

St Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, November 15, 2016

Attending:

Peter Mayer+	Jane Hague+	Anne Sessions, Senior Warden
Steve Brennan, Junior Warden	Charlie Lang, Treasurer	Fran Becker
Doug Castonguay	Julia Droof	Christine Feldman
Karen Engelke	Doug Seybert	Trish Schilling
Valery Weekley	Tom Wenz	Liesel Wheeler

Absent: Kathy Polk, Clerk; Ruth McKey Harmon, Tim Parker, Willie Williamson

Also attending: Elizabeth Radley – Administrative Assistant, Shannon McDowell – chair of Buildings and Ground Commission and Kathy Lang, acting clerk.

1. Opening Prayer – Valery Weekley

The meeting came to order in Classroom E of the Formation Building at 7 pm.

2. Minutes from 18 October 2016 were approved.

3. Submitted reports

a. Rector's Report

Rector's Report November 2016.docx

Peter+ explained that we have had Reidel Organ Company on retainer since 2006/2007. The cost is approx \$4500 to spec our building for replacing the organ. We need the expertise to tell us what will fit and what our options are. It was noted that the Long Term Planning Commission (LTPC) will be meeting this Saturday and that perhaps we should wait until we hear their thoughts on what the priorities are for the future of St Margaret's. The LTPC is looking at many options including the idea that more church might not necessarily mean bigger church. However, it was also pointed out that the information gained from Reidel might be helpful to the LTPC. Since the organ was projected to have a 25-year life span and we have had this organ for 27 years now, this planning does have some urgency. Charlie Lang provided assurance that there is money to cover this.

Motion: Give Charlie Lang authority to contract with Reidel in the amount not to exceed \$5k for consultant work.

Passed – 9 to 1.

A small team met three weeks ago to begin the work of leading our church through Integrity's "Believe Out Loud" process, which will officially designate us as a church that welcomes LGBTQ persons. A draft was provided to the vestry and one change was proposed to the last sentence. The proposal was to change "We welcome you to be part of our fabric which will grow for centuries to come" to "We welcome you to be part of our fabric so we grow for centuries to come" The full statement is:

St. Margaret's community is many fibers knitted together over three centuries. Our table has seated revolutionary fighters with agents of the Crown, slave owners and abolitionists. Our leadership includes partnered, married, single and divorced

Christians. We welcome in love persons of every race, gender, culture, sexual orientation and gender identification. All people have a sacred worth and the fabric of St. Margaret's grows stronger with each new thread. It wraps in comfort the shoulders of the defeated and the hurt and has been raised as a banner to celebrate God's transforming wholeness in our midst. We welcome you to be part of our fabric so we grow for centuries to come.

The statement would go on all bulletins, the website and other official correspondence. Additionally the statement can be tailored for social media, staff e-mail and other forms of communication. Fran Becker asked for a report on what the next steps will be and the progress that is made. Peter+ suggested that the next steps might include activities that create space for the LGBTQ community such as discussion groups. He will also talk about these next steps with the congregation.

Motion: Approve the Believe Out Loud statement.

Passed: Unanimous approval.

From her experience serving on various boards, Fran Becker has led a charge to better train new vestry members. A group met this past week to talk about what a new vestry member packet would include. One thing we'd like to include is a FAQ. Peter+ has asked all current vestry members to answer this question: ***when you were a first-year vestry member, what do you wish you knew?***

b. Treasurer's Report

161115 Treasurer Report.docx

161115 Profit and Loss.pdf

Charlie Lang reported that the accounts are in good shape. A transfer from the Operating account to the Formation Building Savings was made on 10 Nov 16 in the amount of \$14,195.02. Also, on 10 Nov 16 the amount of \$2,099.15 was transferred from the Operating account to the Designated Checking account. These transfers are the result of pledges and donations in the preceding month. The interest-only payment for the construction loan for October was made on 10 Nov 16 in the amount of \$1,260.71. The 2016 interest paid YTD is \$36,588.70. The loan balance remains \$609,472.36. There were no endowment withdrawals in October. The profit and loss (P&L) and Designated Accounts for the end of the October were provided for review. Concern continues over our expenses for Electrical and Heating Utilities as we have now expended 103% of budget with 83% of the year completed. Tom Wenz said that the buildings and grounds commission has the final invoice for Whiting Turner in the amount of \$38k.

4. Finance Group – 2017 budget

We currently have \$782k in pledges from 201 pledging units. The current projection is still \$855k. The goal was \$890k. There are still at least 40 outstanding pledges from people who have pledged in the past. Since this is a shift in the campaign timing there may be others who typically pledge later in the year and just haven't turned in their pledge yet. Doug Seybert and Brad Callahan recently contacted people who haven't pledged and vestry members will be asked to follow up. Peter+ said that \$840 is the real break even point. If we only get \$820 then we are in the hole by \$13k (1.3%). Some options were discussed as to where we go from here. One is

to issue a challenge to the church. It was also brought up that we would like to be less dependent on the endowment as a source of income. Staff costs are to be protected as we want to continue to have highly motivated and experienced staff. If we don't make the goal then we most likely won't be able to hire a full-time sexton. Charlie and Peter+ will continue to look at the numbers and the proposed budget will be presented in December.

5. Warden's Reports

a. Junior Warden

SMC Junior Warden and Facilities Liaison Report 11 15 2016.pdf

Steve Brennan thanked Tom Wenz for his time as the acting chair of the buildings and grounds commission. Shannon McDowell has stepped up and was unanimously selected as chair of the commission. Additionally Chris Bullen will be the vice chair. Shannon is looking at the life-cycle of the mechanical systems as well as some short-term concerns such as "waterproofing" the buildings. On the technology side, there continues to be issues with both the phone system and the wi-fi. A proposal from CCI has been circulated within the technology committee for the phone system. A technician was scheduled to troubleshoot the wi-fi system. The structure and ground subcommittee to the long range planning committee has met twice. They identified the following priorities: playground replacement, organ replacement and a need to refurbish the bathrooms in the annex building. Peter+ suggested to everyone that if they know of anyone that would like to join the buildings and ground commission they would be most welcome. In particular it would be helpful to have some younger members join. During the discussion of the rental house, Charlie Lang pointed out that there is a checking account specifically for the rental house.

b. Senior warden

SMC-SrWardenRpt,Nov15,2016,v1.pdf

The Long Term Planning Committee will have its second meeting on Nov 19.

Anne Sessions is working with the junior warden and four others to try to review the utility bills to try to determine where the "leak" of energy costs is coming from.

Anne will be working with the history committee to start gearing up for the 325th anniversary. She is also been in contact with the Mission Commission and Formation leaders looking for ideas on how to showcase our forward looking activities for #325. If anyone else has ideas, please let her know.

Anne had a big thank you to the Stewardship team, Brad Callahan, Doug Seybert, Sara Viscardi, Stacia Bontempo and Laura Tayman from the staff. They were handed the assignment of changing our practice of December pledging to an October/November commitment. That's tantamount to running a campaign in 9 months instead of the usual 12. Despite this giant paradigm shift they pulled off a terrific campaign.

6. Appointment of Diocesan Representatives

Tom Wenz and Charlie Lang are the current representatives.

Proposal: Appoint Maggie Cullman to serve as a representative through 2019 and Kathy Lang to serve as an alternate for 2017 and full representative through 2020.

Approved: Unanimous

7. Stewardship update:

Brad Callahan came in after the previous discussion from the Finance Group. He said that they are still in the process of contacting people about pledges. They have divided names into 3 categories: those that pledged last year and have not yet pledged this year, newcomers and those that have pledged longer ago but have not pledged for a couple of years. There are approx 40 that are in the first group. Vestry members were provided names for follow-up calls from this first group.

Brad stated that he thought that \$855 is still a realistic number to work with for 2017 budget.

It was noted that there are some who are uncomfortable with putting their pledge card in the plate as it is not secure. Additionally there was one instance of a problem making the pledge through the website. This problem has been corrected.

Peter+ passed out cards that will be put in the pews for parishioners that give electronically. Those that give electronically can drop the card in the plate during the offertory to symbolize their giving.

Adjourn - at 8:57 with the singing of the doxology.

Next meeting is scheduled for December 20 in the conference room.

Respectfully,

Kathy Lang