

In attendance: Peggy Christian, Archer Ruffin, Jeannine Hinson, Annette Sherman, Jon Black, Monika Bowling, Bob Rowe and Kathleen McQuaid-Lockwood.

+ We opened the meeting with a prayer at 6:30pm

Financial/Treasurer's Report:

The February Treasurer's report was read and approved.

Old Business:

+ The February 11, 2013 Vestry Meeting Minutes were approved as read.

+ Discussion regarding expenses to be incurred by Suffragan Bishop's visit in May.

- We are paying for flight from New York to Virginia and return.
- Bishop Shannon did not think Jefferson Hotel was appropriate.
- Suggestions were the Omni or Berkeley hotels. Since the Suffrage Bishop likes The Omni, it was decided we would make a reservation at the Omni Hotel. Cost would be \$149.00.
- Further plans are: The Bishop will take a taxi to hotel. K-Ann will pick her up at Omni, drive to the Hinson's for dinner. Bruce and K-Ann will drive her back to the Omni after dinner.
- Invite the current and past Senior and Junior Wardens, other church leaders in the community. Bishop Shannon will be at the dinner Saturday night
- Reception will be held after the Church Service on May 19, 2013.
- Food options would be for members of the Church to provide food and have buffet type meal. We could hire waiters or have it catered. Catering in Charles City is not expensive.
- Should we have tickets for Bishop's service on Sunday?
- Do we want press involved in Suffragan Bishop's visit? We could add our other activities for the year included in a press release, especially the Autumn Pilgrimage, Jeannine suggested.
- **Approved:**\$152.00 for framing picture for the Haupt's.

New Business:

- Peggy brought up the subject of proper reimbursement procedures. There is a form to fill out and a vestry member must sign it along with the person who incurred expense.
- Autumn Pilgrimage::

- Homes to be included are Berkeley Plantation, Evelynton Plantation, Green Oaks Farm, Milton, Sherwood Forest Plantation, Upper Weyanoke Plantation, Westover Plantation, and Westover Episcopal Church.
- We have \$5000.00 in budget money for Autumn Pilgrimage.
- Jim and Robin and Kay Tyler are Co-Chairmen of the Autumn Pilgrimage. Julie Boyd and Jenny Green have offered to help. Julie suggested printing calendars for 2014 with pictures of the homes on the house tours.
- Advertising for Autumn Pilgrimage: Posters, signs tickets and postcards need to be printed. Two companies have given estimates – Byrdsop Printing (set price) \$700.00-\$850.00. Endgame estimate \$700.00-\$850.00.
- Jeannine will write press release and send it to PR firm. This is best form of advertising. The date for the Autumn Pilgrimage is Saturday, September 28th, 2013. She will add information on our 400th anniversary.
- Ticket prices for the tour will be \$30.00 cash and \$31.00 online. **Approved:** \$1000.00 for Jeannine to hire PR firm.

Mini Retreat:

Mini Retreat will be on March 16th 2013, 9am-12pm at Ft. Pocahontas, Sturgeon Point Road, Charles City..We can meet at Jeannine's or at Church. Bring cookies and drinks

New Rector:

- Transition Team Committee,
- Meet and Greet Committee
- Refurbishing Committee.
- Vestry needs to approve new rector's compensation

Other Business:

- Denise Malone is retiring from Treasure's position at the end of this year. We need to look for another person. Talk to Bruce about qualifications for the position.

Approved:

- Maundy Thursday and Good Friday services at 7pm.

Improvements to the bathrooms in the Parish Hall:

- Painting, new mirrors, vanities, new toilet seats, new floors, (doors?). Chairperson David Bowling. Cost around \$600. Out of panned budget.
- Horticulture Committee: Building and grounds: .Julie Boyd.

Search Committee Report:

- Profiles are on the Church website and the Diocesan website. Candidate applications go to diocese first. It generally takes 6 weeks for us to get candidate names, etc. Search Committee will interview candidates. Questions have been set up by members of the Search Committee. After interviews, S.C. selects one or two candidates. Then Vestry meets the selected candidates. If candidate wants more money, vestry must approve. 20% of diocese is searching for rectors. No decision has been made as to full-time or part-time rector.

Senior Warden's Report: none

Junior Warden's Report:

- Church is now locked. Key is in secret location. Church, Parish House same key.
- Key holders are: Peggy, Archer, Sandy, Rusty, and David Bowling.
- RECTORY REPAIRS: paint house, replace kitchen floor and countertops. Appliances dated. Can we rent out rectory on a short-term lease? Month to month.

Approved:

- Archer to check with Jim Daniels to possibility of renting rectory out.
- How could we make sure tenant is checked out?
- ½ of new door for parish hall has been paid. New door to come soon and we need to pay other ½ soon.
- 6:30am & 10am Easter Services.
 - Meeting ended 9pm. Respectfully submitted, Kathleen McQuaid-Lockwood, register

	WESTOVER PARISH CHURCH - CHARLES CITY, VIRGINIA											
	FINANCIALS - YTD MARCH 2013											
		2013	March		YTD	YTD	Variance	Variance		January	February	
		Budget	Actual		Actual	Budget	\$	0%		Actual	Actual	
	INCOME											
4001	Pledges	131,930.00	8,700.00		50,060.00	46,800.00	3,260.00	7		33,765.00	7,595.00	
4002	Non-pledge Contributions	15,900.00	1,020.00		1,885.00	4,400.00	(2,515.00)	-57		625.00	240.00	
4003	Loose Offering	4,720.00	519.75		1,016.26	1,050.00	(33.74)	-3		290.40	206.11	
4100	Interest and Dividend Income	8,260.00	1,130.38		2,120.17	1,035.00	1,085.17	205		415.83	573.96	
4102	Diocesan Inetrest Income	17,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00	
4103	Dividend Maret Fund	2,850.00	0.00		0.00	0.00	0.00	0		0.00	0.00	
4200	Other Income	950.00	575.00		575.00	250.00	325.00	230		0.00	0.00	
4300	Postcards/Other	720.00	0.00		29.00	180.00	(151.00)	-84		29.00	0.00	
4400	IC Make Up Sale of Stock	5,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00	
4500	Outreach Donations	1,000.00	0.00		100.00	0.00	100.00	0		100.00	0.00	
4602	Special Projects AP	21,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00	
4603	Special Projects Small	2,400.00	0.00		0.00	0.00	0.00	0		0.00	0.00	
46031	Concert	0.00	260.00		340.00	600.00	(260.00)	-43			80.00	
4604	Special Projects Print	400.00	0.00		0.00	80.00	(80.00)	0		0.00	0.00	
	2012 Carry Forward	51,400.00	0.00	-	51,400.00	51,400.00	0.00	0	-	-	51,400.00	
	TOTAL INCOME	212,130.00	12,205.13		56,125.43	54,395.00	1,730.43	2		35,225.23	60,095.07	
	EXPENSES											
6001	Stipend	38,620.00	2,703.00		8,457.53	8,115.00	342.53	4		3,161.50	2,593.03	
6007	Payroll Expense	3,388.00	219.94		659.59	621.00	38.59	6		219.71	219.94	
6008	Health Insurance	7,656.00	457.00		1,371.00	1,371.00	0.00	0		457.00	457.00	
6009	Travel Allowance	1,800.00	0.00		0.00	450.00	(450.00)	0		0.00	0.00	
6010	FICA Allowance	1,640.00	0.00		0.00	0.00	0.00	0		0.00	0.00	

6011	Clergy Pension	2,826.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6012	Equity Allowance	680.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6013	Housing Allowance	1,500.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6014	Continuing Education	680.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6015	Search Committee	6,112.00	0.00		0.00	3,056.00	(3,056.00)	0		0.00	0.00
6016	Clergy Moving Expenses	5,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6017	Clergy Miscellaneous	0.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6100	Supply Clergy	1,050.00	562.83		562.83	0.00	562.83	0		0.00	0.00
	Total Clergy	70,952.00	3,942.77		11,050.95	13,613.00	(2,562.05)	-19		3,838.21	3,269.97
6002	Organist	8,196.00	1,792.74		3,443.45	2,049.00	1,394.45	68		795.30	855.41
6003	Secretary	10,812.00	878.79		2,683.18	2,703.00	(19.82)	1		892.84	911.55
6004	Bookkeeper	10,488.00	877.38		2,601.88	2,622.00	(20.12)	1		815.36	909.14
6005	Sexton	4,680.00	0.00		65.47	1,170.00	(1,104.53)	-94		65.47	0.00
6017	Miscellaneous	0.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6150	Supply Organist	3,000.00	0.00		0.00	750.00	(750.00)	0		0.00	0.00
6201	Employee Insurance WC	0.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6701	Payroll Expense Lay	3,190.00	209.53		747.17	700.00	47.17	6		237.19	300.45
	Total Employee Compensation	40,366.00	3,758.44		9,541.15	9,994.00	(452.85)	-5		2,806.16	2,976.55
6301	Electricity	3,905.00	474.32		1,332.14	695.00	637.14	92		425.63	432.19
6302	Telephone	2,280.00	187.71		562.94	570.00	(7.06)	-1		375.23	0.00
6303	Propane Gas	5,760.00	898.01		2,030.39	4,900.00	(2,869.61)	-59		543.46	588.92
	Total Utilities	11,945.00	1,560.04		3,925.47	6,165.00	(2,239.53)	-36		1,344.32	1,021.11
6401	Office supplies	2,749.00	112.75		367.64	350.00	17.64	5		142.14	112.75
6402	Office Equipment	1,200.00	97.92		628.46	300.00	328.46	209		432.62	97.92
6403	Postage	514.00	46.00		136.00	92.00	44.00	148		90.00	0.00
6404	Bank Charges	24.00	2.00		6.00	6.00	0.00	0		2.00	2.00
6405	Credit Card Fees	600.00	56.85		160.55	150.00	10.55	7		51.85	51.85
6506	Audit Fees	12,000.00	0.00		0.00	12,000.00	(12,000.00)	0		0.00	0.00
	Total Office Expenses	17,087.00	315.52		1,298.65	12,898.00	(11,599.35)	-90		718.61	264.52
6501	Buliding Maintenance	15,700.00	1,257.47		19,154.87	11,700.00	7,454.87	164		9,744.00	8,153.40
6502	Grounds Maintenance	4,850.00	80.81		98.81	375.00	(276.19)	-74		18.00	0.00
6503	Grnd Mt Maret	2,950.00	48.48		48.48	225.00	(176.52)	-78		0.00	0.00

6202	Property Insurance	4,900.00	0.00		1,277.01	1,225.00	52.01	4		0.00	1,277.01
	Total Buildings and Grounds	28,400.00	1,386.76		20,579.17	13,525.00	7,054.17	152		9,762.00	9,430.41
6601	Church Supplies	2,050.00	0.00		709.97	450.00	259.97	158		364.97	345.00
6602	Retreats and Conferences	1,075.00	0.00		714.02	475.00	239.02	150		714.02	0.00
6603	Sacristy	100.00	0.00		412.14	25.00	387.14	165		352.39	59.75
6604	Music	350.00	0.00		0.00	350.00	(350.00)	0		0.00	0.00
6605	Adult Education	0.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6606	Fellowship	300.00	0.00		0.00	75.00	(75.00)	0		0.00	0.00
6607	Youth Group	0.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6608	Special Speakers	2,000.00	0.00		0.00	1,000.00	(1,000.00)	0		0.00	0.00
6609	Sunday School	0.00	0.00		0.00	0.00	0.00	0		0.00	0.00
	Total Church Expenses	5,875.00	0.00		1,836.13	2,375.00	(538.87)	23		1,431.38	404.75
6701	Special Projects AP	6,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00
6703	Special projects Small	2,000.00	0.00		0.00	500.00	(500.00)	0		0.00	0.00
	Total Special Projects	8,000.00	0.00		0.00	500.00	(500.00)	0		0.00	0.00
7001	Diocesan Pledge	14,000.00	500.00		1,500.00	1,500.00	0.00	0		0.00	1,000.00
7002	Region Pledge	275.00	0.00		0.00	0.00	0.00	0		0.00	0.00
	Total Pledges	14,275.00	500.00		1,500.00	1,500.00	0.00	0		0.00	1,000.00
8001	Outreach MOW	5,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00
8002	Outreach No Greater Love	1,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00
8003	Outreach Other	1,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00
	Total Outreach	7,000.00	0.00		0.00	0.00	0.00	0		0.00	0.00
8004	Rector's Discretionary Fund	1,000.00	0.00		0.00	250.00	(250.00)	0		0.00	0.00
9001	Virginian Episcopalian	625.00	0.00		0.00	0.00	0.00	0		0.00	0.00
9002	Miscellaneous Expenses	1,625.00	352.20		352.22	300.00	52.22	17		0.02	0.00
	TOTAL EXPENSES	207,150.00	11,815.73		50,083.74	61,120.00	(11,036.26)	-18		19,900.70	18,367.31
	SURPLUS/DEFICIT	4,980.00	389.40		6,041.69	-6,725.00	12,766.69			15,324.5	41,727.76

