

ST. MARGARET'S
CHURCH



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, June 28, 2016



Day Before Feast of St. Peter and St. Paul, Apostles



Attending:

Jane Hague+
Charlie Lang, Treasurer
Julia Drooff
Tim Parker

Anne Sessions, Senior Warden
Kathy Polk, Clerk
Christine Feldmann
Doug Seybert

Steve Brennan, Junior Warden
Fran Becker
Karen Engelke
Trish Schilling (left at 7:30)

Tom Wenz

Willie Williamson

Elizabeth Radley, Office Administrator

Absent: Peter Mayer+(sabbatical); Doug Castonguay, Valery Weekley, Liesl Wheeler

1. Opening Prayer: Christine Feldmann opened the meeting with a prayer at 7:05pm.

2. The agenda and May minutes were approved.

3. Cemetery Bylaws review – Anne Sessions

Motion: Resolve: Any and all previous Bylaws regarding the SMC Cemetery and Church Yard be suspended pending submission of revised and relevant bylaws. Authority of the Cemetery funds shall be returned to the Rector until new bylaws are drafted. Responsibility for the Cemetery will ultimately fall within the authority of the SMC Vestry and will be considered in due course by that duly elected governance body. **Unanimous approval.**

4. Budget reallocation: (Staff Request for 2016 Budget Reallocation) Elizabeth Radley explained that the vestry must approve line items. Willie Williamson said the Finance Committee's intent is to eliminate some line items for expediency. They need tracking for targeted line items. Everyone is extremely grateful to James Fitzpatrick for reallocating funds set aside for music. The prior year's actuals were used to create the numbers. In the future, perhaps the Finance Committee can establish thresholds. The allocation moves were for programs, not salary. **MOTION:** To accept the recommendations from the staff for reallocation.

Unanimous approval.

- a. \$1000 from 5130 (Music Expense) to 3505 (Adult Education) for a keynote speaker at Faith and Fellowship (F&F) on September 12.
- b. \$400 from 5130 to 5950 (Special Events) for summer events (Karaoke, bubbles, and St. Margaret's Day)
- c. \$110 from 5130 to 5135 (Worship) for supply priests over the summer
- d. \$200 from 5105 (Acolytes) to 5317 (Faith and Fellowship) to pay for dinners
- e. \$500 from 6034 (Parish Nurse) to 5110 (Altar Flowers) for Christmas 2016 flowers.

4. Submitted reports

A. Associate Rector's Report

Jane Hague+ thanks everyone for support during her absence at her son's wedding. Thank you to Liz Masterson+ and Pat Hall for their coverage. The summer office hours have changed. Most staff will be taking a week vacation in the upcoming weeks. Outside "parties" have been taking too much time from the Administrative staff. They need to suspend renting the space other than AA and community groups. Buildings and Grounds will address the need to establish rules for personal and/or non-members. Currently \$7000 is allocated as "income" from the facilities. There needs to be a comparison of staff time versus income. Buildings and Grounds will be working on "Standard Operating Procedures" that will include a breakdown between the new formation building, the parish hall, and the kitchen. A wedding reception may cost \$1500 while there is no charge for a funeral reception though most donations range from \$400 - \$700.

Jim Barnett has submitted his resignation from the Vestry. The bylaws state: "(Article: III Vestry, Section 5) *Vacancies*. If by reason of death, resignation or any other cause a vacancy shall occur in the Vestry, the remaining vestry members may, by a majority vote of those present at a duly constituted meeting, elect an eligible Voting Member to fill such vacancy for the unexpired term thereof. In the discretion of the Vestry, any such vacancy may also be filled by nomination and election by the Voting Members at any annual meeting, in which case the person so elected shall serve the unexpired term and shall be eligible for nomination and re-election at the end of such unexpired term." Anne will address this at the July meeting.

B. Charlie Lang – Treasurer

160628 P& L Report May 2016.xlsx
160628 Treasurer Report.docx

Charlie said that historically, the church is in good shape. We are up in donations and the utilities have eased a little. He thanked Fran Becker for catching the insurance book keeping between the "actual" and QuickBooks. Teresa Todd sent Charlie an e-mail regarding on-going concerns with the drainage, trash pad, and other issues. They are in discussions with Whiting Turner. Much of the faulty work was done by the engineer recommended by Whiting Turner. Charlie is waiting for some of these issues to be resolved. Charlie was questioned about the "overtime" law given that we have no sexton and many are doing more than expected. Many are paid on a school year calendar and are not impacted. There was only one very positive comment regarding paying off the interest with the Endowment and no negative comments from parishioners.

5. Worship Commission Report – Karen Engelke (VESTRY REPORT JUNE 2016.docx)

Karen said enthusiasm was expressed by all she spoke to. She spoke of five major topics.

- a. Clearer communications as to changes in procedures and coordination between all participants
- b. More consistent ongoing training
- c. Additional participation
- d. Budgets do not reflect the base line necessities
- e. All would like to hear PRAISE from clergy and the congregation

Karen suggested some "testimonials" from current participants (Altar Guild, ushers, LEMs, etc) might encourage others. The music department has spent considerable time and energy planning for a new organ and would like to see it come to fruition. There has been some conflict between the Music Department and the Third Sunday Band. The TSB is a recruiting tool that has been active for 18 years. Everyone is asked to pray in hopes of resolving potential concerns. There has been a misunderstanding regarding flowers and donations. Charlie Lang reminded people to review his document (160517 April 2016 Designated 5.5.16.xlsx) presented at the May meeting regarding the general budget, designated, and restricted funds.

6. Liaison Goals Report –everyone

Finance: Doug Seybert and Willie Williamson said the budget and stewardship plans are moving along.

Buildings and Grounds: Tom Wenz said they only meet every other month. There has been an a/c issue that may be more electrical in nature and problems with condensation in pipes and running toilets.

Mission: Christine Feldmann said they would like to have another Missions Fair like the one last fall that was so successful. The check for the Dageno Girls has not been sent because the check for last year has not been cashed. It was received by the bank, but they can't access it. Jane+ and Izzy Winn are working on this and trying to resolve it.

Day School: Fran Becker had nothing new to report. Fran had high praise for Laura Tayman's pamphlet on Homelessness available in the Narthex and for the establishment of the new partnership with Windsor Farms Elementary and chosen because of its proximity to SMC and because it has the largest percentage of free and reduced lunches of all the elementary schools on the Broadneck Peninsula. Seven SMC volunteers tutor students from the school. In moving with the Missions Commissions new guidelines, this relationship is about establishing a partnership with a local institution and not just sending a check.

Formation: Julia Drooff said their current focus is on adult formation as much attention has been spent on the youth. So far there has been one candidate for the assistant youth director position.

7. Wardens' Reports

A. Junior Warden – Steve Brennan

SMC Junior Warden Report 06 28 2016.pdf

Steve has received a bid of \$600 from Annapolis Painting for the water damaged ceiling in the nave of the church. There is grit in the water system that has caused problems. They have changed from a powder to a new liquid treatment in hopes of better results. The condensation problems were caused because a tube was not properly routed. Whiting Turner has engaged Calvert to address this problem. It is still under warranty. Rob Bosworth has been extremely helpful with these issues.

B. Senior Warden – Anne Sessions

Security Protocol (SMC & SDS-Building Security Protocol, v 13.docx

SMC-SrWardenReport, June28,2016, v1 .pdf

Vestry Action List, for June 2016, v1.xlsx

Anne said that we will consult with The Rev. Dr. Canon Angela Shepherd+ for the MMR in the fall. Pastoral care is evolving. There has been improved communication and visibility of the Vestry during announcements. Buildings and Grounds hasn't found a chair. We were reminded that stewardship includes TIME and TALENT.

8. Action Items Review – Sessions

Next month Tom Wenz would like to discuss a grant from a group that may help replace the prayer books. By September, he would like to have plans in place for St. Margaret's to be an **affirming** church. We will be not just welcoming, but affirming. Workshops during Adult Formation would be an ideal setting to introduce this to the parish. We will need to make changes to the web site and all other forms of communication. Tom will be happy to lead this effort.

9. Adjourn at 8:52 with the singing of the Doxology.

The next meeting will be Tuesday, July 19 at 7pm in the Conference Room. Julia Drooff will do the opening prayer. The Youth Formation Report will be discussed. There will be a vote on the vacant Vestry position.

Respectfully submitted,

Kathy Polk, Clerk