

ST. MARGARET'S
CHURCH



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, December 20, 2016



Day Before Feast of Saint Thomas the Apostle



Attending:

Peter Mayer+
Steve Brennan, Junior Warden
Fran Becker
Christine Feldmann
Doug Seybert
Tom Wenz

Jane Hague+
Charlie Lang, Treasurer
Doug Castonguay
Ruth Harmon
Trish Schilling

Anne Sessions, Senior Warden
Kathy Polk, Clerk
Julia Drooff
Tim Parker
Valery Weekley

Absent: Karen Engelke, Liesl Wheeler, and Willie Williamson

Also Attending: Elizabeth Radley (Senior Administrator) and Shannon McDowell (Buildings and Grounds)

1. The meeting opened at 7pm in classroom E of the new Formation Building with a prayer offered by Ruth Harmon.
2. The minutes from 11-15-16 (Kathy Lang) and the Electronic Vote 12-7-13 were approved. Kathy Lang was thanked for volunteering her time and talent.
3. Submitted Reports

A. Rector's Report

Vestry Budget 2017 Final Draft 12202016.xls

Rector's Report December 2016

Peter+ addressed the salary discrepancy (26 pay dates vs. 27 actual) and asked how to best avoid it in the future. Others in the private sector had similar issues with the "extra" weeks in this year. Charlie said it was a calendar issue but he would be more conscious of it in the future.

The History Committee has been revising the "Welcoming Statement". It is still under consideration for further revision but will stand as it is currently published.

The Racial Reconciliation Program is currently full except it is not bi-racial. We are looking for seven persons of color to participate and have reached out to St. Philip's and Pastor Steve Tillett for additional participants.

Peter+ has a consultant working on the replacement of the organ. We would like to know options available.

Al Todd, with the support of the Alliance for the Chesapeake Bay, planted a number of trees in an area south of the main campus. Peter+ would like to designate this as a "Memorial Conservation Area" with a plaque somewhere on campus where people could be remembered. Questions have arisen over restricted and non-restricted memorial gifts. He would like to set up a committee to oversee this project and is soliciting names of those who might be interested in serving. Memorial gifts could be used to maintain and sustain the Memorial Conservation Area.

The estate of Anne Heneke left money to St. Margaret's in the amount of \$3382. Elizabeth Radley presented a "wish list" of items that could be purchased for the amount of money. After a discussion, rather than add it to the Endowment Fund or Operating Budget, there was a

MOTION: This gift of distribution of the Heneke Esatate the vestry leaves up to the rector and/or the administrative staff to use for necessary needs. Passed unanimously.

Fifteen people will be confirmed on January 15, 2017 when the Rt. Rev. Eugene Sutton comes to St. Margaret's. There will be a luncheon following for the vestry and the Bishop. Christine Feldmann is coordinating and looking at caterers.

There is no report yet from the nominating committee. Ernie Tucker has a couple of names but Peter+ is looking for more. Candidates should have their biographies available by the first week in January. It was suggested that the congregation be aware of when vestry meetings are held and be advised that they are invited to attend. Someone suggested they'll see "what fun" they are.

B. Long Term Planning Report: Fran Becker (LTPC Report to SMC Vestry December 20.docx) Fran distributed a LTPC report to Vestry and noted highlights from the LTPC meeting on November 17, 2016 where discussions included whether SMC needs "more church" or "better church" with several LTPC members noting that SMC "has a lot going on already!" Another discussion centered on the challenge of what should be staff responsibilities and what should be delegated to volunteers. The need for better volunteer management was mentioned several times. The focus of the next LTPC meeting on January 2, 2017 will be the sustainability area of focus, critical to the success of long-term planning. The goal of the LTPC is to determine what steps need to be taken by SMC in 2018 and 2019 towards our mission of transforming lives for Christ.

C. Day School Report: Doug Castonguay sent an e-mail encouraging parish participation in Day School Activities. Susan Roberts is praised for her efforts to coordinate school activities with the parish life activities.

D. Churchyard Report: Elizabeth Radley (Churchyard Report12.19.16.docx) Elizabeth submitted a report of activities accomplished since Judy Hall has been contracted to perform the duties of Churchyard Administrator. The report was praised and said it should be included with similar reports at the Annual Meeting so the parish is aware of all that is going on.

E. Stewardship Report: Doug Seybert
The team of Brad Callahan and Doug Seybert reached \$860K that represented 96% of their goal. Both Brad and Doug have agreed to serve again next year and during that time train for a turn-over. About 25 remaining families will hopefully pledge. An anonymous donor matched new pledges. A question arose concerning the demographics of giving and the reality that the older parishioners pledging will move away or die. How can we boost giving among younger parishioners who are more likely to sustain growth and giving? It was recommended that we reach out to the teens as well as many have jobs and can learn early on about the "three pots" –spending, saving, and giving.

F. **Treasurer's Report:** Charlie Lang
161220 Treasurer Report.docx;
161212 Endowment Pulls – 2016.xlsx
161212 Formation Bldg Interest Payments.xlsx
161220 P & L report 12.5.16.xlsx

Charlie said that only 12 people have not completed their pledges for the construction loan. Normally there is an Endowment draw for capital projects, but they were not done, so the money was not used. Included in Charlie's report was a report from Jim Barnett indicating that \$2,467,945 has been received to date with a pledge total of \$2,951,306 leaving \$500,00 still to complete.

4. **2017 Budget Discussion and Approval**

Charlie addressed issues with the proposed budget. After conferring with Elizabeth and Peter+, it was deemed that a sexton is not in the budget. There are more pressing needs. The usage of the facilities won't be utilized until there is a Facilities Coordinator or volunteer management. Depending on how the budget "plays out", in May or June they may consider contractual labor. The budget is conservative. Three years ago, the church had to tap into the Endowment. Now we are taking less from the Endowment. A discussion ensued regarding employee compensation. While this is a priority item for Peter+, it was decided to leave the budget as it stands and revised regarding COLA. There was a **MOTION: to reduce the amount of uncollected pledges from \$23,000 to \$21,000 and accept the amended proposed budget. This passed unanimously.** This "creative financing" may permit mid-year bonuses or COLAs.

5. **Housing Allowance Resolutions**

Clergy is commonly paid a housing allowance that is not taxable. **MOTION: To pay Peter+ \$36,000 housing allowance for 2017 and Jane+ \$26,400 for 2017. Passed unanimously.**

6. **Warden's Reports**

A. **Junior Warden** – Steve Brennan (SMC Junior Warden Report 12 20 2016.pdf; Addendum)
Steve Brennan explained that the CCI Site Support Plan for Access Control (ACS), Intrusion Detection (IDS), and Video Surveillance (VSS) has a maintenance cost of \$7,997.91 this year. While St. Margaret's Day School should pay a percentage of this expense going forward, it is not feasible to approach them for this money in the middle of their calendar year. Steve has been in close communication with Susan Roberts concerning this. Language needs to be developed establishing the relationship of the church and SMDS. While the school does not have access to the upstairs of the Formation Building, the ACS is in place primarily because of the SMDS. **MOTION: To approve the expenditure of \$7,998 from the Capital Projects portion of the 2016 Endowment Budget to pay the first year cot of the CCI Site Support Plan for the Access Control, Intrusion Detection, and Video Surveillance systems. Passed unanimously.**

Neighbor and parishioner of St. Margaret's (Bonnie Muheim - 1625 St. Margaret's Road) needs access on our property to install a pool. The access would have minimal impact on our grounds. An agreement was drawn with the approval of Teresa and Al Todd, Buildings and Grounds. **MOTION: To grant temporary access to Bonnie Muheim as proposed in the document dated 12-21-16. Approved unanimously.**

Last year the Capital Projects did not spend allocated money. The phone system is in major need of repair. A technical committee is working to resolve the phone issues but would need money immediately. **MOTION: To approve the carryover of the remainder of funds from the Endowment Capital Projects in 2016 to support a new phone system. Approved unanimously.**

B. **Senior Warden** – Anne Sessions (SMC-Incubation Report.Dec 2016.v2.pdf)

Anne and many have enjoyed the daily history of St. Margaret's. There will be a meeting to discuss "Team 325" project culminating in October 2017 to celebrate the parish's history. They are considering using a radius of 3.25 miles to see what impact the church has.

Angela Shepherd+ is working on a new model for a Mutual Ministry Review. Anne is "excited" about it.

A LEED brochure is coming out. There will be 500 copies available for distribution. It was recommended to put some copies in the pews.

There will be a vestry retreat March 2-3. Tentatively, there may be a "social" on Friday night followed by an all day meeting on Saturday to discuss goals. The vestry is sad to be losing Doug Castonguay, Karen Engelke, Leisl Wheeler, and Willie Williamson in January. Julia Droof will be going off in May. All were thanked for their outstanding service and leadership to St. Margaret's. Julia has been talking to the youth group to solicit a new member for the vestry.

7. Adjournment at 9pm with the singing of the Doxology.

Next Meeting: Tuesday, January 17, 2017 - 7pm Conference Room

Doug Seybert – Opening Prayer

Annual Meeting: Sunday, January 29, 2017

Respectfully submitted,

Kathy Polk
Clerk