

WESTOVER CHURCH SPECIAL VESTRY Meeting Minutes. Sunday . November 11, 2012 (approved Dec 10. 2012)

In Attendance: Bruce Gray, Raiford Black, Bob Rowe, Annette Sherman, Jeanine Hinson, Archer Ruffin, Bob Rightmyer, Kathy McQuaid-Lockwood, John Lyon, Dan Hall, Denise Malone, Jinx Szigeti, Greg Adams

Rev. Gray opened the meeting at 12:15pm.

- The purpose of the meeting was for Jinx to review, with members of the vestry, the 2009 Internal Audit she prepared....not an easy task.
- Upon completion of the review and after much discussion a Motion to accept the 2009 Audit along with the findings and recommendations was made. The Motion was seconded and approved.
- All of those in attendance offered their appreciation to Jinx for the many hours of arduous work she put into this major undertaking. A Motion of thanks to Jinx is reflected in the minutes.

The meeting adjourned at approximately 2:00pm.

Respectfully submitted, Bob Rowe, Register

WESTOVER CHURCH VESTRY Minutes. Monday. November 12. 2012 (approved Dec 10. 2012)

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- Rev. Gray opened the meeting at 6:30pm with a prayer for Norm Edwards, our Sextant, who is undergoing surgery and for Louise Fitzgarrald, Angela Park's mother, who passed away last evening.

Junior Warden's Report

- John invited Mark Bartlett from Weather Grafters to the meeting to give us an overview of what we needed to do to replace the damaged boiler with two new heat pumps and a backup propane system.
- A Motion was approved to accept the bid from Weather Grafters for replacement of the old boiler and installation of two Heat Pumps. Cost: \$11,500. A follow-up Motion was also made to check our insurance for any replacement coverage.
- A Motion to install a deadbolt lock on the front door of the church at a cost of approx. \$750 was approved.
- A Motion was approved to accept the lowest bid for repair of the brickwork at the Rectory, Church and Parish Hall for approx. \$7,750. John will follow-up.
- A Motion was approved to fund all of these projects from the unrestricted money in the operating plan.

John presented two more proposals to repair the Rectory. The approx. cost will be \$17,000-19,000. We will take this up at next month's meeting.

Greg Adams will get estimates for installing two light posts in front of the Parish Hall and two in front of the Rectory. He will report his findings at our next meeting.

Financial/Treasurers Report

2012 Pledges: 41 Units (\$105,020). We are at 100% of budgeted amount

Total income is \$21,303.64 below budget. The change is due to not having an Autumn Pilgrimage this year.

Pledges are \$1,900 below budgeted figure. Bob Rightmyer will be getting notices out to those behind on their pledges.

YTD expenses are below budget by \$56,977.90. Most of the savings are a result of reduced Clergy compensation as well as delaying the Diocesan pledge and outreach.

Utilities and Building maintenance continue to run below budget.

If the projections on the Cash Flow Chart (**Attachment 1**) hold true the balance in the checking account should exceed \$75,000 by years end.

The invoice for the Rectory gutters has been paid.

We need to begin planning for next year's operating budget.

A Motion was made and approved to accept the Financial/Treasurer's Report.

Old Business

Stewardship: Kathy McQuaid-Lockwood and Fran Watson will be coordinating the 2013 stewardship (**Attachment 2**)

Christmas Concert: Scheduled for Dec. 9th at 1:00pm. Kids are free and \$20.00 for adults. Everyone is asked to bring something to share.

Thanksgiving Food Drive: Coordinated by Julie Waitman. The deadline for contributions and drop offs will be Sunday, Nov. 18th.

Santa for Seniors: Annette is coordinating this project. The deadline for returning "Santa for Senior's" gifts is December 16th.

Search Committee: Annette reported that the committee continues to work on fine-tuning the profile. They have found some errors in the Parochial Report.

We will have a "Thanksgiving leftover's lunch" immediately following the 11:00am service on Nov. 25th. Everyone's welcome...bring a leftover or two!!

The Presiding Bishop's visit is set for Sunday, May 19,2013. Exact timing and events pending.

The 2013 Pilgrimage is underway. There will be another committee meeting after Thanksgiving.

New Business

The Annual Meeting will be Sunday, Feb. 3rd immediately following the 10:00am service. The outgoing vestry members (John, Raiford, Jinx, Bob) will be the nominating committee to obtain three new members.

- We need to resolve the "keys & safe" situation. We do not know who has keys to the parish hall and the various rooms within the hall. Greg will follow-up on fixing the situation. We will then need to identify who should have a key and who needs the combination to the safe.
- Annette would like to see us stay away from long weekends for future vestry meetings.

Meeting adjourned at 9:43pm

Respectfully Submitted, Bob

Rowe, Register

Attachment 1, Nov 12, 2012 Vestry Minutes

	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BEGINNING BALANCE	17903.83	61138.91	64795.83	63286.30	68276.51	66623.66	79999.48
INCOME:							
1 SUNDAY	2886.00	2315.00	3406.00	2019.00	2655.00	3499.00	4918.00
2 SUNDAY	2297.00	8167.00	1585.00	3793.50	2140.00	2685.00	4000.00
3 SUNDAY	1363.50	945.00	1928.00	1395.00	2460.50	1350.00	2287.00
4 SUNDAY	2475.00	2754.75	1523.50	1157.00	2112.00	1848.00	2462.00
5 SUNDAY		717.00		2102.45			2581.00
YARD SALE	290.00						
INT & DIV	889.15	477.16	549.27	1094.85	522.41	590.00	990.00
DIOCIINT						13800.00	
TRANSFER FROM BEQUEST	37201.08						
S&S CHECK MONEY MKT							
DIVIDED MARET FUND		0.00		2850.38			
CONCERT	888.25	280.00	80.00	540.00	687.50		
MOW/SPECIAL OFFERING							
2013 PLEDGE					0.00	3720.00	6030.00
TRANSFER FROM ALTAR GUILD	4990.36						
OTHER		696.06	1067.62	693.77	50.00	100.00	25.00
INVEST COMM MAKEUP						0.00	
TOTAL INCOME	53380.34	16354.97	10139.39	15645.95	10637.41	27502.60	23293.00
EXPENSES:							
STIPEND	2261.78	2961.00	2793.01	2793.00	2875.00	2261.78	2261.78
SUPPLY CLERGY		0.00		205.59		250.00	250.00
SECRETARY	899.72	929.00	832.00	832.00	858.00	855.00	855.00
BOOK KEEPER	899.72	832.00	832.00	832.00	832.00	833.00	833.00
SEXTON	439.72	396.00	372.00	372.00	379.99	380.00	380.00
HEALTH INSURANCE	457.00	457.00	457.00	457.00	457.00	457.00	457.00
ORGANIST	678.72	619.00	411.30	777.40	611.30	678.72	678.72
SUPPLY ORGANIST	250.00	450.00	500.00	250.00	0.00	200.00	200.00
ELECTRIC	231.64	400.89	601.01	364.74	254.75	207.00	256.00
TELEPHONE	189.51	185.39	186.01	186.56	189.12	189.51	189.51
PROPANE					154.61	729.00	833.00
OFFICE	251.59	573.29	421.20	184.60	278.69	150.00	150.00
OFFICE EQUIPMENT	97.92	1142.87	97.92	97.92	334.70	97.92	97.92
POSTAGE	45.00	45.00	185.00	0.00	0.00	200.00	90.00
BUILDING MAINTENANCE	1022.55	448.00	165.59	965.00	1771.66	580.00	170.00
GROUNDS MAINTENANCE	951.14	949.00	1161.48	901.53	945.43	0.00	0.00
INSURANCE			1204.90	0.00	0.00	1150.00	0.00
CHURCH SUPPLIES	368.00	18.00		293.16	67.20	0.00	275.00
DIOCESE PLEDGE		1000.00	500.00	500.00	500.00	500.00	6000.00
MEALS ON WHEELS							5000.00
SACRISTY	4.00	23.10	27.00	0.00	0.00	15.00	15.00
SEARCH COMMITTEE				24.00	624.00		
DF			500.00		0.00		
VE							675.00
NO GREATER LOVE							1000.00
CONF							250.00
TRAVEL	0.00	0.00	0.00	206.25	0.00	75.00	75.00
SPECIAL PROJECT	500.00				650.00		
PAYROLL TAXES	597.25	491.51	491.50	502.99	506.81	597.25	597.25
SPECIAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	350.00
2013 PLEDGE					0.00	3720.00	6030.00
WORKMANS COMPINS		777.00					
TOTAL EXPENSES	10145.26	12698.05	11648.92	10655.74	12290.26	14126.18	27969.18
CASH ON HAND	61138.91	64795.83	63286.30	68276.51	66623.66	79999.48	75321.30

Attachment 2, November 12, 2012 Vestry Minutes

WESTOVER EPISCOPAL CHURCH
Stewardship for 2013

Sunday, November 4, Initial Meeting/Planning

Sunday, November 11, Initial Stewardship Sermon by the Interim Rector

Sunday, November 18, Holy Baptism/Commitment

Sunday, November 25, Thanksgiving Weekend.

5 minute "homilies" from parishioners, 3 max. Will include a children's homily as well.

Sunday, December 2/First Sunday in Advent/New Year Theme and the receiving of our pledges for 2013

Tasks to do:

- o Recruit speakers for November 25th.
- o Write letter to the Parish and set mailing date. Post letter on the Website.
- o Have pledge cards printed
- o Prepare a stewardship piece for each of the next Sunday's bulletins.