

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

**Minutes of Vestry Meeting  
Tuesday, December 15, 2015**

1. The meeting was called to order at 7:08 PM by Peter Mayer
2. Attendees: Peter Mayer, Mark Torrence, Valery Weekley, Kirsten Tolley, Trish Schilling, Liesl Wheeler, Anne Sessions, Willie Williamson, Ernie Tucker, Julia Droof, Elizabeth Bowers, Doug Castongay, Doug Seybert, Karen Engelke, Tom Wenz

November 10 minutes were discussed. Noted that budget changes going forward from 11/10 need to be reflected and we should be careful to not reference budget information from 11/10 as changes are made to the official budget.

**Tom Wenz moved that 11/10 minutes are accepted, seconded by Doug Castongay, and were approved.**

**Doug Castongay moved 11/17 minutes accepted, Valery Weekly seconded, and were approved.**

CHARLIE LANG – TREASURER’S REPORT

No need to continue the line of credit loan, as income and expenses are balancing out.

We have received \$15,000 of J&J stock again this year from an unnamed donor.

2015 update:

We are \$142K short in pledges YTD

We have \$63K yet to pull from endowment for the year.

We will have a deficit, unknown at this point how severe.

As we get \$\$ in, we will send it to the Formation building savings acct to replenish our deficit.

We have 22 people who haven’t contributed to their pledges at all in 2015. Elizabeth is sending out gentle reminder notes to those who are significantly behind in their pledging.

Endowment Update:

Total Draws, 96K Grants, 74.8K Operations, Interest on Loan 17.7K, Capital Projects 11.9K, Cemetery Fund 6K

Cemetery fund – Would like to update bylaws to allow for dollars for total cemetery management versus just for maintenance.

Dick Williams – We have achieved the 50 points necessary for LEED Silver status. Dick has been tremendous to work with and gone many extra miles for this church. Peter and the vestry are thrilled.

We will pray for Dick's mother Mary, who is dying.

#### DOUG CASTONGAY – VISION AND MISSION UPDATES

Doug would like to take the third statement that was drafted after our retreat to the Annual Meeting to present to the parish. He would like to consult with Laura Tayman on how to present to the congregation. Peter would like to have 3 subfocuses for each focus of GROWTH, SUSTAINABILITY and CONNECTION. There was discussion about some wording changes. Willie would like us to assure down the road that we have the right commissions to support the mission statement. We agree that goal-making based on this vision still needs to happen, but that the vision is sound and needs to be given to the church. Discussion about GROWTH, need to be Spiritually led to spread the Gospel. We will always have tension between wanting more quality and more quantity. This is healthy and necessary.

Anne Sessions suggested that we digest the vision statement for a month and vote on it next month.

#### WILLIE WILLIAMSON

##### 2016 BUDGET

The vestry has had the 2016 final proposed budget for a week and Willie would like for us to discuss and approve. Discussion:

Kirstin and Ernest met with the formation leaders and reviewed the budget Sarah had supplied us with for the "silver" level program. After the meeting, discretionary funds were added for both leaders, but we are still not at a sufficient funding level for formation, short of approximately \$6K.

We would need to raise 1.2M to run the church well with all commissions needs being met. Peter expressed that Jenelle feels that she can work with the amount.

There is a chance we may be over our planned income/pledge amount for 2016. There are 4 areas that can be funded with this potential income. Willie suggests the following options:

1. Pay down the 2015 deficit
2. Fund Formation
3. Work towards a sexton
4. Lower the \$65K draw in 2016

Charlie reminded us about the new “must pays” for 2016 with Diocesan contribution, new building expenses, etc.

Peter suggested that the Vestry can go on record to alter the budget if we surpass the 790K in pledges, and allocate the surplus to Formation. We will hold approving of the budget tonight until January 19 in order to dig into more details about what additional amounts are needed for formation and/or other areas.

Thanks so much to Charlie and Willie for all of the efforts in building the budget.

ERNEST TUCKER - Nominating committee update

Please send him an email if you have any names of people that you would like to see nominated. Ernie would like to have 8 candidates for 4 slots. Mark Will check the youth terms on the bylaws to see if Julia and Kyle will need to be replaced.

MARK TORRENCE – JUNIOR WARDEN REPORT

2015 Endowment Budget

**Willie Williamson made a motion to: “ductwork” lower level PH” \$5570, \$1271, Doug Seybert seconded and vestry approved.**

**Valery Weekley moved to approve Computer for Quentin, Willie Williamson seconded and vestry approved.**

**Doug Seybert moved Archive \$1000, Karen Engelke seconded and vestry approved.**

ANNE SESSIONS – SENIOR WARDENS REPORT

MMR points

Dayschool security protocol – The Dayschool liability is the church’s liability. Charlie would like an insurance review

Art on display in new bldg. There is a 2 year waiting period before art to go up. Looking for a team of 5 people in the art world to be on the Arts Committee. Karen Engelke, Anne Sessions

and others drafted the policy and now we need a team and possible vestry member to stay on a longer term committee.

Vestry visibility – more social media usage, announcements, etc. to come in 2016.

The retreat is at Clagget on Feb 19 & 20. Officers, Vestry members and Clergy are invited to attend. We will welcome in the new members, learn and work on goals, and commission structure.

**Liesl Wheeler made a motion Housing allowance resolutions, seconded by Valery Weekley. Resolved, that the total compensation paid to the Rev. Jane Milliken Hague for calendar year 2016 shall be \$xxxxx of which \$26400 is hereby designated to be a housing allowance.**

**Resolved, that the total compensation paid to the Rev. Peter W. Mayer for calendar year 2016 shall be \$xxxxx of which \$37,000 is hereby designated to be a housing allowance.**

Anne Sessions reviewed the Action List Items and changes were discussed. Valery Weekley volunteered to create and list of vestry norms for the retreat with the help of Julia and Peter.

Mark Torrence in closing, we will need to consider a new phone system at the next meeting.

Trish Schilling, temporary Clerk