

WESTOVER CHURCH VESTRY MEETING MINUTES 22 JULY 2013 approved Aug26, 2013

In Attendance: Rev. Gray, Monica Bowling, Jon Black, Archer Ruffin, Jeannine Hinson, Annette Sherman, Peggy Christian and Kathleen McQuaid-Lockwood.

Also: Jim Daniels Co-Chair of the Autumn Pilgrimage Committee; and Denise Malone, Treasurer.

V Other Business:

Finance Committee: Analysis of report by treasurer. Peggy Christian met with Julie Waitman, advisor to the Investment Committee. The recommendation was long-term investments should go to the Diocese and Scott and Stringfellow. Treasurer keeps tabs on expenditures.

1. Need three estimates for expenditures of \$400.00 and above. Each estimate goes to the Vestry.
2. Need a Capital Account for unexpected repairs, storm damage, etc.
3. Autumn Pilgrimage: We have a good lineup of houses for the tour and enough guides for each house. We need more people to sell tickets. Methodist ladies will sell jellies, jams and other preserves. Jeff Copland will do a BBQ. Charles City Tavern will provide box lunches as a service. Brunswick Stew will be sold, but provider needs assistants.
4. Items with fixed expenses include tent and porta- potties. We must consider insurance.
5. Raffle: several items are being donated for raffle and will be put in the bulletin: Afghan, jewelry and other things to be determined.
6. Targeted areas for publicity include Williamsburg, New Kent, Richmond, Sandston, and Charles City. Need more people to sell tickets. Tickets should be ready in a week or ten days.
7. Need to research use of banner. In the past there were complaints about the banner
8. Parishioners who complain should be asked to come to the next Vestry meeting.
9. Postcards will be mailed to the churches in Richmond, New Kent, Williamsburg and Charles City.
10. Prints will be available for sale at \$80.00 each. More ideas about selling items are needed.
11. We may get bus trips from retirement communities.
12. We must stay within Autumn Pilgrimage budget (\$6000.00)

Rectory Rental: Income from renting the rectory may be around \$1000.00. We must get the right tenants, who must have renter's insurance. Our insurance will cover house and accidents, etc.

Stewardship:

One parishioner and one vestry member are on the Committee thus far. April has good ideas about stewardship. We need to set a time to begin working on our stewardship. We also need to incorporate April's needs.

Transition:

We need to thank the Search Committee for an excellent job. We need to write up a resolution by the Vestry. **Approved.**

Need to write letters of appreciation to Lindsay and Caroline. **Approved.**

Thanks also go to the senior and Junior Wardens for their hard work in negotiations with Rev. April Greenwood.

Steps in the Process:

Church services will not change through first two weeks in August.

Rev Gray has a meeting with April on Wednesday, 24 July 2013. He will answer any questions she may have.

6. Rev. Gray will work with Worship Committee to implement any changes for church services Rev. Greenwood may want.

Rev. Greenwood needs a to-do list from the Vestry.

7. Rev. Greenwood will not be here for Bishop Shannon's visit on Sept. 15th.

Hospitality Committee will have a reception with parishioners bringing their favorite dish to share. Buffet or sit-down lunch. One service only, 10 am. Make sure Bishop Shannon is included in socializing.

8. One service at 10 a.m. on September 22, 2013 for Bruce's last Sunday at Westover.

9. Ways for April to get to know parishioners: Coffee and dessert evenings in different regions- Williamsburg, Richmond, Sandston. Or we could have soup and salad nights.

10. Plan for April's first service at Westover.

11. Set date for Celebration of New Ministry. Bishop is the celebrant. Items to be brought to Church include: Eucharist, letter of Invitation, Presentation of gifts, water, bread and wine, canons and key to the Church. Some Churches have other gifts. Peggy

Christian has made a prayer shawl for Rev. Greenwood. The new Rector bestows her first blessing on the congregation.

12. Respect April's vacation.

We need to act as a buffer between parishioners and Rev. Greenwood.

13, Pray for people in Varina. Be aware of their feelings. If members of Varina Episcopal Church follow April, we must set boundaries.

Let go of baggage. This is a new beginning. Do not think April's time here will be a continuation of her time as Interim.

Junior Warden's Report:

A gentleman, (Mr. Bishop), came by to check on the oil tanks on church property. We have three oil tanks. He said we need to have oil tanks removed due to the possibility of leakage. Vestry asked the junior warden to talk with previous Junior Warden, John Lyons who had investigated this issue.

Concerns are- disruption and does the DEQ have a money cap-

DEQ would take care of any contaminated soil and pay for removal of tank and any oil still in the tanks. If DEQ cannot remove a tank, they will fill it with concrete. DEQ needs a letter with church letterhead to allow Archer to make the arrangements for removal.

Motion: Vestry will allow Archer to contract Mr Bishop and use funds from DEQ.

STICKY DOORS!

Senior Warden's Report:

In reference to Mr Charles Watson's complaint regarding the US flag not being up in Church:

Cost of a staff flag would be \$200.00. We could have a Diocesan flag also, one on each side of the Church. Flag will stay down and no further action is needed.

Booster for WI-FI is \$75.00. Approved.

July 9, 2013 Minutes **Approved as amended.**

July 14, 2013 Minutes **Approved as amended.**

June 24, 2013 Minutes **Approved as amended.**

Respectfully Submitted,

Kathleen McQuaid-Lockwood, register.

Attachment 1-Financial YTD Report as of July 2013

	WESTOVER PARISH CHURCH - CHARLES CITY, VIRGINIA										
	FINANCIALS - YTD JULY 2013										
		2013	January	February	March	April	May	June	July	YTD	YTD
		Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget
	INCOME										
4001	Pledges	131,930.00	33,765.00	7,595.00	8,700.00	12,430.00	5,415.00	7,915.00	6,290.00	82,110.00	84,500.00
4002	Non-pledge Contributions	15,900.00	625.00	240.00	1,020.00	265.00	30.00	850.00	600.00	3,630.00	9,500.00
4003	Loose Offering	4,720.00	290.40	206.11	519.75	392.50	441.00	196.50	248.10	2,294.36	2,545.00
4100	Interest and Dividend Income	8,260.00	415.83	573.96	1,130.38	737.60	413.97	1,184.89	713.55	5,170.18	4,435.00
4102	Diocesan Interest Income	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4103	Dividend Maret Fund	2,850.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,850.00
4200	Other Income	950.00	0.00	0.00	575.00	2,212.70	163.00	1.46	0.00	2,952.16	450.00
4300	Postcards/Other	720.00	29.00	0.00	0.00	10.46	0.00	18.05	0.00	57.51	420.00
4400	IC Make Up Sale of Stock	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4500	Outreach Donations	1,000.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
4602	Special Projects AP	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4603	Special Projects Small	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46031	Concert	0.00		80.00	260.00	1,143.00	0.00	578.00	439.06	2,500.06	1,200.00
4604	Special Projects Print	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00
	2012 Carry Forward	51,400.00		51,400.00	0.00	0.00	0.00	0.00	0.00	51,400.00	51,400.00
	TOTAL INCOME	263,530.00	35,225.23	60,095.07	12,205.13	17,191.26	6,462.97	10,743.90	8,290.71	150,214.27	157,460.00
	EXPENSES										
6001	Stipend	38,620.00	3,161.50	2,593.03	2,703.00	2,702.99	3,218.99	2,702.98	3,218.99	20,301.48	19,820.00

6501	Building Maintenance	15,700.00	9,744.00	8,153.40	1,257.47	275.00	3,616.38	245.00	85.00	23,376.25	13,925.00
6502	Grounds Maintenance	4,850.00	18.00	0.00	80.81	513.94	669.44	563.68	579.37	2,425.24	2,900.00
6503	Grnd Mt Maret	2,950.00	0.00	0.00	48.48	247.45	401.67	338.21	347.62	1,383.43	1,775.00
6202	Property Insurance	4,900.00	0.00	1,277.01	0.00	0.00	1,277.01	0.00	0.00	2,554.02	2,450.00
	Total Buildings and Grounds	28,400.00	9,762.00	9,430.41	1,386.76	1,036.39	5,964.50	1,146.89	1,011.99	29,738.94	21,050.00
6601	Church Supplies	2,050.00	364.97	345.00	0.00	325.45	0.00	0.00	70.95	1,106.37	1,325.00
6602	Retreats and Conferences	1,075.00	714.02	0.00	0.00	0.00	0.00	0.00	0.00	714.02	475.00
6603	Sacristy	100.00	352.39	59.75	0.00	55.50	179.48	125.75	0.00	772.87	75.00
6604	Music	350.00	0.00	0.00	0.00	200.00	200.00	30.00	0.00	430.00	350.00
6605	Adult Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6606	Fellowship	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
6607	Youth Group	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6608	Special Speakers	2,000.00	0.00	0.00	0.00	0.00	2,433.43	0.00	0.00	2,433.43	2,000.00
6609	Sunday School	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Church Expenses	5,875.00	1,431.38	404.75	0.00	580.95	2,812.91	155.75	70.95	5,456.69	4,400.00
6701	Special Projects AP	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	137.50	137.50	0.00
6703	Special projects Small	2,000.00	0.00	0.00	0.00	750.00	0.00	500.00	0.00	1,250.00	1,000.00
	Total Special Projects	8,000.00	0.00	0.00	0.00	750.00	0.00	500.00	137.50	1,387.50	1,000.00
7001	Diocesan Pledge	14,000.00	0.00	1,000.00	500.00	500.00	500.00	500.00	0.00	3,000.00	3,500.00
7002	Region Pledge	275.00	0.00	0.00	0.00	280.00	70.00	0.00	0.00	350.00	275.00
	Total Pledges	14,275.00	0.00	1,000.00	500.00	780.00	570.00	500.00	0.00	3,350.00	3,775.00
8001	Outreach MOW	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8002	Outreach No Greater Love	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8003	Outreach Other	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Outreach	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8004	Rector's Discretionary Fund	1,000.00	0.00	0.00	0.00	250.00	0.00	250.00	0.00	500.00	750.00
9001	Virginian Episcopalian	625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9002	Miscellaneous Expenses	1,625.00	0.02	0.00	352.20	0.00	1,153.78	0.00	0.00	1,506.00	700.00

	TOTAL EXPENSES	207,150.00	19,900.70	18,367.31	11,815.73	11,660.17	20,563.38	9,822.54	12,664.33	104,794.16	115,202.00	