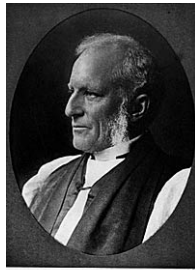


ST. MARGARET'S
CHURCH



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, May 17, 2016

William Hobart Hare, Bishop of Niobrara, and of South Dakota, 1909



William H. Hare



Attending:

Peter Mayer+
Steve Brennan, Junior Warden
Jim Barnett
Christine Feldmann
Doug Seybert
Liesl Wheeler

Jane Hague+
Charlie Lang, Treasurer
Fran Becker
Karen Engelke
Valery Weekley
Willie Williamson

Anne Sessions, Senior Warden
Kathy Polk, Clerk
Julia Drooff
Tim Parker
Tom Wenz

Doug Castonguay, Trish Schilling – absent
Elizabeth Radley, Parish Administrator

I. The meeting opened at 7pm with a prayer by Tim Parker.

II. The April minutes were amended and approved.
4-19-16 Vestry APPROVED.pdf

III. Submitted Reports

- A. Treasurer's Report – Charlie Lang
160517 Treasurer Report.docx
160517 April Designated 5.5.16.xlsx
160517 P&L Report 5.5.16.xlsx

Charlie said that the donation for the solar panels had been received. Elizabeth Radley had a "pre-meeting" and anticipates pre-construction on May 31 with completion in approximately 7 weeks. There were no withdrawals in April. The Grants checks were sent May 17 for \$79K. He is asking that the Dageno Girls find a "place" for money in the US. Charlie elaborated on his e-mail regarding unrestricted gifts in excess of \$5K to go to the Endowment after any unpaid active pledge of the deceased was paid. There was a discussion if a percentage of the gift would go to the operating funds. This was deemed unnecessary.

MOTION: Unrestricted gifts to St. Margaret's Church exceeding \$5,000.00 will be added to the Endowment Trust Account #1552002258. Gifts from the estates of deceased parishioners will be applied first to unpaid active pledges with the remaining funds added to the Endowment Trust. Gift to St. Margaret's church to satisfy the current year annual pledges are not included in this policy. **PASSED UNANIMOUS.**

In an e-mail to Charlie, Fran Becker asked about Item #4009 – School Receipts in arrears. Charlie would look into this. A question was asked about Endowment withdrawals – they are done as late in the year as possible. Charlie will look into health insurance overages. Item# 5305 for Adult Education represents books ordered by parishioners. Charlie also had a report on Designated Accounts. They should properly be entitled “Restricted” accounts. Some of these accounts should not be in checking, but in a savings account.

A question about memorials came up. There is no policy in place to handle memorials. There were some suggestions of how to recognize for whom the memorials had been given. It was recommended that suggestions be sent to the Finance Commission along with Judy Hall and Joan Rich.

Gifts Policy

e-mail from Charlie Lang 5-6-2016 “Finance Group-Haneke Gift Distribution” with replies
e-mail from Charlie Lang 5-12-16 “RE: Treasurer Report”

B. Rector's Report – Peter Mayer + Rector's Report May 2016.docx

Peter+ announced that Monday, June 6 The Rt. Rev. Chilton Knudsen will be visiting St. Margaret's to discuss future bishop visitations. She has been given responsibility particularly for the process of deaconate and ordination. There are 110 churches in the Diocese of Maryland.

C. St. Margaret's Formation Building Campaign Report to Budget Group.docx 5-2-16

Jim Burnett spoke about the Capital Campaign and reminded everyone that there are still amounts to come. People can pay their pledge with a credit card but there is a 2.7% charge to St. Margaret's for using the card. Elizabeth has solicited some past due pledges and has received some. For any additional attempts to pursue unpaid pledges, letters will have to be sent from Peter+. He has had these names for three months but has not had time to act on this. There is “risk vs. Gain” in pursuing people. The vestry should communicate that there are gaps with the Formation Capital Campaign. Time still exists for pledges, but people should be contact. There was some question of donor recognition. The parish has been informed of the solar panel donation.

IV. Finance Commission Report – Tim Parker and Doug Seybert

Handout - May 2016 Finance Report to the Vestry of SMC 5-17-16

Handout - “The challenge: Paying down the construction loan...” 5-17-16

Tim and Doug Seybert have been consulting with groups to determine budget needs. They have a long-term planning mind set and expect to have a budget prepared in the Sept-Oct range. Their immediate stewardship goal is \$825K (stewardship plus donations equals the budget). Willie thinks we can afford a sexton next year but would need a goal of \$845K. Having a sexton would result in some cuts in other areas. The exterior goal (pledges and donations) is \$1M. They are trying to get away from an Endowment subsidy. It was advised to talk to Mark Torrence about a part-time sexton as Elizabeth Radley has already taken over some of the responsibilities. They will start communication in June regarding stewardship but the stewardship campaign will begin in September. They believe with an earlier start, they will achieve earlier success. The Tuesday after Labor Day, pledge cards will go out.

They want to have broader committee participation than just Brad Callahan (age and gender diversity). The salary range for a sexton is \$36K with an additional \$8K in benefits --\$44-45K for sexton, full time. This will require cuts in other areas. They believe benefits are critical to retention. We need to rely less on the Endowment for the sexton, youth formation, and maintenance. We don't necessarily need "more money" – we need "more church". The Capital Campaign and the Endowment draw to cover the Formation Building debt will not preclude and vestry decision regarding the level of funding for mission, formation, sustainability, or campus structure.

There was a lengthy discussion on the origins of the Endowment and its progress with regards to the Dow. The total is under \$4.7M and is getting mid-high single digit returns on the money. Currently giving 5% away may be spending more than the Endowment is producing. They recommend using \$1.2M to pay off the building loan from the Endowment. The building costs more than anticipated. St. Margaret's has given more grants than the original Endowment gift was worth. St. Margaret's can adjust its mission commitment. The grants don't need to go down. The loan balance of \$800K will come from pledges. On November 14, 2019 the loan converts to a 20-year mortgage with competitive rates. Peter+ doesn't want to impose debt on the future leaders. Within two years, these hope to have a fundraising to "replace" the Endowment. Peter+ has been talking to people about estate planning and the All Saints Legacy Society to replace the Endowment.

In 2013, the vestry decided on a 60-40% draw to pass a balanced budget. How should the vestry communicate to the parish? The committee wants to express hope to rebuild the Endowment and the need to fund operations on the ground. This is creating hope for the future. There was mention that Bishop Sutton prefers meeting immediate needs rather than sitting on a large Endowment. The question was raised – how much do you need in reserves? By relaxing the hold on the Endowment, it can be released to the world. Five percent went to mission –there was not a 5% profit.

MOTION: We move that the vestry draw \$1.2M from the Endowment to repay a portion of the construction loan as soon as possible in coordination with our lender." **PASSED UNANIMOUSLY.**

Peter+ and Anne will write a letter to the parish answering any questions. They may need to call some people directly who have been intimately involved with the Endowment.

V. Liaison goals Reports

Formation: Julia and Liesl said they had a great meeting with Jenelle regarding formation. They need volunteers and emotional and verbal support for Jenelle, She has an assistant for Vacation Bible School. Anna Tayman will intern this summer assisting. They have posted ads for a part-time assistant.

Buildings and Grounds: Jim Barnett and Tom Wenz said that Elizabeth has started a volunteer pool doing odd jobs on campus. The VOIT phone system is not repairable. They have completed renovation for the archives. The next renovation will be for the Altar Guild and acolytes. It is estimated to cost \$10K.

Missions: Willie Williamsen and Christine Feldmann said they are narrowing their goals using a survey.

Day School: Fran Becker said the year-end dinner was well attended. The Day School loves their spaces. (e-mail from Fran Becker 5-10-16 "SMDS May Vestry Report")

Worship Commission: Karen Engelke has had one-on-one chats with different groups. She was asked to include the "7:30" people in her talks.

Adult Formation: Valery Weekley has been moved from Worship to Adult Formation. She is working on fall Monday nights.

VI. Wardens' Reports

A. Junior Warden – Steve Brennan

SMC Junior Warden Report 05 17 2016.pdf

Steve had a tour of the grounds and is pleased with the spaces. The security turn-over has gone well. Phil Graham has donated a lot of time and help. Teresa's original estimate of the wall in the sacristy for the Altar Guild and acolytes will need to be re-addressed. He will consult the Altar Guild. The Endowment Budget will be up for approval at the January Annual meeting to reflect the operating expenses and mission commission expenses. Susan Roberts reported that Day School scholarships are reflected in the summer. The money stays in the Endowment until it is used.

B. Senior Warden – Anne Sessions

Incubation Report.pdf

SMC-SRWardenReport.pdf

Security Protocol

Jane+ and Anne met regarding the turn-over. Everyone is reminded NOT to bother Peter+. The sabbatical is a time for rest. We will get through the summer with play and refreshment. There is some anxiety among parishioners. Peter+ is also concerned that he uses his gift of time wisely. In the security protocol document on page two it says the school director has authority regarding the swipe cards. The ultimate authority lies with the Rector and Senior Warden. There are different levels of security. The "soak the rector" idea came from Jennele and Sarah+. Some found it "humiliating" while most of the kids are very excited about it.

VII. Cemetery Bylaws review – Peter Mayer+ and Jim Barnett – Nothing new to report.

VIII. Action Items review

Come to Relay for Life. Sixty people have signed up. Peter+ will give the opening prayer at 6pm. The "survivor lap" is at 6:30. Pay attention to all the summer events. An e-mail regarding Action Items was sent on 4-29-16. Scott Slater+ and Angela Shepherd+ will be here in November with help on the MMR. Leadership training for Peter+ s going well Jane+ and Peter+ need volunteers for the summer. Pat Hall will be getting pastoral calls. Under communication - Tom Wenz participated in a workshop at the Convention. Vestry visibility

is on-going. There is a safety training link on the Incubation Report. Mission and Vision is moving forward.

IX. Thank you notes to finance and other volunteers

X. Adjourn at 9:05 pm with the Doxology.

Next meeting Tuesday, June 28. Christine Feldmann will lead the opening prayer. Karen Engelke will provide the Worship Liaison Report.

Respectfully,

Kathy Polk
Clerk