

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**July 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
Jared Johnson, Canon Organist and Choirmaster	

**I. Opening Prayer**

Dean Jones opened the meeting with prayer at 6:31 p.m.

**II. Approval of Minutes**

The minutes from May 26, 2016, were approved by acclamation.

**III. Discussion**

Norah Grimball asked us to think about balancing safety and security issues on campus with our mission to love our neighbors. Peter Shand mentioned that Lee Willets went above and beyond in that measure. Emma Dean asked if there was communication with the State House about when they are on high alert. Her concerns were as a parent with children coming back from liturgy prep. Many compliments were given to Askin Hope and Christine Koon for the way they handle many things. This discussion led to having the Security and Safety Committee report next.

### **Security and Safety Committee Report**

Peter Shand presented several recommendations from the committee for Vestry consideration. These included (1) requesting assistance from the City of Columbia Police, Richland County Sherriff's Department or other law enforcement for a campus safety audit and training for church leadership; (2) only allowing staff and authorized adult parishioners to lock and unlock doors on the campus (no high school students); (3) asking volunteers to assist security guards with "crowd control" for the Sunday Morning Breakfast and having a volunteer to monitor access for meetings when doors are locked; (4) not allowing override of security system or propping open doors when they are locked; (5) using police guards on Sundays from 6 am - 12:30 pm. Peter also reported that the Security Committee will obtain estimates for additional lighting on campus and other security enhancements and indicated that the key fob system price is approximately \$3,000 per door with additional units needed for a number of doors.

## **IV. Report of the Executive Committee**

### **Senior Warden's Report**

- a. Safe Church Training, required for all members of the Vestry will be held on August 21 at 11:30 a.m. with a \$5 lunch and child care provided.
- b. Diocesan Convention will be held on November 4 - 5 at St. John's Shandon. Leadership Day is November 4 and Business day is November 5. Carole Carter will register delegates; others can register on the Diocesan Website. All are encouraged to attend both days.
- c. Vestry members are encouraged to finish any remaining calls for the Trinity Forward Campaign. Robert Key suggested one more mailing.
- d. The Wardens, Canon for Administration and HR Committee are working to bring us into compliance with the new wage and hour laws that take effect on December 1. The revised Employee Handbook will be available for staff prior to that date.
- e. Relicensing for the TLC was approved and Jean Knowlton received kudos for her excellent processes and recordkeeping.
- f. The architect is finalizing plans for the new ADA compliant bathrooms.
- g. Financial Peace University will be offered as part of the Wednesday evening program beginning September 14 and running for 9 weeks.
- h. An introduction to the SHIFT program will be offered by the diocese on September 14 at St. Martin-in-the-Fields. Vestry members are encouraged to attend.
- i. The Cathedral by-laws need updating. Please review them and provide any input to the Senior Warden. The revisions will be presented for approval at the Parish Meeting in January.

**V. Trinity Foundation**

David Sojourner introduced the idea of hiring a Development Officer and will provide more information and a job description before the next Vestry meeting. The purpose of this part time position, 25 hours/week, would be to identify and cultivate contributions, working with stewardship and Cathedral campaigns as well as Trinity Foundation fundraising. Foundation by-laws changes will be required to allow the Foundation to pick up the salary for the position.

**VI. Committee and Other Reports**

**A. Finance Committee**

A stipend for interns (one for youth, one for children) was approved. Both were or are Vernon Scholars and the approval was for 2016 only since we don't yet know the budget for 2017. The committee approved up to \$2000 for moving expense reimbursement for the new Associate Organist who is coming from Indiana. The Friends of Music fundraising schedule for 2016-2017 was approved. One of the reasons we have been able to keep the Operating Fund in the black has to do with the unfilled positions. We need to understand that we will need the money for those positions in the budget for 2017 forward.

**1. Report of the Treasurer**

Thanks to a significant non-pledge member donation solicited by the Dean, there was a \$5,782 net income recognized in June. If the donation had not been made, the loss for June would have been (\$14,218).

**Balance Sheet**

- Total cash at 6/30/16 was \$180,625. The Restricted Funds continue to provide cash for operations, as the Operating Cash account was in a negative position (\$165,618) at the end of June.
- The Trinity Bookstore had an almost break-even month in June. It owes the Operating Fund \$55,896 as of June 30. This is \$10,820 more than it owed on 6/30/15.
- The TLC made a slight profit in June, and owes the Operating Fund \$139,010 at 6/30/16. This is \$18,827 less than it owed on 6/30/15.
- The \$1,000,000 line of credit has been renewed and has an outstanding balance of \$243,577.

**Income Statement**

- Income for June was helped by a significant non-pledge member donation. Non-pledge Member Donations, Open/Loose Offerings and Paid on Prior Years Pledge are all ahead of same time last year (\$32,602), while Current Year Pledges are running behind last year (\$46,473).
- Expenses were in the expected range in June and are \$145,000 lower than same time last year. \$96,406 of this smaller amount is due to lower Employee Expenses, related mostly to the two unfilled positions.

- Total Expenses through June 2016 were \$1,355,895 (45.6% of budget), compared to \$1,501,344 (50.3% of budget) through June 2015. Net income of \$8,611 through June 2016 is a significant improvement over the June 2015 year-to-date net loss of \$115,256.

#### Restricted Funds

- There was little activity during June in the Restricted Funds accounts. The total Restricted Accounts balances have fallen by \$96,768 since January 1, 2016.

#### Trinity Forward

- Contributions of \$69,642 were received in June. Total Trinity Forward Restricted Funds are \$1,095,915 at 6/30/16.

### **B. Bookstore**

David Danforth led a kickoff meeting of the new Bookstore Advisory Committee in mid July. Allianne Duvall will be the chair of the new committee. Members include Elizabeth Wyman, Dane Boston, Bibs Babson, Sallie Guess, Louise Taylor, Polly Morrison and Anne Runge. Walter Edgar is the Vestry liaison and the Senior and Junior Wardens are ex officio members.

New efforts to increase revenue will include an Art Wall featuring Trinity artists and in house printing of Christmas cards featuring Trinity.

Additionally, there will be more focus on advertising, both externally and within groups associated with Trinity.

### **C. Christian Foundation**

The Christian Formation Committee has planned a variety of offerings for the fall and details are available on the Cathedral website and in printed materials. Effort continues to bring cohesion to all age-levels of formation. Bishop Waldo has expressed a desire to teach at Trinity and this will be incorporated into the Wednesday night offerings. A significant goal for the year will be the establishment of "Growth Groups," small group gatherings for prayer, fellowship and study.

### **D. Communications**

The *Cathedral Connections* magazine is entering the second year of production and well received by parishioners. The email version of the Tiding has an open rate of 45% which is considerably higher than the average user rate of 18%. A new communication is the sending of death/funeral arrangement information to parishioners. Planning is underway for a crisis communications plan in case of an emergency. The website has a new page for employment opportunities at the Cathedral with links to job descriptions. In the area of social media, Facebook has 909 likes (up 100 from last year), Twitter has 517 followers and Instagram has 337 followers.

**E. Pastoral Care**

Pastoral Care is a major focus at the Cathedral. We offered two senior ministry events this year with more than 50 attending each. The Community of Hope program begins in September and has seven applications from those interested in joining this ministry. Clergy continue to visit in hospitals Monday - Friday on a rotating basis with Ira Houck and Bob Riegel covering most of the homebound visits. The many Pastoral Care groups/functions are active: Care Teams, Bereavement Care, New Life Ministries, Meals and Casseroles, Eucharistic Visitors, Order of St. Luke, and the Parish Nurse.

**VII. Dean's Report**

The staff is very excited about the new youth minister who begins August 7, 2016. The new Associate Organist begins in August, also. The stewardship theme this year will be "A Season of Gratitude and Growth." A priority for Dean Jones is to re-engage Strategic Planning with the goal of increasing attendance and participation. Look for cottage meetings, renamed "Wine and Cheese with the Dean," to start in the fall. An Outreach Futures Committee has been established to look at future possibilities for outreach.

**VIII. Closing Prayer**

The Dean ended the meeting in prayer and adjourned at 8:30 p.m.

Respectfully submitted,

Wallis C. Bond for Judy Cotchett Smith  
Clerk