

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**May 26,2016**

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 Viperman
*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 6:34 p.m.

**II. Approval of Minutes**

The minutes from April 28, 2016 were approved by acclamation.

**III. Audit**

Mark Hobbs, principal of The Hobbs Group, highlighted the unqualified audit report that had been reviewed at length with the Finance Committee at its last meeting. He reminded the Vestry that the firm evaluated testing, internal controls and procedures and found all conditions to be in good form. In response to questions, he answered that it would be considered a "clean audit".

#### **IV. Discussion**

Norah introduced the topic for broader discussion – a review and evaluation of Average Sunday Attendance (ASA) – to be led by Dean Jones. Among the questions posed were: Why attendance is down during the summer? What is the Vestry’s own attendance pattern? What do we observe from others? How can we encourage more attendance during the summer months? Tim distributed a three-year summary of ASA and observations about it. Comments ranged from the increased travel opportunities for families, lack of formation classes that sometimes creates continuity in attendance, an oft-perceived culture of taking a “vacation” from church, or the competing number of services. Suggested remedies included an invitation to more casual attire, added special events like the parish picnic, and inquiry among members as to their needs. Reducing the variety of services is not a solution according to studies of other church performance. Tim reminded the group that the Canon for Parish Life will be dedicated in part to building community within the church.

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

##### **Senior Warden’s Report**

- a. The sale of the home gifted to the church was finalized on May 24 for \$463,132.63 and netted the Cathedral \$420,806.63.
- b. Safe Church Training, required for all members of the Vestry, has been scheduled for Sunday, August 21, 11:30 a.m. – 1:30 p.m. in the Edwards Room. Childcare and a \$5.00 box lunch will be available. Members are encouraged to attend. Those who have not received training and are unable to attend this session are encouraged to call the Diocesan office to inquire of other dates for the training.
- c. New wage and hour laws that will go into effect of December 1, 2016 are causing Trinity to closely examine its payroll practices for all staff. Norah, Donald and members of the HR Committee are reviewing all exempt and non-exempt employees and will be evaluating changes that need to be made to become compliant. The changes will impact many staff members and some preliminary preparation with staff in late June will allow them to provide input into the process.
- d. Lee Willett’s retirement raised questions about the practice of asking for parish-wide “love offerings” and hosting a parish-wide reception for some staff departures and not others. Norah explained that the practice has been to do so for Canons but not for all other staff members. She requested the Vestry to consider establishing a policy to that effect that would set a formal standard for differentiations in the future. Following lengthy discussion, the Vestry concluded that a policy was unnecessary and church leadership should continue to handle the matter on a case-by-case basis.
- e. The Trinity Learning Center is undergoing some needed repairs in preparation for its recertification in June.

- f. Planning for renovations to the Trinity Center is underway, including discussions with architects and others.
- g. Vestry members were reminded that their participation will be essential in advancing the Trinity Forward Campaign to its next stage. Norah distributed lists of names, phone numbers and email addresses to each member and asked that calls begin on Tuesday, May 31. She will forward a copy of the suggested script for the phone calls as discussed during the recent training event. Tim acknowledged that the campaign request may not be the easiest sell, but members are encouraged to attest to how vital the needs are and to remain positive.

## **VI. Committee and Other Reports**

### **A. Finance Committee**

In David Wolff's absence, Liz Summers reviewed the minutes of the April Finance Committee. The "maximizing gifts" document was wordsmithed and a final statement has been published in the electronic Tidings, posted to the website, and will appear in the next issue of Trinity Connections. The committee approved a \$7,000 expenditure from the Friends of Music fund to acquire archival storage units to protect thousands of pieces of sheet music belonging to the church.

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

Liz reviewed April finances noting that while the overall financial condition is better than a year ago, April contributions fell off sharply and we showed a loss for the month.

#### Balance Sheet

Total cash at April's month's end was \$237,569. The Restricted Funds continue to provide cash for operations, as the Operating Cash account was in a negative position (\$120,180) at the end of March. The Trinity Bookstore owes the Operating Fund \$51,518, \$8,168 more than it owed on April 30, 2015. The Learning Center owes the Operating Fund \$139,988, \$16,145 less than it owed on April 30, 2015. The \$1,000,000 line of credit has a balance of \$246,577.

#### Income Statement

Expenses were in the expected range for the month but revenues declined by \$108,655, leaving a net loss for April of (\$44,675). The YTD profit through April is \$22,482. Total Revenues through April 2016 are down \$34,066 from Total Revenues through April 2015, with Contribution Revenues accounting for most of the decline. Current Year Pledges and Non-pledge Member Donations through April 2016 are lower than through April 2015. Total Expenses through April 2016 were \$885,094 (29.8% of budget), compared to \$1,015,469 (34.0% of budget) through April 2015. Four-twelfths of the annual expense budget is \$990,528 (33.3%). There are two positions in the budget that are currently unfilled, which is keeping actual expenses lower than budget.

### Restricted Funds

There are no significant changes to the Restricted Funds accounts during April.

### **B. Liturgy, Prayer and Music**

Susie Dibble asked for guidance as to her contacts and content for the Liturgy and Prayer portions of her report in the future. Charles Davis recommended she meet with him, Doak and Jed to collectively review the highlights and special events of the parish. Susie provided an enthusiastic evaluation of the current status of the Music Department, highlighting the numbers of children and adults participating in the ministry and the positive impact the program has on the choir members personally, often connecting participants to the church for life. Three former members are entering Seminary in the fall. The departure of two staff members from the department, Ken Miller and Dido Heath, has resulted in a search for their replacements. While choir rehearsals have paused for a summer break, choristers are invited to sing during the summer months. End of year acknowledgments and festivities occurred in May, summer camp is scheduled for August and plans are underway for fall activities. An invitation has been made for the Men & Boys Choir to sing at Duke Chapel in October and the Vestry is invited to a choir rehearsal in September.

### **C. Volunteers**

Allison Cox described the robust ministries conducted by volunteers within the parish. She and Beebe James participated with other staff and clergy in ACS (church database system) training and are developing a computerized program of volunteers and volunteer opportunities, where parishioners skills and interests are recorded to create a gifts-based directory for lay leaders and members. Allison outlined the myriad of hours spent by volunteers for the Trinity Forward Campaign and the Kitchen Ministry. Volunteers are being recruited for Vacation Bible School.

### **D. Membership and Newcomers**

A committee to focus on newcomers is being reconvened to assist Allison and the Dean with improving ways of welcoming newcomers. Visitors currently receive written notes of welcome within two weeks of their first visit. A Newcomers Supper, held quarterly, recently welcomed 24 new Newcomers. Trinity's membership continues to grow at a slow but steady pace. Engaging our members remains a focus for clergy and staff. The new position of Canon for Parish Life is eagerly anticipated to help in this effort.

**E. Trinity Learning Center**

Rocky Hughey provided a positive look at the growth and progress of the TLC with 114 enrolled and 24 campers registered for the summer program. Needed renovations are underway for the upcoming DSS relicensing meeting scheduled for June 22, 2016. Accolades were bestowed on Jean Knowlton for her tireless efforts. She is recruiting at present to replace three departing staff. Several successful fundraisers have been held. Fall enrollment has already reached 106. Feedback from parents is extremely positive overall and TLC continues to move in the right direction.

**VII. Dean's Report**

The Dean announced he would be vacationing in another week at a music camp.

He acknowledged that while the parish faces challenges and opportunities, he believes that engaged churches, ones that clearly set expectations, usually grow. Stewardship, he said, weighs heavily on him and he is focusing on how to pray and teach on stewardship.

There is an urgency to fill the youth ministry position for there is an acknowledged loss of momentum there. The summer intern hired will help and a new search consultant has been selected to try to find the right person. He is talking to people throughout the country in search of the Canon for Parish Life.

**VIII. Closing Prayer**

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

Respectfully submitted,

Judy Cotchett Smith  
Clerk