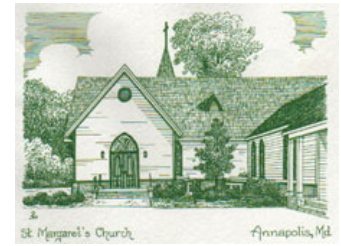




St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, July 18, 2017



Feast of Bartolome de las Casas, Friar and Missionary to the Indies, 1566



Attending:

Peter Mayer+, Rector
Steve Brennan, Junior Warden
Nellie Bowers
Ruth Harmon
Al Todd

Jane Hague+, Associate
Kathy Polk, Clerk
Maggie Cullman
Tim Parker
Valery Weekley

Anne Sessions, Senior Warden
Fran Becker
Christine Feldmann
Paul O'Donnell
Tom Wenz

Absent: Charlie Lang, Treasurer; Gwen Davis; Julia Drooff; Trish Schilling; Doug Seybert
Also Attending: Elizabeth Radley, Senior Administrator

1. Opening prayer was given at 7:05 pm by Peter Mayer+.
2. The minutes from June were approved with corrections and accepted.

3. Submitted Reports

Rector's Report: The Rev. Peter Mayer

Highlighting his written report, Peter+ added that more discussion needs to be done regarding the new organ. We need a stronger sense of where the parish is on this. There may be possible town meetings or forums to solicit parish input. There is concern about the financial commitment. There are questions about the future of music in the church, the need for a pipe organ, and the professional staffing to use the organ now and in the future. The vestry members have not yet been asked to consolidated their thinking, but this will need to be done before reaching out to the congregation. The vestry was elected to serve and make decisions for the parish, but the parish shouldn't think a foregone conclusion has been reached. It is not determined if the vestry alone will make a decision. Regardless, more input is needed from the vestry and the congregation.

Peter+ is working with people to revamp the congregational needs with regards to pastoral care. This will be implemented in August and September.

Jane Hague+ has accepted a position as Associate Rector at St. Thomas Episcopal Church in Hanover, New Hampshire. September 10 will be her last Sunday. A letter will be submitted to the vestry and the parish for August 1st or 2nd with plans for interim planning and restructure.

Treasurer's Report: Tim Parker reporting for absent Charlie Lang

Charlie previously submitted written reports that included information from the auditors as well as status reports. Tim relayed that St. Margaret's is approximately \$12,000 "ahead of the game". He and Charlie are "cautiously optimistic". Jim Hall and Gordon Piche follow all the treasurer's reports. We have improved internal controls. There is a commitment to get St. Margaret's Day school's records and reporting regularly to Vestry for more responsible understanding of their financial position and decisions."

4. Priority Check-ins

Facilities (Steve Brennan –Tom Wenz)

Tom Wenz received an e-mail from Teresa Todd. She is working on pulling together a meeting to discuss the campus study with Allison Mayer, Nellie Bowers, Maggy Cullman, Tom Wenz, Dana Timmer, Al Todd, and Jennifer Jones. There will be four meetings or one all day workshop to study the information and develop a campus plan. Bud Billups is on a committee for facility management.

Long Range Planning (Fran Becker)

Fran 's committee is addressing lay leadership as a part of ministry and service. They want to enhance communication and education as well as the commission structure. Pastoral Care could be part of the action plan. A plan is needed for officer leadership succession. There will be teams to work with staff to discern the database for tracking ministers, a strategy for recruitment, retention, recognition and to inform the parish. Another team will develop actions for increasing lay leaders in the parish. Al Todd and Gwen Davis are working on the database. Tom is doing a class project that will offer suggestions for a communications plan to promote the good works we all do. There is a need to attract "Millennials" (born 1982 and 2004). It was noted that Nellie Bowers is right in our target range! Submit the names of any IT-based people to Fran to help her committee..

5. Wardens' Reports

Junior Warden's Report – Steve Brennan

Highlighting his written report, Steve said there is a choice between ComTech and CCI for our phone service. CCI includes an "enhanced 911 response" which may not be necessary. Basically, the CCI cost is \$27,244 for installation while ComTech would be \$16,930. There would be annual maintenance costs for both. Elizabeth Radley suggested that since CCI has "experience" with our campus, that may be worthwhile to consider. CCI is slow and inconsistent while ComTech has good reviews. It was noted that "service" is more important than installation. There would be a 5-year contract. John Purnell, an independent contractor, managed the project for the Formation Building and would be a good choice to supervise the installation. After a discussion on all the issues there was a

MOTION: Move to commit to ComTech and accept their bid with the understanding that John Purnell will be on site as manager as needed up to 15 hours. Passed UNANIMOUS.

The vestry expressed its thanks to the tech team, especially Steve and Elizabeth. The HVAC is working in the church. The budget process should address the need of a 5-10 year life cycle for the HVAC in addition to the well-head.

Senior Warden's Report – Anne Sessions

Supplementing her written report, Anne said there is a plan to honor leadership time and service. In April, funds were requested for funds for the 325th for the music department. Unfortunately, the plans with guest vocalist Ben Taylor, a Baritone, have fallen through. Instead, the music department is requesting \$800 for Friday night and Carolyn Surrick/Hildebrand ensemble and an additional \$1200 specifically to be used to pay a 6 piece orchestra for 2 performances of The Gloria with the combined SMC choirs during the 325th Anniversary Celebrations.

MOTION: To provide \$1200 additional funding for the music department to come out of the 2016 overage for the 325th anniversary celebration. Passed UNANIMOUS.

There is hope that the commemorative merchandise will help recoup the expenses. It will raise the profile of the church. We could have designated collections during the event.

6. Financial Report (Tim Parker and Doug Seybert)

While Doug was absent, Tim presented their submitted written report. They want the budget to be an institutionalized process with transparency. Tim suggested a timeline with goals so the budget can be finalized prior to January. They want to rotate personnel, keep roles separated into manageable chunks, present a streamlined

budget at the annual meeting with a "narrative" instead of line items. (\$X dollars for Outreach, for example.) The construction loan is being carefully monitored. The committee came up with recommendations for the Endowment including fully investing the Endowment 55%/45% equity/fixed income; gradually (0.25% lower for two years from 4.75% to 4.25% in 2020) lower the level of the Endowment draw; offer the Grants Committee the right to offer up to \$60K of grants for multi-year grants; and evaluate the Endowment policies annually. Financial benchmarks could measure performance. They are hoping to consider a part-time sexton position as well as possibly a part-time volunteer coordinator position. The budget will include an Interim for this program year and next year possibly get a seminarian.

7. Other Business

Senior Administrator Elizabeth Radley explained the tax-exempt status for St. Margaret's and required the signature of four elected members of the vestry for documentation. Tom Wenz, Valery Weekley, Paul O'Donnell, and Maggy Cullman signed the document.

8. Adjourn. The next meeting will be Tuesday, September 19. Fran Becker will lead the opening prayer and Facilities will give its report.

Faithfully,

Kathy Polk
Clerk