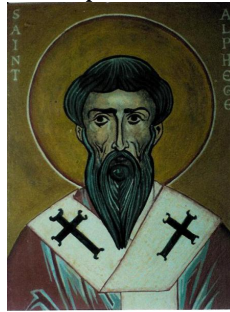




St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday April 21, 2015
Feast of Alphege, Archbishop of Canterbury, and Martyr 1012



Attending:

Peter Mayer+
Anne Sessions, Senior Warden
Karen Engelke
Trish Schilling
Mark Torrence, Jr Warden
Tom Wentz
Kathy Polk, Clerk

Sarah Lamming+
Doug Castonguay
Charlie Lang, Treasurer
Doug Seibert
Ernie Tucker
Liesl Wheeler
Izzy Winn, Grants

Jane Hague+
Julia Droof
Kyle Morgan
Kirsten Tolley
Valery Weekley
Willie Williamson
Jan Little, Grants

Elizabeth Bowers - Absent

1. Trish Schilling opened the meeting with a prayer at 7 pm. Check-in question was about what you were doing prior to the meeting and any prayers to offer/ask.
2. The February minutes were approved. The March minutes were approved with a correction inverting "program and position" in Item 8.
3. Submitted Reports
 - a. Treasurer's Report – Charlie Lang
Charlie does not have a close out for 2014 or a budget for 2015. Lyn Sloan, a CPA is going through QuickBooks. There is a tight rein on expenditures. Staffing will have a financial impact. Three permanent-part-time bookkeepers have been interviewed. They have selected one, but have not made an offer. They hope to have the person start in early May. The person selected will be responsible for payroll and check cutting. Michelle will be gone in mid-May. She has health issues. There are 223 pledges and \$740,00 target in pledges.
 - b. Grants Report – Izzy Winn, Jan Little
Izzy Winn, Grants Administrator, and Jan Little, Grants Committee Chair, were there to present the Grants Committee's recommendation for 2015 funding. This is the 16th year to give grants. Two-hundred and sixty grants have been given totaling \$2 million. The committee interviewed 16 and recommended twelve of the 16 for funding. Nine are supporting students and children learning. While they look at local, regional and global, there were more local finalists this year. Two programs seem to be duplicates (Backpack Buddies), but they are separate. In some cases, more was given. The reasoning was that "\$X" could not help another organization, but the funded organization could use the additional money. There has been a consistent effort to look back at the recipients and the results. The money is

given in good faith and accountability is expected. **It was suggested that the local recipients might come to do a forum.** There were 32 liaisons this year allowing two to be assigned to each finalist. **It was also recommended to have those involved stand in church to be recognized in order to illustrate the impact on other parishioners.**

There was a motion to accept the grant recommendations. The decision was unanimous in favor.

- c. Art Gifts Policy Recommendations – Karen Engelke
Karen said that St. Margaret's has an opportunity to enhance the Christian experience through art. An ad hoc committee of Ann Sessions, Maggie Culman, Casey Pringle, Nancy Zimmerman, and Karen Engleke is creating a recommendation for policy guidelines in accepting gifts for display. Art transforms a person. It is not just an image. There are questions about esthetic value, display, insurance, storage, care, restoration, and installation. It recommends a committee gather on an as-needed basis to guide to process as gifts are offered. How will non-professional art be handled? Would the committee have authority to accept or reject or would it have to be a vestry decision? ("Which is dicey since too many opinions seldom agree.") **They are asking for review of submitted report to go further to provide a final report.** Questions arose if there is space for archival items, and how these could be displayed safely. There needs to be coordination between the historical and the new. There were suggestions of rotating gallery displays as well as loans from the diocese or other sources. **This will be visited again next month.**
 - d. Rector's Report – Rev. Peter Mayer
The rector's report was mailed out.
Susan Roberts submitted a report from St. Margaret's Day School Board concerning the financial aid program. The school provides assistance both from SMC and the interest from an account established by Anne Brice. This year, it was necessary to withdraw from the principal. Ms. Brice was informed of this decision. There is still a shortfall. There will be a silent auction event on May 2 from 5:30 – 8pm at the Ulmstead Clubhouse. **In the future, there should be a mid-year review to prioritize money.** The majority of scholarships go to parishioners.
4. 2015 Budget Report – Willie Williamson
David Boyce, Willie Williamson, and Charlie Lang will meet on a monthly basis. They are currently working in a vacuum because they have no 2014 figure. It is a deficit budget. Bill and Lyn are providing volunteer expertise. Right now, they are trying to just maintain and not grow. The system had been in place for 15-20 years and was not looked at critically. They need reorganization. They need to understand the financing of the formation Building. They are working with other committees. It is understood that pledges may go down initially with a large capital campaign, but once the Formation Building is complete, it should reflect favorably with the pledges.
 5. EFPC Progress Report – Tom Wenz
Tom had a handout with a vision for the new Formation Building. He added that the building should be weather tight by the end of April with a move-in in early September. They are making great progress. They will better know the schedule in May. There is a new site foreman. Dick Williams has submitted paperwork for the LEED certification, and it looks likely SMC will be awarded a Silver LEED.

There are committees for security, IT, and landscaping keeping very busy. They are about to draw on the loan in June. People need to be aware of safety precautions. There will be limited tours when the building is safe. There will be vestry tours prior to having the congregation tour. They want

everyone to have an opportunity to see the green initiatives. There needs to be an awareness of the need for funding.

6. Wardens' Reports

a. Junior Warden – Mark Torrence

Mark submitted a Buildings and Grounds report as well as his Junior Warden's report. There is a team to look at air quality in the church. It is a 12-month project. They have had 40 responses for a custodian and a sexton. One should be in place by mid-May. The rental house has maintenance issues. As a background, he explained that it was purchased by the Endowment years ago as a possible meeting space and/or to add on to the campus. It is about 900 square feet and worth about \$300,000. The Tech Committee is working on sensors for the Day School windows. Mark had an RFP for the Formation Building. The Endowment budget has been approved to draw for the Formation Building. **Long range planning should look at the rental property.**

b. Senior Warden – Anne Sessions

Anne said the leaders of various St. Margaret's missions are meeting monthly – "Incubation Team". She had a hand-out of the report from the various members. They will evaluate the effectiveness of the meeting in 5-6 months. Anne has contacted Claggett for a February or March 2016 retreat. She would like back-up suggestions. The Personnel Committee is providing structure for the hiring process. Janice Roper-Graham, Dave Boyce, Bud Billups, and Jim Hall are on the committee. The Senior Administrative position will take longest to fill. Peter+ and Anne are developing a mutual ministry review with help from the diocese. It needs to be done annually. This first Review will have a lot to cover. The EFPC group is forming a new committee to concentrate on the use of the old education wing. **Contact Anne or Teresa Todd or Allison Mayer.** They are soliciting advice from architects. It was observed that the part-time sexton-position's duties may change when the new Formation Building is complete. Currently the job is for 15-18 hours at \$20/hour. They would like it funded full time. All hiring is contingent on money in the budget. Everything is contingent on the money in the budget. The compensation package for Ruth and the temporary bookkeeper fees have used up a lot of money. **The vestry would like the Personnel Committee to come in to present information regarding the sexton and director positions.**

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

Sarah+ had multiple handouts regarding time spent with youth activities and descriptions of bronze, silver, and gold expectations. She explained the necessity of funding both the position and the program. The program year starts the second week of September. The person/s replacing Sarah+ need to be in place prior. An offer needs to go out in the next 2-3 weeks. There needs to be time for a turnover with Sarah+. The silver level was endorsed. This would be a staff lay leader – not a clergy position. The personnel committee is not addressing this right now. The total cost \$30/hour for 20 hours includes pension. The gold would be full time at \$45/hour with benefits and the person would have experience. There were suggestions about gold level for youth and silver for young adults (for example). There might be a choice between two part-time and one full time. The vestry is committed to working towards doing Sunday well –to the best of our ability. If you need to cut services, then cut mid-week activities. If you want good youth formation, you need to fund it. **This should be passed on to the Personnel Committee now.** The vestry needs to reflect priorities in the budget. The vestry needs to collectively agree that Youth Formation is most important. The last two years, we have kept staff but reduced funding for programs. We need a personnel representative with the budget committee. Doug Castonguay said he would serve as will Liesl Wheeler. It was suggested that the committee handling the requests for the new Formation Building also have bronze, silver, and gold level needs. There are a lot of concerns about when Sarah+ leaves. The need for a

sustainable youth ministry is shared throughout the parish. It can't be an individual personality. The vestry needs to communicate with the parish that it will hire 1-2 people for the program year and have that person/s arrive in time to overlap with Sarah+ and be in place for the beginning of the program year. **There needs to be a July 1 hire date. The next four weeks, ask for fall teachers. Call to action and recruit.** Teens have occasionally served as teachers. **Advertise in the bulletin as well as Facebook. Put the teachers' pictures in the bulletin.** The preference was for two people, with silver recommendations, and to have this manifested in the 2015 budget. Questions arose about what would keep SMC from keeping the goal? We haven't met our stewardship goal in two years. We are operating on a deficit budget. The new building has unknown costs. We would have to go into the Endowment if we made the commitment and have no money. There has been a dip in stewardship and a dip in attendance. It takes 4-5 years after a capital campaign to see growth results. George Saroch, former Senior Warden was quoted, "Using the Endowment to seed ministries hoping the seed inspires people is the right thing to do. We have a resource." Families with kids are the source of our growth.

There was a motion: Empower the Budget and Personnel Group to recommend to hire two part-time at the silver level for Children and Youth Formation. The motion passed unanimously.

8. Retreat Follow – up:
There was a brief discussion that centered on focusing on a direction for the parish. We have transformational powers through Jesus Christ. Worship is at the center of our focus with a foundation of love. What is missing? What can be improved? What do we want to become?
9. Anne Sessions: Action Items
 - a. The severance package is done
 - b. There is a proposed organizational structure for the Personnel Committee.
 - c. E-mails are being received.
 - d. **Julia needs a name tag – ask Laura Tayman.**
 - e. Published children's formation; children's registration done.
 - f. Charlie will determine final costs – still an active item. **He will have the information at the next vestry meeting.**
 - g. Review the curriculum.
 - h. **Celebration for Sarah+ - looking for vestry members to plan. Sarah+ will give departure date to Anne.**
 - i. May 3 or May 10th follow-up on retreat.
10. Vestry approval – alternate Delegate for Diocesan Convention; Vestry Clerk
**Tom Wenz agreed to serve as Alternate Delegate to the Diocesan Convention.
Kathy Polk was unanimously approved to serve as recorder for the vestry for one year.**

The meeting was adjourned with the singing of the doxology at 9:30 pm.

Respectfully,

Kathy Polk
Recorder

Doug Castonguay will offer the opening prayer at 7pm in the Conference Room on May 19.