

In Attendance: Bruce Gray, Raiford Black, Bob Rowe, Annette Sherman, Jeanine Hinson, Archer Ruffin, Bob Rightmyer, John Lyon, Denise Malone, Jinx Szigeti, Greg Adams, Jack Christian, Dorene Billingsley

- Rev. Gray opened the meeting with a prayer at 6:30pm.

Financial/Treasurers Report

- 2012 Pledges: 41 Units (\$105,020). We are at 100% of budgeted amount.
2013 Pledges: 30 Units (\$95,780) as of December 10, 2012.
- Total income is \$18,449.92 below budget. The change is due to not having an Autumn Pilgrimage this year.
- Pledges are \$5,105 below November budgeted figure and \$13,105 for the year.
- YTD expenses are below budget by \$60,627.01. 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 \$61,000 by year end.
- The masonry work was completed and paid in full.
- A Motion was made and approved to pay Norman Edwards, our sextant, through the end of December 2012.
- Preliminary work is ongoing for next year's operating budget.
- A Motion was made and approved to extend the 2012 Budget till the new Vestry is in place following the February 2013 Annual Meeting.
- A Motion was made and approved to authorize an extra \$500.00 for the brick work, due to a change in the scope of the job.
- Archer shared with the Vestry a proposal to create a Finance Committee. After a lengthy discussion a Motion was made and approved to accept Archer's plan (***Attachment 2***) with the understanding that it will need to be fine-tuned and that members will have to be selected and approved to serve on the committee.

Old Business

- The November 12, 2012 vestry minutes were approved as amended.

New Business

- Bruce handed out the tentative 2013 Vestry Meeting Schedule (***Attachment 3***)
- We now have three candidates for the Vestry (Peggy Christian, Monica Bowling, Jon Black). Bruce will remind the parishioners via the Sunday Bulletin that if anyone is interested in running for the Vestry they should notify him or one of the Vestry members. Nominations may also be accepted from the floor during the Annual Meeting as long as the candidate meets the criteria to be on the Vestry.

- **Search Committee Report**

- Jack Christian along with Dorene Billingsley and Annette Sherman presented the Parish Profile to the Vestry. After a lengthy review some minor changes were made to the Profile.
- A Motion was made and approved to accept the Parish Profile V 1.7 as amended.
- Jack will go back to the Search Committee with the approved changes.
- There was a general consensus from the Vestry for the Search Committee to move forward with a targeted search.
- It appears that attendance numbers on the Parochial Report are not accurate. We will use the attendance numbers from May-Dec. (since Bruce arrived) for the 2012 attendance numbers. Bruce will send a letter to the Diocese explaining the inaccuracies.

Junior Warden Report

- Two bids were presented for the repair of the Rectory. One for \$17,975 and the other for \$15,528. A Motion was made and approved to accept the lower bid under the condition it not exceed \$20,000 if unforeseeable problems occur.
- Three bids were presented (\$16,475, \$9,400, and \$8,900) for painting the exterior of the Rectory, Parish Hall and Church. Based on some discussion and Archer's history with one of the contractors the vestry agreed to accept the \$9,400 bid. A Motion was made and approved.
- The vestry agreed to pay the \$200.00 overage for the installation of the new heating and air-conditioning system in the Parish Hall.

Meeting adjourned at 9:45pm

Respectfully Submitted,

Bob Rowe, Register

Attachment 1, December 10, 2012 Vestry Minutes

	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
BEGINNING BALANCE	17903.83	61138.91	64795.83	63286.30	68276.51	66623.66	83291.06
INCOME:							
1 SUNDAY	2886.00	2315.00	3406.00	2019.00	2665.00	3257.00	6913.00
2 SUNDAY	2297.00	8167.00	1585.00	3793.50	2140.00	1990.00	2248.00
3 SUNDAY	1363.50	945.00	1928.00	1395.00	2460.50	723.00	3675.00
4 SUNDAY	2475.00	2754.75	1523.50	1157.00	2112.00	2282.50	952.00
5 SUNDAY		717.00		2102.45			6580.06
YARD SALE	290.00						
INT & DIV	989.15	477.16	549.27	1094.85	522.41	556.52	1277.83
DIOC INT						17086.99	
TRANSFER FROM BEQUEST	37201.08						
S&S CHECK MONEY MKT							
DIVENDED MARET FUND		0.00		2850.38			
CONCERT	888.25	280.00	80.00	540.00	687.50	340.00	460.00
MOW/SPECIAL OFFERING							
2013 PLEDGE					0.00		21800.00
TRANSFER FROM ALTAR GUILD	4990.36						
OTHER		699.06	1067.62	693.77	50.00	1141.90	25.00
INVEST COMM. MAKEUP						5038.08	
TOTAL INCOME	53380.34	16354.97	10139.39	15645.95	10637.41	32415.99	43930.89
EXPENSES:							
STIPEND	2261.78	2961.00	2703.01	2703.00	2875.00	2703.00	2703.02
SUPPLY CLERGY		0.00		205.59		0.00	0.00
SECRETARY	899.72	929.00	832.00	832.00	858.00	832.00	832.00
BOOK KEEPER	899.72	832.00	832.00	832.00	832.00	832.00	832.00
SEXTON	439.72	396.00	372.00	372.00	379.99	371.99	372.00
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	33.91	1132.20
SUPPLY ORGANIST	250.00	450.00	500.00	250.00	0.00	750.00	500.00
ELECTRIC	231.64	400.89	601.01	364.74	254.75	234.78	370.85
TELEPHONE	189.51	185.39	186.01	186.56	189.12	186.15	186.51
PROPANE					154.61	91.67	583.80
OFFICE	251.59	573.29	421.20	184.60	278.69	458.92	166.60

OFFICE							
EQUIPMENT	97.92	1142.87	97.92	97.92	334.70	200.74	0.00
POSTAGE	45.00	45.00	185.00	0.00	0.00	135.00	0.00
BULIDING							
MAINTENANCE	1022.55	448.00	165.59	965.00	1771.66	2712.78	31216.51
GROUNDS							
MAINTENANCE	951.14	949.00	1161.48	901.53	945.43	28.29	0.00
INSURANCE			1204.90	0.00	0.00	2066.97	0.00
CHURCH SUPPLIES	368.00	18.00		293.16	67.20	245.00	52.95
DIOCESE PLEDGE		1000.00	500.00	500.00	500.00	500.00	6500.00
MEALS ON WHEELS							5000.00
OUTREACH OTHER						1040.00	
SACRISTY	4.00	23.10	27.00	0.00	0.00	0.00	9.95
SEARCH							
COMMITTEE				24.00	624.00	281.50	
DF			500.00		0.00	500.00	
VE							675.00
NO GREATER LOVE							1000.00
CONF						570.00	0.00
TRAVEL	0.00	0.00	0.00	206.25	0.00	0.00	487.85
SPECIAL PROJECT	500.00				650.00		500.00
PAYROLL TAXES	597.25	491.51	491.50	502.99	506.81	491.51	378.25
SPECIAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2013 PLEDGE					0.00	0.00	21800.00
WORKMANS COMP							
INS		777.00				0.00	
MISC						25.38	
TOTAL EXPENSES	10145.26	12698.05	11648.92	10655.74	12290.26	15748.59	75756.49
CASH ON HAND	61138.91	64795.83	63286.30	68276.51	66623.66	83291.06	51465.46

Attachment 2, December 10, 2012, Vestry Minutes

Westover Church Finance Committee

Membership – Treasurer, one member of Investment Committee, one vestry member and two parishioners.

Mission – Work with the Treasurer to develop long term financial planning for Westover Church and to advise the vestry on financial matters.

Responsibilities:

- Annual budget
- Yearend statement for annual meeting
- Follow thru on annual audits and audit recommendations
- Recommendations for developing church staff compensation
- Develop a five-year strategic plan
- Any other items that involve input on Westover Church financial affairs

Committee should meet a week before vestry meeting. The vestry representative will provide a report to the vestry from the finance committee.

Term: Undecided

Attachment 3, December 10, 2012 Vestry Minutes

Westover Episcopal Church

Vestry Meeting Schedule: 2013

- Monday, January 14
- Sunday, February 3---Annual Meeting
- Monday, March 11
- Monday, April 15 or Sunday, April 7
- Monday, May 13
- Monday, June 10 or Sunday, June 9
- Monday, July 8
- Monday, August 12 (No Meeting?)
- Monday, September 9
- Monday, October 14 (Columbus Day?), or Move to Monday, October 7
- Monday, November 11 (Veterans Day?), or Move to Monday, November 4
- Monday, December 9