

Trinity Episcopal Cathedral
Vestry Minutes
April 28, 2016

The following are the members of the 2016 Vestry. Names marked with an asterisk were present.

Vestry:

April Allen	Robert Key
*Wallis Bond	*Bill Matthews
*Allison Cox	*Ryan Newton
*David Danforth, Junior Warden	*Chris Ray
Emma Dean	*Peter Shand
*Susie Dibble	*Andy Slaughter
Walter Edgar	*Judy Cotchett Smith, Clerk
Margie Heggie Estefano	*Jonathan Vipperman
*Norah Grimball, Senior Warden	*David Wolff
Rocky Hughey	*Belton Zeigler

Ex-officio:

Curtis Ott, Chancellor	*Joie Ray, Daughters of the Holy Cross
*Jack Godbold, Past Senior Warden	*David Sojourner, Trinity Foundation
Ed Hickman, Still Hopes Representative	*Liz Summers, Treasurer

Staff:

*The Very Rev. Timothy Jones, Dean	The Rev. Canon Patsy Malanuk
*The Rev. Canon Charles Davis	The Rev. Ira Houck
The Rev. Canon Dane Boston	Donald Benson, Canon for Administration

- I. Opening Prayer**
Dean Jones opened the meeting with prayer at 6:36 p.m.
- II. Approval of Minutes**
The minutes from March 17, 2016 were approved by acclamation.
- III. Approval of the Parochial Report**
The annual Parochial Report, compiled by Donald Benson and Carole Carter, was distributed to the Vestry, and following its review was approved by the Vestry. A copy will be distributed to the Vestry.
- IV. Trinity Forward Stewardship Report**
Kirby Shealy described a spirit-filled Commitment Sunday on April 24 during which 191 pledges amounting to a little more than \$1.6 million were received. There are several “large asks” pending which could result in a major up-tick in the total. There is still much to be done by the campaign committee and the

Vestry in follow up phone calls to members who have not yet made their decision. Dean Jones expressed gratitude to Kirby and Llewellyn Shealy and Vance and Linda Bettis for their tireless efforts on behalf of the Trinity Forward Campaign. The congregation will be apprised of the results thus far.

V. Discussion – Love and Brokenness

Norah Grimball introduced a topic for discussion since members of the Vestry expressed a desire to have more substantive discussions during meetings. Bishop Waldo's sermon during Holy Week spoke to her as a fitting topic in light of the collective desires for renewals of spirit and engagement within the congregation. Norah asked members to share ways that the Bishop's message could apply to Trinity. Among the responses included the need to break down silos, focus on the whole church and not special factions, keep a loving relationship with all, focus on things that unite us, and communicate in love to be sure everyone knows what's going on. Allison Cox recognized that staff is doing a better job of communicating and working collaboratively. Norah reminded us to reach out, invite others to be involved. Dean Jones said engagement will be the theme of the Leadership Summit on May 17.

VI. Report of Executive Committee

Senior Warden's Report

- a. ACS software training is taking place for staff.
- b. Facilities Manager Lee Willetts is retiring at the end of May. Donald Benson and Norah are refining a job description for a new manager and will be seeking a person with different skills, including being computer savvy.
- c. Dr. Charles Sigel has announced he will retire from teaching after his last class on Sunday, May 1. Class members will be encouraged to give to the lectureship fund in Dr. Sigel's honor.
- d. New co-chairs for the Flower Guild have been named to replace Joan Danforth who will begin a new ministry. Melanie Crawford and Elizabeth Whitener have accepted the invitation for service.
- e. All members of the Vestry must participate in "Safe Church" training. A class will be held from 11:30 - 1:30 this Sunday and others will be scheduled.
- f. Comments about the temporary interior signage need to be made this week so the permanent signs can be made.
- g. Plans are being developed for bathroom renovations.
- h. Please give Norah ideas for future discussions at Vestry meetings.

VII. HR Committee Report

Dean Jones distributed the new organization chart and reviewed the strategy and vision for the reporting structure, explaining the differences between lines for authority and for coordination. It was noted that there is much that goes on

in the parish, for example outreach efforts and lay committees, which does not get accounted for in the organization chart. Calendar management through the ACS software was explained because members eventually will be able to access the calendar for their own events. Job descriptions for all positions are almost complete and annual reviews will be based upon them.

VIII. Committee and Other Reports

A. Finance Committee

David Wolff distributed a document developed in the Finance Committee related to the variety of ways contributions to the church can be made, some methods which result in added expense to the church. The committee expects that publishing these opportunities may steer parishioners to consider contributing in the most cost effective manner. After discussion of the wording and the positive intent, the Finance Committee will reassess the document based on suggestions from the Vestry.

1. Report of the Treasurer

Liz Summers provided an overview of March finances, noting a \$78,000 improvement year over year.

Balance Sheet

Total cash on March 31, 2016 was \$299,735. Restricted funds continue to provide cash for operations, as the Operating Cash account was in a negative position (\$55,952) at the end of March. This is a significant improvement over February's negative operating cash position (\$111,109). The Trinity Bookstore owes the Operating Fund \$51,309, \$4,934 more than it owed on March 31, 2015. The Learning Center owes the Operating Fund \$104,504, \$10,269 less than it owed on March 31, 2015. The \$1,000,000 line of credit has a balance of \$248,077. There was an additional \$20,000 principal pay down made from an unsolicited gift during March.

Income Statement

There was a net profit for March of \$62,822, attributed to two unfilled positions, use of restricted money when possible, tight expense control and good revenues. \$42,000 of the total is related to the unfilled positions. Total revenues through March 2016 are almost identical to Total Revenues through March 2015, and Contribution Revenues are slightly ahead of where they were in March 2015. Current Year Pledges through March 2016 are lower than through February 2015, but Paid on Prior Year Pledges and Open Offering have made up more than the difference. Total Expenses through March 2016 were \$652,469 (22% of budget), compared to \$729,272 (24.4% of budget) through March 2015. Three-twelfths of the annual expense budget is \$742,896 (25%). The Ministries and departments are all under 25.0% of their annual budgets.

Restricted Funds

There was a net outflow of Restricted Funds during March of \$45,941. The largest outflows were for the archives project (\$26,000), an additional principal pay down on the line of credit (\$20,000) and flood relief (\$9,500).

B. Properties Committee

Peter Shand invited the Vestry to review the written report and noted that parking has become a bigger issue than ever. The Senate Street parking lot where many staff members were able to park has been sold; the church has secured 10 alternate spaces in the Keenan Building garage and 20-25 spaces in a nearby municipal garage. Peter was advised that the Senate Street lot may continue to be available for church use on Sundays and he will follow up with the new owner on that possibility. This would not solve the weekday parking problems however. The campus parking feasibility study nears completion. Peter noted the development of several sub-committees to address specific renovation and improvement issues.

C. Stewardship

Bill Matthews reported that annual pledge totals are down a bit from last year. The 2016 Chairs Lannie and Wade Stinnette met with Norah Grimball, David Danforth and Bill Matthews in April to discuss initial ideas about the 2016 Stewardship ministry, and with consultant Joel Mikell during his engagement with the Trinity Forward Campaign. Several of the key points for 2016 planning are: a focus on stewardship all year long, emphasizing ways of giving all the time; appointment of members on the committee to prepare for chairing the effort in future years; added energy around tithing, and an accent on the spiritual aspects of giving.

D. Strategic Plan

Dean Jones had no specific update on the plan except the continued interest in engagement and intention to overlay the Cathedral plan with the Diocese. He advised we “stay tuned.”

E. Daughters of the Holy Cross

President Joie Ray outlined the many activities going on with the Daughters of the Holy Cross (DHC) this year, including a recent luncheon for all past presidents of the DHC. The second general meeting will be Monday with guest speaker the Reverend Susan Heath describing the work of the Bishops’ efforts in public education. Joie called attention to upcoming DHC activities, especially the 2016 bazaar that will be on October 15. Four community agencies will be chosen to receive the benefits of the funds raised at the bazaar.

F. Trinity Foundation

President David Sojourner reminded the Vestry that the Foundation is a part of Trinity Cathedral and not separate from it. It has approximately \$6.6 million in total assets, which includes the Vernon Funds (\$2.7

million), the Endowment Fund (\$1.8 million), and Building and Property Funds (\$520,000).

David announced that the Foundation was offered an unexpected unrestricted gift of a house that will net after sale approximately \$435,000. After thorough review of the proposed offer, the Foundation has accepted the gift and is pleased to report it to the Vestry. Following a lengthy and in depth discussion of merits of the use for these funds, a motion was made to accept the gift and direct it to the Trinity Forward Campaign. The motion was seconded and approved by the Vestry by acclamation. The Dean and Senior Warden noted that with this contribution and dollars already received for the Trinity Forward Campaign, there are sufficient funds to proceed with the plans for renovation and repairs to the Trinity Center. The parish will be provided a status report of the results of the campaign to date, approximately 54% of the total goal.

IX. Dean's Report

Confirmation Sunday will be May 15 with the Bishop confirming 17 adults at the 9 a.m. service and 21 youth at 11:15 a.m.

Sunday services will be reconfigured for the summer schedule beginning May 22. In addition to the customary 7:45 a.m. Cathedral service and 6 p.m. Keenan Chapel service, there will be a traditional 10 a.m. service in the Cathedral and a 9 a.m. service in Keenan Chapel that will be especially family-friendly.

Conversations have begun with several candidates for the position of Canon for Parish Life, and two interviews have been conducted for the Director of Youth Ministry. A third candidate may be interviewed soon.

Sunday, May 8 is Mother's Day and Senior's Day.

X. Closing Prayer

The Dean ended the meeting in prayer and the Vestry adjourned at 9:01 p.m.

Respectfully submitted,

Judy Cotchett Smith
Clerk