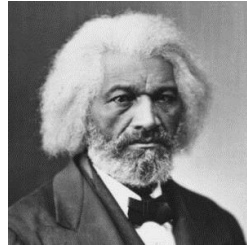




St. Margaret's Church  
Westminster Parish  
Vestry Meeting  
Tuesday, February 20, 2018

Frederick Douglas, Prophetic Witness, 1895



Attending:

Anne Sessions, Senior Warden	Steve Brennan, Junior Warden	Charlie Lang, Treasurer
Fran Becker	Gwen Davis	Christine Feldmann
Phil Graham	Ruth Harmon	Paul O'Donnell
Tim Parker	Al Todd	Sarah Westcott
Brian Williams	Abby Wenz	

Absent: Peter Mayer+, Rector, Rex Pingle, Maggy Cullman  
Also Attending: Jim Barnett, Volunteer Secretary to the Vestry

1. Opening prayer was given at 7pm by Tim Parker.
2. The minutes from the January meeting were approved as amended.

3. General introductory comments:

This was the first Vestry meeting for new members.

SW advised new members that they have a box in the Admin Office and they should check it at least once a week.

SW urged new Vestry members to read the SMC bylaws. "Make sure you have page 6."

The Vestry Retreat will be the first weekend in March, more on this later.

Each attendee introduced themselves around the table.

Vestry was reminded that "officers stand at the pleasure of the Rector, not for a specific term.

A quorum call was requested and present.

4. **Submitted Reports** (available as public documents)

A. **Rector's Report – Read by the Senior Warden**

- 1) There are three ongoing personnel searches; Curate, Music Director, and Facilities Operations Assistant (FOA).
- 2) The Rector wants to discuss "Welcome Connect" at the retreat. How can we improve our new comer process?
- 3) The Rector wants to ensure that our outreach process include teens and couples particularly in view of recent events in Parkland, Florida.
- 4) The Broadneck Peninsula Community (nfi) will meet in our spaces on February 22 for discussions regarding recent events to include the "Barricade Situation" on 19 February.

B. **Treasurer's Report – Charlie Lang**

- 1) The P&L (available) reflects a negative balance to start the year at \$21,123.93. It is also noted that we have already over expended out snow management account and we have started off poorly on the electrical and heating utilities.

- 2) The BB&T readout of the endowment account for 2017 was conducted today. John Goldthwaite, Endowment Investment Committee Chair also attended the meeting. The analysis was provided to Tim Parker during the vestry meeting. The treasurer will provide a full briefing during the retreat. A review of the Endowment Investment Policy statement needs to be conducted and forwarded to BB&T before June 2018 to maintain compliance.

**C. Worship Committee Report – Paul O’Oonnell**

- 1) There is a recurring issue with respect to ushers for funeral and out of schedule events.
- 2) With Tom Bien’s departure from management of the acolyte ministry, there have been some near-term issues with training, scheduling, and execution. Paul will ask Tom for recommendations for this ministry.
- 3) With the departure of the music director, the requirement for a new organ seems to have been “iced.” We need to have a status report on the future of the existing organ, so the Vestry can apply due diligence on a replacement strategy.
- 4) There is a need for a discussion with or by the Rector on his vision for the coming Holy Week. Top level guidance would be very helpful in the near term so that executable planning can be affected. There should be a meeting at least quarterly to look ahead and initiate planning for coming events.

**D. Junior Warden’s Report – Steve Brennan**

- 1) As indicated, a search committee will be reviewing applicants for the FOA position.
- 2) Maintenance and improvements to campus facilities were reviewed.
- 3) The only items in the proposed 2018 Endowment Budget that were not approved at the January 2018 Vestry meeting are the items for the Missions Commission and Capital Project/Maintenance Fund.

**MOTION: That the 2018 Capital Projects/Maintenance funds from the Endowment budget totaling \$37,175 be approved for expenditure. Moved, seconded, and carried unanimously by voice vote.**

- 4) The computer software and hardware upgrades for SMC staff are estimated to cost upwards to \$13,000
- 5) The Junior Warden expressed his desire to see the Capital Projects/Maintenance portion of the 2018 Endowment Budget remain at a level that provides a realistic possibility of having some funds unspent at the end of 2018 that could then be shifted into the Long-Term Maintenance fund. The Long-Term Maintenance Fund is a sub-account within the Endowment, and it has long been SMC’s goal to earmark \$30,000 a year for the Long-Term Maintenance fund. That goal has not been met for several years.

**E. Senior Warden’s Report – Anne Sessions**

- 1) Make sure that you promote the FOA position correctly, this is not the Sexton position.
- 2) A program for the retreat is being worked on and will be passed when approved.
- 3) The “last item” was not very important but will be forwarded separately.

**5. New Business**

- A.** Page 3 of the P&L line 5621 (\$3,000) was set up last year to support underserved youth in our local area. For a variety of reasons, the funding line has been difficult to manage as intended.

**MOTION: That the funds within the Missions Commissions be adjusted for ease of management. To wit, strike line 5621 and restore the budgeted \$3,000 to line 5620**

Discussion: There was some exchange regarding the use of the funds if the motion carried. The body was assured that the funds would be executed as intended in the budgeting process, but the utility could be broadened as necessary to support those youths. The funds will continue to support underserved youths in our area but not specifically called out as a separate line.

**The motion was moved, seconded, and carried unanimously by voice vote.**

The Treasurer will take the necessary action to initiate this change.

B. Vestry was reminded that written reports were a matter of public record. Ensure that reports account for individuals who are commenting.

C. A question was raised regarding "outdated" lines in the P&L as in "Joust-DESIGNATED" (page 5 of 7). Long Term Planning has "moved" to eliminate the Joust. This was deferred to the retreat. There remains an issue with the Jousting Association opening a request for use of the area to the Elizabeth Radley. There was also a request to "Save the Platform."

D. The Winter Relief organizers have requested additional support for next year's endeavor. We need to find a better way to advocate within our congregation to solicit help. There needs to be more lead time for planning and scheduling supporting facilitators. Talk to the groups you are in and push for support.

E. The Retreat:

- 1) The Rector wants, as reflected by the Senior Warden, to discuss not a bigger church, a better church. How can we better connect to our community?
- 2) There will be some general "housekeeping" to ensure everyone is on the same page.
- 3) There probably needs to be some specific time at Vestry meetings to talk about strategies, not just "report out." More discernment on hot topics. Emphasize looking ahead at what is on the horizon. Share thoughts and have time to dive deeply into critical issues and topics.
- 4) The Rector wants a new way to welcome, invite, and connect with parishioners. We need to create a deeper connection.
- 5) The Senior Warden reiterated that the retreat was to identify goals to reach toward. Not to overwhelm but to engage. We need to affect forward motion and keep reviewing goals.

5. **Adjourn:** The meeting was adjourned at 8:37 pm with the singing of the doxology.

Next regular meeting is Tuesday, March 20, 2017 in the Formation Building.

Faithfully,

Jim Barnett  
Secretary to the Vestry