

**Trinity Episcopal Cathedral  
Vestry Minutes  
January 19, 2017**

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 Viperman
*Norah Grimball, Senior Warden	*David Wolff
*Rocky Hughey	Belton Zeigler
*Jack Godbold, Past Senior Warden	

**Invited Representatives:**

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

**Staff:**

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

**I. Opening Prayer**

Dean Tim Jones opened the meeting with prayer at 6:30 p.m. He added some thoughts on his intent for tonight's meeting based on readings and reflections on "deep work" and "light touch," focusing on being fully present in the task but not so seriously that we fail to laugh.

**II. Approval of the December Minutes**

The minutes of the meeting of December 15, 2016 were approved by acclamation.

**III. Report of the Executive Committee**

**A. Senior Warden's Report**

Norah called upon David Sojourner to discuss the draft Gift Acceptance Policy that was revised from a Foundation policy by the Foundation President and Senior Warden and is proposed to be a joint policy reflecting the needs and requirements jointly for the Foundation and the

parish. If approved, the policy would be presented at the Annual Meeting and published on the website to guide parishioners about gift opportunities and guidelines. The policy was approved by Vestry.

Four nominees for the Trinity Learning Center Board, previously approved by the TLC Board, were presented to the Vestry. The candidates approved by the Vestry were Joi Gilliam, Kristin Lowe, Clarke Newton, and Robin Hallyburton.

Norah reported the following as information: 1) The Welcome Center move is progressing and may be complete by next week following the move of phones and computers. 2) Plans for the ADA compliant restrooms near the Welcome Center are nearing completion; construction bids have been received and work should begin in the next few weeks; the construction is being funded through a Vernon Grant. 3) Trinity has received a prestigious fellowship from the Association of Anglican Musicians (AAM) to provide an organist for 10 months beginning in September. Friends of Music will contribute \$10,000 and the AAM will pay the remainder of the cost. Only Trinity, Boston, and the Washington National Cathedral have received such fellowships in the past. 4) The 2017 budget for TLC was approved by its board last night. Fees for TLC are being raised slightly due to increased food and insurance costs. 5) The Diocese has restored its publication Crosswalk. 6) Midlands Convocation may nominate youth, ages 16 to 21, to be Diocesan delegates and Trinity is urged to nominate a representative. Margaret Manning was recommended for consideration from Trinity. 7) Following the Annual Meeting on Sunday, the Vestry is urged to meet at the steps of the Trinity Center for a group photograph.

#### **IV. Committee and Other Reports**

##### **A. Finance Committee**

David Wolff briefly reviewed the December financial statements.

##### **1. Report of the Treasurer**

###### Balance Sheet

Thanks to a significant inflow during December, total cash on December 31, 2016 was \$511,023. December was the only month in 2016 with a positive balance in the Operating checking account. The Bookstore and the TLC lost money for the year. There were no draws on the line of credit that remains with a \$0 balance. Prepaid pledges for 2017 at December 31, 2016 were \$232,795, almost \$65,000 higher than at December 31, 2015. The Due To Trinity Forward liability was \$234,077 at year's end. This Due To account will be reduced as Trinity Forward payments restricted to Debt Service are received, and it can be drawn against as it is needed for Trinity Forward projects.

### Income Statement

December income of \$542,104 was a significant increase over the average monthly income for the preceding 11 months. Total Revenue for the year of \$3,007,660 was 101 percent of budget and was \$61,000 less than was collected in 2016, with \$51,000 being lower Contribution Revenue. The Diocesan Assessment met the budgeted amount of \$396,000. Expenditures for building maintenance and equipment charged to 2016 were \$378,211, an increase from prior years. Much of this was spent to replace/repair various HVAC units, the floor in the sacristy, the damaged spire and a boiler. \$97,000 was added to the Repair Reserve Fund to pay for expected replacements of several large HVAC units. Total expenses for the year were \$2,956,152, 99.5 percent of the budget and \$37,000 lower than 2015 expenses. Personnel expenses accounted for 51 percent of total expenses. Net income for the month was \$160,052, which erased the deficit through November and led to a net income for the year of \$51,508. It should be noted that there were several open positions for a portion of or the full year, meaning that Personnel Expense for 2016 was understated. If all positions had been filled for all months of 2016, the loss for the year would have been around \$100,000.

### Historical Analysis of Revenues and Expenses

This report shows 12 months of revenues and expenses by major budget category for the preceding six years. The totals continue to stay in the \$2.9 million to \$3.1 million range.

### **2. Report on Stewardship**

David reported that to date 565 pledges have been recorded with a total of \$2,496,594 pledged. The total number of pledges is down this year as compared to 2015 but the amount of total giving is greater. A great deal of work went into following up this year with potential pledging members which resulted in the positive results and there is the possibility that additional pledges will continue to be received for the next month or two.

### **3. Budget**

The Budget Committee completed its work and submitted a budget for 2017 to the Finance Committee that approved it January 18, and is recommending it to the Vestry for its approval tonight. The 2017 budget reflects approximated \$33,000 more revenue and \$22,000 more expenses than 2015. The Diocesan Pledge amount will be maintained at \$396,000, which is that same as 2016 but less than the Diocese requested. There is a very small salary adjustment pool but most employees will not see a salary increase for 2017 unless revenues outpace the current forecast. The budget includes \$142,000 for hiring of the open clergy positions during 2017. Most ministry area requests were met although they are encouraged to use restricted funds when it is

available. While funds are budgeted for routine building maintenance, it is recognized that the facilities are large, aging and future maintenance issues will be forthcoming. Following discussion, the 2017 budget was approved by the Vestry for presentation to the parish at the Annual Meeting on January 22, 2017.

**B. Bookstore Report**

The written report was reviewed as received. It was noted that the bookstore, presently both a service and a mission, will have increased visibility as the Welcome Center becomes of the hub of daily activity on campus. The bookstore is led by three dedicated individuals: director Elizabeth Wyman, chair Allianne Duvall and Anne Runge who is overseeing its finances, and is staffed by many volunteers.

**C. Education and Christian Formation**

Dean Jones reported in Belton Zeigler's absence calling attention to the report previously submitted. Several important offerings are being well attended on Sunday mornings and a wide variety of weekday events continue to attract followers. The coordinated planning among the adult, youth and children's programs has been exciting.

**D. Parish Life, Fellowship & Archives**

Wallis Bond directed the Vestry's attention to the written report and added a compliment for the recent Martin Luther King Day programs and an analysis of the extensive number and variety of people from all over the country and the world being toured through the Docent program.

**E. Stewardship**

Bill Mathews had no other information to add to David Wolff's comments on stewardship except to applaud the work done by Wade and Lannie Stinnette, chairs of the Season of Gratitude and Growth campaign. The spiritual tone of the campaign was praised.

**F. Still Hopes**

Ed Hickman provided a thorough overview of the growth and comprehensiveness of the SC Episcopal Home at Still Hopes. He noted that of the 250 residents on the property now, approximately 50 are members of Trinity. He expressed appreciation to the Daughters of the Holy Cross and other Trinity members for their interest and support.

**V. Report of the Dean**

Dean Jones acknowledged the importance of the MLK Day program with powerful music and strong preaching. He is doing due diligence on a very promising candidate for Canon for Parish Life and hopes to make an offer soon. A promising candidate for Canon for Formation will be interviewed soon. The Trinity Forward campaign will be reenergized. There have been more than 200 pledge commitments or gifts but about \$1.5 million more is needed. The donor for the kitchen project is still possible in the next six months. Annual reviews are being performed. Joie Ray thanked the Vestry

for the opportunity of participating as President of the Daughters of the Holy Cross. Scottie Franz will be taking her place in February.

VI. **Adjourned to Executive Session** at 7:50 p.m.

VII. **Return to Regular Session**

The Vestry returned from Executive Session at 8:41 p.m. and adjourned.

Respectfully submitted,

Judy Cotchett Smith  
Clerk