

St. Margaret's Church

Westminster Parish



Vestry Meeting Minutes

Monday, April 21, 2008
Approved on Monday, May 19, 2008

1. Opening: The meeting was called to order by the Reverend Mark Wastler, Rector, at approximately 7:03pm in the conference room of the Administrative building, followed by the opening prayer.

Attendance: The Rev. Mark Wastler – Rector, The Rev. Stewart Lucas – Associate Rector, The Rev. Dina Van Klaveren – Assistant to the Rector, Beth Knorr – Senior Warden, George Saroch – Jr. Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Steve Brennan, Jeff Conover, Annie Coble, Leah Droof, Phil Graham, Sarah Hyde, Missy Kelly, Larry Lorton, Jerry Smith

Guests/Observers: Charlie Grayston, Izzy Winn, George Tolley, Tina Carruci

2. Minutes: Stacia Bontempo

The minutes of the March, 2008 meeting were reviewed. The following amendment was offered:

- a) On the bold print sub-paragraph that follows 4(n) and comes before the table with the budget cuts, it was initially moved and seconded that we amend the 2008 budget approved on 1/7/2008 with the changes noted in the table below, except that the Millennium Development Goal remained intact and \$11,000 came out of Missions Commissions. In discussion, Sarah Hyde proposed an amendment to this requesting that the mission's budget be cut by \$8,000 instead of \$11,000 to reflect 2006 spending levels. The vote on the amendment resulted in a tie with Mark as the tie breaker vote for the amendment. However, the Vestry member who had previously moved to amend the budget withdrew their original motion, because the "Missions" amendment left the budget with a \$3,000 deficit. After some further discussion, it was proposed that \$3,000 be cut from the Millennium Development Goal, which put the budget back in balance. That proposal was accepted. There was a new motion to accept the balanced budget which had the changes reflected in the table below, and the new motion was approved unanimously.

It was moved and seconded to accept the minutes as amended. The motion passed unanimously.

3. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish
Treasurer's Report
21 April 2008**

At the end of the month of March, there was \$64,175.43 in the Operating Checking account and \$22,868.65 in the Operating Savings account to meet budgeted monthly operating expenses. The Designated account had a balance of \$51,371.06 and the Endowment checking account balance was \$123,475.37. It is noted that as of Monday April 21, there was \$56,266.63 in the Operating Checking and \$22,868.65 in the Operating Savings.

On the **income** side of the ledger, through the end of the month of March, we ended short \$3,939.33 in total budgeted income. Actual yearly income through March 31 is \$182,011.00 against a budgeted income of \$185,950.33. Donations were \$5,059.97 short of budget (\$7,440.00 vs. budgeted \$12,499.97). Pledges were \$4,180.23 ahead of budget (\$159,835.47 vs. budgeted \$155,655.24). Special offerings are also ahead of budget \$2,020.00 vs. budgeted \$1,500.00. Plate offerings are a plus \$2,487.46 over budget.

On the **expenditure** side, we were under expended by the amount of \$24,134.06 having budgeted expenditures of \$185,700.99 against actual outlays of \$161,566.93. Expenditures remain within acceptable margins in each expense category. It is noted that clergy pensions through the end of March show zero payments; they were paid in the total amount of \$18,235.56 April 17th.

The **net total** or bottom line for the period ending 31 March 2008 showed a net income of \$20,444.07. The financial health of St. Margaret's through the end of March 2008 is good.

Gordon Piché
Treasurer

End Quote

4. Oklahoma Situation

- a) The Rector got an e-mail from a gentleman in Oklahoma about land (184+ acres) in Oklahoma belonging to Ed and Zoey Hall, and he wanted to offer \$10,000 for 3 years of exploratory rights for gas/oil drilling (a lease). Charlie Grayston is exploring whether this is a proper offer via conversations with people from the Oklahoma diocese.

Motion: A Resolution of the Vestry in respect to certain after-discovered property in the estate of Edwin M. Hall.

Whereas, certain oil and gas rights in the name of Edwin M. and Zoe B. Hall having only now been discovered in the Choctaw County, Oklahoma, which rights are part of the residuary estate of Edwin M. Hall and now therefore property of St. Margaret's Church; and,

Whereas, St. Margaret's Church has received an offer from a prospective lessee to obtain those rights; now, therefore

Be it resolved, that the Rector and Senior Warden are authorized to pursue the lessee's offer, to obtain an independent estimate of the value of the lease, to obtain a legal opinion in respect to the lease, to incur necessary expenses in obtaining the estimate and opinion, and to enter into a lease on behalf of St. Margaret's Church; and, upon receipt of the proceeds, commingle them with the Hall bequest subject to the existing policy in respect to that bequest; the rights then to be recorded in the name of St. Margaret's Church in the Choctaw County land records and held as an asset for further determination of their disposition by the Vestry.

The motion was moved and seconded. The motion passed unanimously.

5. Mission Commission – Report on Grants: George Tolley

- a) **2008 Grants Overview** – 49 applications were received in fall 2007. The grant requests ranged from \$4,600 to \$187,000 for a total of \$1,058,013.38. The requests came from 5 different continents. 12 were in Annapolis/AA county, 9 in Baltimore city/county and 11 international. The Missions Commission presented their comprehensive funding recommendations. They have told the applicants that they will be notified by June 1. Of the 49 applicants, 23 applicants were assigned liaisons from SMC based on how they fit into the 4 priorities established by the Mission Commission. The liaisons met or spoke with the groups to learn more about their projects/programs and presented their findings to the Missions Commissions. Of the 23, the total funding requested was \$381+K. After careful consideration, 11 will receive funding and 12 will not. However, the commission will favor to pay \$5,000 for the SCAN fuel fund next winter 2008-2009 when they need it. Of the final 10 that will receive grants this year, 3 are international, 6 are local and 1 is interstate. Five of the 10 will receive the full amount requested and 5 will not. The largest grant was \$20K and the smallest was \$5K. Here's how the grants met the 4 priorities:

- 7 – endow the poor and hungry with the means to feed, shelter and clothe themselves.
- 7 – restore and heal the broken
- 1 – promote, preserve and sustain the environment
- 4 – improve access to educational opportunities

- b) The applications had a space to check off whether they'd like SMC to offer volunteers and many of them do have opportunities for us to serve. One of the next steps for the Missions Commission is to figure out how to match our time and talent to these organizations.

Motion: It was moved that the vestry approve the following grant recommendations from the Missions Commission for 2008.

- **The Club at Collington Square, Episcopal Community Services of Maryland - \$8,380**
- **St. Luke's Thrift Shop Expansion, St. Luke's Church, Eastport - \$11,620**
- **Martha's Place, Newborn Holistic Ministries, Inc. - \$15,000**

- **Wholesale Charitable Produce Program , Food Link, Inc. - \$20,000**
- **GAIA Village Project, Global AIDS Interfaith Alliance - \$10,000**
- **Camp Amazing Grace, Prison Ministry Task Force - \$10,000**
- **Episcopal Refugee and Immigrant Center Alliance - \$5,000**
- **Summer Work Camp, Episcopal Appalachian Ministries - \$7,500**
- **Akramaman Health Post, Ghanaian Mothers' Hope, Inc. - \$12,500**
- **IIMP Medical Assistance and Food Program, Istanbul Interparish Migrant Program - \$5,000**

The motion passed unanimously.

6. Stewardship/Budget Follow-up

- a) The wardens will host the adult forum on April 27, Larry will present the changes in the budget and George Saroch will present the B&G cuts. The vestry will reserve the right to decide how additional funds are used instead of asking for individuals to donate to specific line items. It was suggested that the flower commission be able to ask for donations for Sunday's altar flowers. This adult forum should be the congregation's opportunity to ask questions – this is their opportunity to be involved in this process. We should clarify that our church is self-funded and that all of their pledges go into running this parish.
- b) Outline for April 27 Adult Forum on the SMC Budget
 1. Overview of current 2008 budget
 2. Briefly outline our major income sources (pledges and donations). Also describe what kind of donations we get – Jim Hall
 3. Give current picture of 2008 pledges (define what a pledge is/give statistics, avg. pledge, how many families give, etc.) – John Hall
 4. Describe our major expense lines (B&G and salaries) and why they are hard to cut – George Saroch (5 minutes)
 5. Describe how we use our endowment – Chip Morgan
 6. Delineate where the vestry trimmed the budget & why (include exact programs/items cut as a hand out) – Larry Lorton

7. Proposed Endowment Budget 2008

- a) The endowment made \$190,000 last year which is at the vestry's disposal to use in 2008. Here's a recommendation of how to use that money:
 1. Missions Commission - \$130,000
 2. Missions Commission Administrator - \$6,000
 3. Exterior painting of church - \$8,800
 4. Carpeting in church - \$13,000
 5. Resealing of parking lot – asphalt - \$6,000
 6. Temporary trailers - \$25,000 (leasing one trailer for 24 people for august through December 2008 and that includes permit, foundation work, steps/handicapped access, and electrical hookup. The primary intent is for Sunday School use. There will not be a bathroom since the plumbing raises the cost substantially. The location would be either by the day school parking lot or where craft people set up for joust.) The vestry has received one estimate and will get at least 3 others
 7. Unbudgeted - \$1,200

8. Day school scholarships - \$8,000
 - b) 2007 (unused but designated) - \$17,296
 - c) Should the Millennium Development contribution be under the umbrella of the missions commissions? Discussion by vestry members suggests yes.
 - d) The vestry will think about how best to spend this money and vote on it at the May vestry meeting.

8. Facilities Discussion Continued

- a) There is a house that the church owns at the far end of the property that is vacant right now. This house cannot be used as Sunday school rooms or for offices since it is at the far end of our campus and it is not up to code for these uses either. It was decided that SMC will rent the house out through a real estate agency.
- b) We need to do preparatory work for the possibility of an on-site trailer – permits, start-up costs, etc. Should we be exploring how we can better use our space in the parish hall? Could temporary walls that retract be put up? What are the costs for that? Leah and Missy will research portable classrooms/trailers for the next vestry meeting.

9. Wardens' Report

There is no report.

10. Rector's Report

- a) After two years at SMC, the Rev. Dina van Klaveren has been promoted to Associate Rector. Dina will take on all of Christian formation for all ages. She will also supervise the nursery personnel. The Rector is working on finalizing her job description.

11. ADJOURNMENT. There being no objections, the meeting adjourned at 9:02pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments
June, 2008 – Jerry Smith