



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, September 18, 2018

Edward Bouverie Pusey Priest, 1882



Attending:

Peter Mayer+, Rector

Steve Brennan, Junior Warden

Fran Becker

Christine Feldmann

Tim Parker

Sarah Westcott

Paul O'Donnell, Senior Warden

Charlie Lang, Treasurer

Maggy Cullman

Phil Graham

Rex Pingle

Brian Williams

Jim Barnett, Clerk

Gwen Davis

Ruth Harmon

Al Todd

Absent: Patti Sachs, Asst. Rector , Abby Wenz

Also Attending: Elizabeth Radley, Director of Operations

1. Opening prayer was given at 7pm by Brian Williams.
2. The minutes from the July meeting were approved as amended.

3. **Submitted Reports/Discussion**

A. **Rector's Report – Peter Mayer**-as submitted

Shannon Eggleston has picked up the "Welcome" piece of "Invite, Welcome, Connect."

(Clerk reminder: Fran will lead "Connect")

The Annual Meeting will be held on 27 January 2019.

B. **Assistant Rector's Report – Peter Mayer in the absence of Patti Sachs**-as submitted

C. **Treasurer's Report – Charlie Lang** -as submitted

Formation Building savings has fallen off. This is largely the result of pledge completion.

There will need to be a reconciliation between the spread sheets for the Capital Campaign and then a discussion in a small group on how to proceed.

Pledges remain approximately \$21,000 behind projections.

The P&L reflects a negative balance of \$53,978.07.

There was some discussion regarding the status of pledging and attendance in general.

The incoming music director and full staffing should help attendance.

An analysis of the "rolls" from an attendance aspect may be helpful.

The Rector indicated that "we are seeing lots of newcomers" and that he anticipates 50 at the next Newcomers dinner.

We need to encourage families to come and join, we need to project "community."

Faith and Fellowship started again this past Monday and was well attended.

Streaming was successful but continues to need work.

D. **St Margaret's Day School (SMDS) P&L Report – Gwen Davis** – as submitted

The Rector asked Gwen to address Vestry members questions on the SMDS P&L statement.

Summer camp and full enrollment versus conservative forecasting have led to a near term budget surplus. The school board will work to address this surplus in the coming months. The Rector and vestry are represented on the School Board.

Gwen will follow up to clarify how scholarships are reported in the P&L provided to the Vestry.

Al Todd addressed several issues relative to SMDS. Al asked Peter and the Day School not to look at their budgets and surpluses in isolation since the church continues to cover the majority of the SMDS infrastructure costs. The school's building and utility costs and our staff also support Day School needs. We need to understand how our budgets are interrelated .

Are the budgets for SMDS and SMC wholly separate entities? The Treasurer answered that the P&L's are separate, and the budgets are managed separately. But the school is not separate from the church (e.g., same tax ID).

Gwen indicated that there are things the school does that are invisible to the Church. The shared playground and garden are two examples that SMDS funds completely.

Gwen advised that the previous "leave buy back" policy is no longer in effect at SMDS.

Gwen indicated that the School Board Chairperson (Susan Roberts) will continue to track expenses and profits.

Fran Becker then indicated that the Vestry has the fiduciary responsibility for the school since it is part of SMC.

Vestry visitation day is October 12th starting at 9:15AM and all are encouraged to attend.

Vestry is invited and encouraged to attend Back to School night 25 September at 6:30 PM.

There should be other opportunities for School/Vestry "mingles" and engagement. Sarah Westcott offered to organize lunch for vestry and DS board on Oct. 12.

March 2nd is the Annual school PTO auction and it will be held at the Annapolis Maritime Museum

E. IAF (Industrial Areas Foundation) - Rector

We will not be joining IAF yet.

We have a few parishioners who are attending, and we are working from that base.

We need to educate the leadership of the church on what membership might mean to SMC.

We are "taking our foot off the gas."

The next meeting is 4 October at 7PM at First Christian Community Church of Annapolis

F. Endowment Fund Policy Statement – Tim Parker and Rex Pingle – hand out of current draft

This is an update of the SMC Endowment Fund Statement of Investment Policy, Objectives and Guidelines

Some things were taken out of the 2007 document and updated to today's realities and technologies.

This will become a "living document" that be adjusted every few years to accommodate the realities of evolving markets and trends as well as Vestry and congregant desires.

This document limits endowment draws to 5% or about \$175,000 per year. That is a maximum but we will try to reduce into the future.

The document was edited to remove the statement on p. 12 "This guideline will not apply to mutual funds, exchange traded funds or fixed income securities. "

It was moved to adopt the draft dated June 19, 2018 titled St Margaret's Church Endowment Fund, Statement of Investment Policy, Objectives and Guidelines with changes. Seconded and voted approved without objection.

G. B&G Commission Report – Al Todd and Phil Graham – as submitted

The submission focused on a meeting held with leadership to discuss roles, interactions, and expectations into the future.

The discussion was aggregated with the Junior Warden's Report below.

The new lights in the Parish Hall are now functional with respect to dimming adjustments functions.

We are making progress toward full LED across the campus but it will take some time.

Al gave an update on the work Cole Ventures is doing on the drainage system.

Peter wanted to be sure we keep out neighbors informed and Al indicated he will do that.

"Gwen asked for some sort of written guidance for managing the air handling system in the Formation Building. They are set for 73 in the summer and 68 in the winter with a margin of adjustment of 2 degrees.

We may need to cover the thermostats to inhibit interference. We don't have any other way to control who tries to adjust the settings. Al indicated he would take an action to investigate the best way to control temperature adjustments.

Al indicated that we have a more maintenance intense campus. He also indicated that SMDS is "putting more demand on the campus and staff than ever before."

The submitted notes include 5 recommendations for the future.

Item 4 indicates that a lot of decision have been made over the years but not documented for applicability into the current and future activities. Kathy Polk has taken up an initiative to go back 10 years and glean decisions/policies that have been made for review and update.

The B&G Commission will turn to looking at strategies to address future needs."

The Rector wanted to remind the Vestry that volunteers often contribute their time and talent out of a sense of personal "ministry". He did not want to jeopardize that contribution in our community.

There was some discussion regarding two outstanding issues:

- 1) Real estate acquisition and the future of the rental property.
- 2) Drawings for future considerations within the Church itself.

The Treasurer wanted to ensure that B&G is tracking with the county bringing city water to the campus, this would have a direct financial impact.

H. Senior Wardens Report – Paul O'Donnell – as submitted

The Rental house needs to be retained under B&G "oversight. Phil Graham will do a "full blown" inspection to determine the future maintenance requirements.

It was moved that the Vestry approve up to \$5,000 to improve the water treatment capability in the rental house. Seconded and voted approved without objection.

Winter relief may be done with other churches.

The Stewardship Committee would like to see 100% participation across the Vestry.

There was some discussion regarding members who did not receive their pledge form, and maybe their annual statement to guide their future giving.

"On line pledging is not working (technically) for everyone."

I. Junior Wardens Report – Steve Brennan – as submitted

Most of this discussion was included in the B&G discussion.

4. For the good of the order

The Rector wanted to ensure that everyone reflected on the outstanding work that Jeff Conover is and has done with our programs. Peter spoke specifically about an event within his own family that left particularly heartened by Jeff's efforts and how it spoke to all.

Gwen mentioned that the Episcopal Diocese of MD requires training in preventing child sex abuse for Sunday School teachers and Vestries and officers. It is called "Safeguarding God's Children" and can be completed online. Sunday School teachers are in the process of completing this training. Gwen will email details for how to take the training to everyone in the Vestry.

Brian Williams had a question regarding reimbursement categories and the need to review for a specific case.

5. **Adjourn:** The meeting was adjourned at 8:45 pm with the singing of the doxology.

Next regular meeting is Tuesday October 16, 2018 in the Formation Building.

Faithfully,

Jim Barnett
Clerk

Upcoming dates:

September 25: Back to School Night 6:30 PM-6:30 PM (nursery care provided)

October 10: Parent Workshop "Screen Sense" Fellowship Hall

October 12: Vestry & Board visitation day 9:15 AM

December 14: SMDS Christmas Pageant

March 2: SMDS PTO Silent Auction, Maritime Museum

Handouts (beyond submitted reports):

SMDS calendar of events

Wrapping paper fundraiser for SMDS, sample