **He will contact Teresa.**

e. Sr. Warden's Report – (Anne Sessions absent)

4. Stewardship Update: David Boyce

David handed a report to everyone. An electronic copy will be made available to the clerk for distribution. David said that the Capital Gain pledges for five years usually are done in 3 years.

David believes the 2016 Stewardship Campaign is an opportunity to grow spiritually. This will be a significant shift in "marketing". Dave's hand-out explains concrete strategies. He asks that the vestry make their pledges in September. Solicitation letters will come the first week in October with a follow-up the first week in November. Ultimately by Thanksgiving, vestry members may be asked to personally call parishioners. The concept of envelopes for the kids was endorsed. Sarah+ said that some churches have the kids design their own envelopes. The vestry needs to be willing to listen to the parishioners' desires. David would like to meet in small group meetings – for example the Youth Council. Parishioners need to know what is going on with regards to the maintenance and operating for the new building. The act of giving transforms the life of the giver – not as much as for the recipient. Both Peter+ and David want to encourage electronic giving—maybe an "app" for a phone or the ability to use a credit card. The "downside" is watching an empty collection plate. There was talk of putting notes in the pews for placement in the plate indicating that people had given electronically. David would also like to look into giving stocks or securities.

5. Youth Formation update, discussion – Rev. Sarah Lamming

Sarah+ said St. Margaret's potentially needs 36 teachers and already 34 have committed. Twelve of these are new teachers for next year. This year we have a second grade class, third-fourth combined, 5th -6th-7th combined. At present 2015-1016 we will be combining a second 2nd and 3rd grade class and 4th and 5th grade class. If we get additional teachers, we will split into three SPARK classes. Presently there is a 10:1 ratio of boys to girls. Julie and Kurt Svendsen are taking over the Rite 13 group. The new Formation/Youth leader will lead the Youth Chapel services. Sarah+ would like to

focus energy on finding strong males to lead in a caring way. They are inter-generationally attracting new people.

6. EFPC update – Tom Wenz

The project is currently a little behind. On August 24, the Day School will have access to the first floor. On September 12, the rest of the facility will be open for use. On September 27, there will be a ribbon cutting and blessing of each classroom. The temporary trailers will be picked up on August 1. On June 7 following the Blue Grass Mass and Picnic there will be tours of the building – with roped off areas. Rooms will be labeled. **Supplies need to be boxed and moved to a new location.**

There is a committee determining the physical space storage to help discern placement through the whole campus. They want to maximize capabilities for all ministries. A formal protocol for sending messages needs to be established.

7. Art Gifts Policy Recommendations – tabled in the absence of Anne Session.

8. Day School Board

A slate of officers was distributed of the board and the two new members – FYI. The Day School will increase its contribution to the church. A partnership letter given to Pater+ and Anne gave \$25K to the Capital Campaign. The Silent Auction was most successful and grossed \$28K. The graduation will be June 5. St. Philip's has offered their grounds because of the construction, etc. at St. Margaret's. Susan Roberts, Chair and Tricia McVeigh, Day School Director will come address the vestry in September. October is Episcopal School Month. There will be tours.

9. Elizabeth Bowers, Mission Commission

They have made tremendous headway. They are evaluating the focus. This year, the commission read "Toxic Charity" and "When Helping Hurts". Giving is not always the best answer. We want people to be self-sustaining. They finalized their mission statement. They are moving towards partnership relationships. Camp Allen is an excellent example. They are taking "baby steps" towards a year-round mission. Vicki Mattock is stepping down and Sarah Hyde will be taking over. They are looking for accountability and partnership. The Lighthouse Shelter is due \$12K but there is no set time for the donation.

10. Action Items review – Peter Mayer+

"Vision" will be discussed next time. On May 31, there will be a facilitated forum. Tom Wenz would like feedback.

The by-laws need to be added to the Action items and completed items need to be taken off.

The meeting concluded with the singing of the doxology at 9:10 pm.

Respectfully,

Kathy Polk
Clerk

Liesl Wheeler will offer the opening prayer at 7pm in the Conference Room on June 16, 2015.

