



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, June 16, 2008 Approved on Monday, July 21, 2008

1. Opening: The meeting was called to order by the Reverend Mark Wastler, Rector, at approximately 7:08pm 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 – Associate Rector, Beth Knorr – Senior Warden, George Saroch – Jr. Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Jeff Conover, Leah Drooff, Sarah Hyde, Larry Lorton, Missy Kelly and Arvilla Wubbenhorst

2. Minutes: Stacia Bontempo
The minutes of the May, 2008 meeting were reviewed. The minutes were approved as is.

3. Treasurer's Report

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 16 June 2008

At the end of the month of May, there was \$13,886.60 in the Operating Checking account and \$22,895.34 in the Operating Savings account to meet budgeted monthly operating expenses. The Designated account had a balance of \$45,861.86 and the Endowment checking account balance was \$223,475.37. It is noted that as of Monday June 16, there was \$18,242.88 in the Operating Checking and \$22,895.34 in the Operating Savings.

On the **income** side of the ledger, the picture has changed greatly through the end of the month of May; we ended a negative \$27,907.22 over total budgeted income (a change of minus \$37,409.17 from the end of April report). Actual yearly income through May 31 is \$282,010.13 against a budgeted income of \$309,917.35. Donations were \$9,747.31 short of budget and the delta continues to increase (\$11,086.00 vs. budgeted \$20,833.31). Pledges have gone from \$19,664.49 ahead of budget to \$11,644.18 short of budget (\$247,781.22 vs. budgeted \$259,425.40). Plate offerings continue to be a plus (\$3,948.17 over budget). We are entering the summer season when income from pledges normally falls behind.

On the **expenditure** side, we were under expended by the amount of \$104.33 having budgeted expenditures of \$309,501.65 against actual outlays of \$309,397.32. It is noted that Utilities are currently running \$7,479.45 over budget. Under Worship, Alter Flowers and Organist Substitutes continue to run well over budget. The Vestry change in the Newcomer budget has put them in the negative for the year; having spent \$1,005.78 to date vs. a new yearly budget of \$600.00. It is also noted that Clergy Health Insurance is running over budget for the year (\$3,475.83). Christian Education and Mission Commission are under spent through the end of May (\$4,115.74 and \$4,400.40 respectively). Expenditures remain within acceptable margins in each expense category.

The **net total** or bottom line for the period ending 31 May 2008 showed a net year to date income of negative \$27,521.69; negative \$24,400.51 for the month of May. Expenditures through out the summer months will need to be monitored closely to remain within income limits.

Gordon Piché
Treasurer

End Quote

We need to ascertain if pledge statements have gone out in 2008 to try to close the gap in the budgeted pledge income vs. actual pledge income.

4. Buildings and Grounds Report – George Saroch

SMC requirements for a temporary building: a 24' x 60' structure that can be reconfigured to fit 4 classrooms. RFP went out on 6/7/08. 5 proposals submitted by 6/14/08. The proposals included lease and/or purchase options. The proposals were evaluated by responsiveness to RFP, cost, ability to meet our schedule, ability to provide one-stop shopping and their experience in Anne Arundel County. Purchasing a building makes a lot more sense since the breakeven point between purchasing and leasing is about 3 years. The Vanguard and Modular Genius purchase options are the best 2 options.

Vanguard Option – Refurbished building

- Price includes site prep cost
- 24'x72'
- Strong recommendation from St. Martin's in the Field
- Would make it into 4 fixed classrooms
- Total cost - \$68K
- Vanguard's time frame may not suit our needs
- This configuration has 4 classrooms (1 larger and 3 smaller). The 3 smaller rooms have one window each and for 'Safe Church' reasons, a glass door would have to be put on each of those classrooms.

Modular Genius – New Building

- This configuration has 4 long classrooms or 2 large rooms with accordion walls. Our evaluation group liked it best, despite the sound/noise issue with using an accordion wall.
- 24'x60'
- Total cost - \$76K
- Full-service company – site prep and permit application included.
- They are a small company and very knowledgeable.
- They have recommendations from many organizations.

The recommendation from the committee is the Modular Genius building. The base contract award is \$72,183 for buying the building. (The lease to own option is \$81,198.)

Other Funding Considerations

- Footings if ABS pads are not approved by the county - \$7,000
- Alarms, sensors (fire code) - \$5,000
- Electrical hookup - \$1,500
- Insurance
- Additional Utility costs (AC, heat, lighting) - \$100/month
- Parking – losing 6-8 parking spots and we'll need to create some temporary gravel parking spots elsewhere at some point.
- Furnishings - \$2,000

Trying to include a bathroom option is going to be very challenging for this temporary building. Since we are not on city water/sewer, it does not easily allow us to install a bathroom. In addition, the cost to install a bathroom is prohibitive. Also, at most, the children/adults will be in the building about an hour at a time.

The proposed site location will be located in the driveway between the parish hall and the education building. It will block the driveway and that is seen as a positive by the clergy/staff, since it will greatly reduce the traffic around the playground area. There were no objections to this site location; however it has to be approved by the county.

Motion: It was moved and seconded to enter into a contract with Modular Genius for \$72,183 for a modular building plus a contingency not to exceed \$14,000 using the funding from the Wilson and Duncan bequests. The motion passes unanimously.

Motion: It was moved and seconded that the vestry authorize the Christian Formation Commission to spend an amount not to exceed \$2,000 for furnishings for the modular building using funding from the 2008 endowment. The motion passes unanimously.

5. Endowment/Bequest Discussion, Continued

- \$123k – Charlotte Duncan estate
- \$100k – Wilson estate
- \$170k – Caltrider estate (not available yet)

To date, there is \$223,475 in the checking account for the Duncan and Wilson estates. The vestry has authorized \$40,000 to pay down the line of credit and \$87,000 to purchase the

modular building. Once that is spent, about \$266,000 will be left, assuming that the Caltrider estate has come in.

The church's exterior was painted recently using dollars from the 2008 Endowment budget.

Motion: It was moved and seconded that the vestry approve \$130,000 from the 2008 endowment budget for use by the Missions Commission. The motion passes unanimously.

Motion: It was moved and seconded that the vestry approve \$6,000 from the 2008 endowment budget for the grants administrator salary. The motion passes unanimously.

5a. Missions Commission Update

Two of the grant proposals that were voted on and approved at the May meeting have changed in status. Martha's Place, Newborn Holistic Ministry has requested to change their original grant proposal. It was decided by the Missions Commission to give them \$5,000 instead of \$15,000 based on their new proposal. St. Luke's decided that they no longer needed the grant, since their ministry priorities changed. That leaves \$21,000 in the grants budget. That money will be set aside for upcoming projects this year.

6. Long Range Planning, Discussion Resumed

The vestry needs to divide into committees to assist in long range planning for the church. Other parishioners from the church will be included in these committees. The vestry will be the steering body for all these committees.

- Building Committee – working with the architect to meet our needs architecturally (worship & classroom). The space needs for worship and classroom were seen as almost equal by the vestry. (Sarah Hyde, Leah Drooff, Gordon Piche)
- Capital Campaign Committee – work to raise approximately 4 million. (Stacia Bontempo)
- Communication Committee – communicate to the parish what the vestry is doing and how the capital campaign/building process is progressing. (Arvilla Wubbenhorst)
- Spiritual Emphasis Committee – to keep us spiritually focused during a capital campaign. (Missy Kelly)

7. Election of Youth Vestry Members

Dina has one youth to fill one of the two youth positions on the vestry.

Carly Wilson – rising senior

Motion: It was moved and seconded that the vestry approve a youth vestry nominee, Carly Wilson, to fulfill the unexpired term of our youth member. The motion passes unanimously.

8. Wardens' Report

Junior Warden:

- The new master gardener project for 2008 is underway and there are plans to expand the project.

Senior Warden:

- The Epiphany Episcopal Church in Odenton, MD has celebrated its 90th anniversary as a WWI chapel. It is the only known one in the United States.

Motion: It was moved and seconded that St. Margaret's Church will send a letter of congratulations to Epiphany Episcopal Church. The motion passes unanimously.

- The consecration of the bishop will be on June 28 in Washington, DC. The St. Margaret's banner will be carried at the consecration.

9. Rector's Report

Rector:

- Beth has served as senior warden for 5 years come July, 2008. She is retiring as of September 15, 2008. Mark is proposing Bud Billups as the next Senior Warden. He's recently retired from St. John's College and has volunteered with MD Therapeutic Riding as well as several other organizations. Bud will use the summer to get up to speed and consult with Beth Knorr.

Motion: It was moved and seconded that the vestry approve Bud Billups as Senior Warden with an official start date of September 15, 2008. The motion passes unanimously.

Associate Rector Stewart:

- VBS starts at St. Philips next week.
- The Day School board has hired Tricia Hallberg as the new Day School Director.

Associate Rector Dina:

- The J2A Pilgrimage is June 19 – 26.
- The Rite 13 trip to the Heifer Project Farm is June 20 – 22.

10. ADJOURNMENT. There being no objections, the meeting adjourned at 9:20pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

July, 2008 – Jeff Conover

August, 2008 – George Saroch

September, 2008 – Sarah Hyde

October, 2008 – Gordon Piche

November, 2008 – Phil Graham