

Trinity Episcopal Cathedral
Vestry Minutes
August 25, 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 Grimbball, 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 at 6:35 p.m. with a reflection from a recent book he read that reminds us that in the future we will not remember those things we busily respond to but instead will remember more often those things we initiate. He followed with prayer.

II. Approval of the July Minutes

The minutes of the July 28, 2016 minutes were approved by acclamation.

III. Discussion

Norah Grimbball asked the Vestry to spend a few minutes discussing what needs there are in the community upon which our Cathedral may want to focus future outreach efforts. Dean Jones has convened an Outreach Futures Committee to study possible ways we might be able to apply the resources of the Cathedral in the future to important community needs. The group will spend about a year studying and researching current need, current resources

that are being expended on those needs, congregational resources that may be available to apply to fill needs, and, finally, will develop a plan for future action. The Vestry's input is being requested. Budget is not to be a consideration in this exploration phase. Among the needs suggested were: assisting with the reading and writing education of children that is currently being undertaken through LARCUM; support for the needs of veterans of all ages; homelessness. Additional ideas are invited and may be sent to Norah. In the future, Norah will try to have the discussion topic presented in advance with the other Vestry material.

IV. Report of Executive Committee

A. Senior Warden's Report

- a. The 2016 Stewardship Campaign, to be called "A Season of Gratitude and Growth," will occur from September 25 - October 23. The Stinnettes, chairpersons of the campaign, attended the Finance Committee meeting to share their plans for the fall campaign that include a booklet with a pledge card, and a chart showing incremental giving growth by 1% to challenge members to stretch toward tithing. The Vestry will be asked to present their pledges on an early Sunday during the campaign. Someone on the Vestry will be asked also to make a testimonial as may leaders of other lay groups.
- b. Trinity Forward continues with only incremental progress. Two areas of concern are the failure of the Vestry to reach 100% participation and the concern that not all parishioners have been called by the Vestry. All calls should be made by Wednesday, August 31 or the uncalled names on the Vestry's lists should be turned over to Kirby Shealy. There are \$2.4 million in pledges thus far with slightly more than 200 participants. There is one potential donor who may be able to make a significant pledge to cover the entire cost of kitchen renovations.
- c. Fall schedule of services and education programs will resume on September 11 and Wednesday night suppers will begin again on September 14.
- d. A design has been approved for new kneelers in Seibels Chapel and the work should be complete by the first of the year. Thanks go to Chris and Joie Ray for their donation that made the kneelers possible.
- e. Education for Ministry (EfM) was looking for one more member to make a viable class. Walter Edgar reported that an additional enrollee was found today.
- f. Norah provided a property update. Plans for signage are complete and an order has been placed with the fabricator. A more accurate figure for the cost of kitchen renovations is being sought to continue discussions with a potential donor for that project.
- g. The SHIFT program will be held on Sept. 14 from 4-8 p.m. at St. Martins in the Fields. The Dean and Wardens would like two

additional Vestry members to participate. Attending from Trinity will be Tim, Charles, David and Norah. Wallis Bond and Rocky Hughey volunteered to attend.

V. Trinity Foundation

Foundation Commission President David Sojourner reviewed the Foundation's recommendation to hire a part-time development officer with the cost of the Cathedral staff position to be funded by the Foundation. He reviewed the job description and the proposed amendment to Article III of the Trinity Cathedral Foundation Commission Bylaws that is required to authorize the arrangement. Both, distributed to the Vestry in advance, have been approved by the Foundation board and now require Vestry approval.

The development officer is anticipated to work two to three days per week, assist in the cultivation of planned giving opportunities, provide intentional data-driven decision-making to assist staff and Foundation members in matching the right gift to the right donor, and enhance consistent support for all Cathedral fundraising efforts. With the limited funding capacity, the position may be difficult to fill. The Foundation stipulates that the cost of the position will not exceed 4% of the average balance of the general endowment fund over the trailing 12 quarters, amounting to approximately \$25,000 per year, in addition to the administrative commitment currently paid.

A motion to amend Article III of the Foundation Commission bylaws as proposed and approved by the Foundation board was made, seconded and approved by the Vestry. A motion to create the part-time position of development officer with no impact on the Cathedral budget was made and seconded. Lengthy discussion followed. Dean Jones acknowledged that it was very common for churches to employ such personnel. It was noted that this staff person should not become a substitute for parishioner-to-parishioner solicitation. Dave Sojourner assured the Vestry that the Foundation board wants this to be a positive venture and will stay heavily involved to assure its success.

The motion to create the position of Development Officer as proposed by the Trinity Foundation Commission Board was approved.

VI Committee and Other Reports

A. Finance Committee

David Wolff provided an overview of several financial issues that had been discussed at the Finance Committee. The Finance Committee voted to recommend to the Friends of Music board that 10% of the funds from all Friends of Music future fundraising activities be contributed to the endowment for organ maintenance. Wade and Lannie Stinnett shared fresh new concepts

for the upcoming stewardship campaign. Lengthy discussion took place surrounding the opportunity to reduce the monthly \$700 interest expense that the Cathedral incurs on its line of credit. As a result of the committee's discussion, the following motion came as a recommendation from the Finance Committee: "Because of the success of the Trinity Forward Campaign, as a cash management and cost savings technique, its funds collected to date will be used to reduce the line of credit to zero." It is possible to return to the line of credit at any time and borrow up to the amount that is the current balance. After lengthy discussion of the merits of the Finance Committee's recommendation, the motion was approved. The Trinity Learning Center's fundraiser this fall was approved by the Finance Committee since its impact is largely on the parents of TLC children.

1. Report of the Treasurer

Liz Summers provided an overview of the July finances that showed expenses slightly exceeded revenues, which is normal but still concerning since there were five Sundays in July, which helped minimize the loss.

Balance Sheet

Total cash on July 31, 2016 was \$136,344. Restricted funds continue to provide cash for operations, as the Operating Cash account was in a negative position (\$218,743) at the end of July. The Trinity Bookstore owed the Operating Fund \$56,104 as of July 31, \$13,609 more than the same time in 2015. The Learning Center owed the Operating Fund \$138,494 as of July 31, an \$11,827 improvement over what it owed in July 2015. The \$1,000,000 line of credit had a balance of \$242,077.

Income Statement

Income for July, a five-Sunday month, was lower than what was collected in June, a four-Sunday month. Total Revenues were \$58,803 behind same time last year. A concerning note is that \$55,528 of the decline was related to lower Contribution Revenues. Expenses were in the expected range in July and were \$156,528 lower than the same time last year. Lower employee expenses contributed to \$118,992 of this decline, related mostly to vacant positions (Clergy, Youth, Music administrative assistant, Associate Organist, Facilities Manager). If all vacant positions had been paid from January through July, the year-to-date loss would have been \$76,963 at July 31. Total Expenses through July 2016 were \$1,565,649 (52.7% of budget), compared to \$1,722,177 (57.6% of budget) through June 2015.

Restricted Funds

There was an \$11,106 outflow in July from the Restricted Funds accounts (Camp Bob and two Youth trips). The total Restricted Accounts balances have fallen by \$107,924 (24%) since January 1, 2016.

David Danforth noted that there will be some unanticipated expenses in August related to air conditioning, plumbing and electrical repairs and repairs to the sacristy flooring.

B. Mission & Outreach

Jonathan Vipperman reviewed the written committee report, highlighting a few additions. Bob Malanuk continues to engage new volunteers in Sunday breakfast schedule, speaking recently to Eleanor Smolen about adding youth into the rotation. Eleanor is optimistic about this and other outreach and will be joining the Outreach Committee. Men of Trinity continues to emphasize service and outreach in its fellowship, actively engaging volunteers in the Community Worship Service, St. Lawrence Place and other activities. Jonathan is optimistic about the partnership of Trinity and the Summit organization in Haiti in further development of our education efforts in Morne Michel. The Garden Project there, funded through a Vernon Grant, has proved successful and affirmed the need to teach children farming techniques so essential to their lives and livelihood.

C. Parish Life, Fellowship & Archives

Wallis Bond gave accolades to the newsletter Cathedral Connections which has recently provided indepth articles on much of the work of subcommittees. She noted a recent article on the Archives. The docents, who continue to provide tours of the Cathedral most weekdays, have recently published a brochure written by Hank Shaw that is widely distributed throughout the city. Andrella Brunson and her kitchen volunteers continue to provide extraordinary service. Wallis noted that many feel overworked and underappreciated and asked each of us to remember to express thanks as often as possible. She called attention to the rest of the written report, especially the work of the Daughters of the Holy Cross, reminding the Vestry of the October 15 bazaar.

D. St. Lawrence Place

In Ryan Newton's absence, Patsy Malanuk provided additional discussion of the transition of the Trinity Housing Corporation into the umbrella efforts of the broader community's work for the homeless population to become known as Homeless No More. St. Lawrence Place will continue to provide the transitional housing as it has always done, and now will be able to work more closely through this new organization to address the continuum of housing needs. Members of Trinity will serve on the Homeless No More board of directors, working on this broader scope with many other agencies. Among the new efforts already underway is the acquisition of property in various areas of town so the clients will not have to congregate together in only one area.

VI. Dean's Report

Previously described "cottage meetings" will now be called Wine and Cheese with the Dean. During the next few weeks, the Dean will be sharing his vision for Trinity and permitting parishioners to ask questions on all topics not just stewardship. Tim reminded the Vestry of Rosemary Jones's funeral on Saturday and encouraged attendance at Evensong. He will be convening meetings with Eleanor, Bibs and the Youth Advisory Committee in Dane's absence. Sunday morning will provide an opportunity to bid Dane farewell,

participate in a Formation Fair and enjoy lunch together in Satterlee Hall. A search committee for the Canon for Formation is being formed and this search will be a priority. Finding a Canon for Parish Life has proven to be challenging.

VII. Adjourn to Executive Session

The regular meeting was adjourned at 8:31 into Executive Session for discussion of a personnel matter.

VIII. Return to Regular Session

The Vestry returned from Executive Session and affirmed the vote taken on the matter discussed. The Vestry adjourned at 9:37 pm.

Respectfully submitted,

Judy Cotchett Smith
Clerk