

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**October 27, 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
	Donald Benson, Canon for Administration

**I. Opening Prayer**

Dean Jones called the meeting to order at 6:35 p.m. and lead the Vestry in praying the Trinity Forward prayer in unison.

**II. Approval of the September Minutes**

The minutes of the September 22, 2016 meeting were approved by acclamation.

**III. Discussion – Stewardship**

Senior Warden Norah Grimball opened discussion by asking how your prayers and experiences this year have impacted your stewardship. Comments included: the frequency of hearing and seeing information had a positive impact; appreciated the emphasis on being prayerful and thankful; felt gratitude for participating in the Prayer Vigil and knowing that prayers were going on; had a positive response to the chart for 1 percent increase in pledge amounts; stewardship testimonials were extremely positive; and, the urge for continued

prayers was well received. The Dean reported that 337 pledges have been received thus far, with about 50 percent increasing their pledge. Though the amount seems good, there is no hard evidence yet by yearly comparisons as to the improvement. There were 640 pledges made last year; pledges will be accepted after January 1<sup>st</sup> though the deadline for receipts for budget preparation is earlier.

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

##### **A. Stewardship Report**

Wade Stinnette reported for the Season of Gratitude and Growth campaign that he and Lannie are chairing. As of Oct. 27, 306 renewal pledges and 31 new pledges have been received from the 1,700 pledge cards mailed. Total dollars committed so far are \$1,528,525.90. Of the renewing pledges, 153 (50%) have increased, 29 (10%) decreased, and 124 (40%) were unchanged. The net effect is that the amount pledged is running \$119,717.90 ahead of last year. Half of the increase, about \$60,000 is from new pledges, though it is not known yet how many of those are from new members or pledges from previously non-pledging members. The immediate focus will be on the 325 pledges (constituting \$1,117,445.29 in 2015) from last year that have not yet been renewed. A personal letter from the Dean will be mailed Tuesday to those members encouraging them to turn in pledges by November 11. Those not responding will receive a phone call and/or email the week of November 11-18. Clergy will continue to remind parishioners at every service, and announcements will continue to run in Tidings and service bulletins. Testimonials presented during services recently are now posted on the website and will be republished in other ways if possible. There will be a way to thank parishioners who pledge. Wade and Lannie expressed gratitude for the support they received during the campaign.

##### **B. Senior Warden's Report**

- a. Norah posed the question of whether the current practice of determining Vestry member qualifications should continue being "a confirmed communicant in good standing and 'known to the treasurer'" or whether we should consider requiring Vestry candidates to be pledging members. At the present time, 'known to the Treasurer' can mean a giving member though not a pledging member. Cathedral bylaws do not state a requirement for a pledge. The Dean said he recommends considering the change to a required pledge, signifying a commitment to the Cathedral. Lengthy discussion ensued. If a change were to take place, it should be at the annual meeting, and would not affect the current Vestry nomination process. Options might include "a demonstrated history of pledging," "known to the Treasurer preferably by pledge," or "known to the Treasurer by a pledge." Many agreed that there was no need to change what has been working; others commented that the change would constitute a teaching moment for those who need to learn the immense requirements of the church. Wade noted

that there is one parishioner who gives appreciated stock on Dec. 31 each year, not a pledge but a sizable, welcomed gift annually. The Dean asked that we continue prayerful consideration of this issue and revisit it for 10 minutes at the next meeting.

- b. Norah announced that the Employee Handbook has been finalized and will be communicated with staff on Nov. 15. She will distribute a copy electronically with the Vestry.
- c. The Diocesan Convention will be Nov. 5-6. Anyone who wishes may attend.
- d. The Vernon Fund Committee will be voting on Nov. 7 on distribution of funds within the three areas of outreach. The amounts to be decided upon are: \$31,029 for Facilities; \$36,531 for Education; \$35,020 for Mission and Outreach.
- e. Hurricane Matthew caused damage to the Cathedral including damage to a spire from the South Tower requiring an 85-foot lift to repair it. Interior signage is now complete thanks to David Danforth. Lights have been installed in the library, creating a very comfortable place for gathering.
- f. The Homeless No More resolution vote taken electronically last month was favorable and Norah would like to have that vote recorded into the Vestry minutes. A motion was made and seconded to approve the Resolution pertaining to changes to the Articles of Incorporation and the Bylaws of the Trinity Housing Corporation to enable the appropriate functions of the Homeless No More organization. The Vestry approved the resolution.

## **V. Committee and Other Reports**

### **A. Trinity Foundation**

David Sojourner reported that the Foundation's move of its investments to the Vanguard funds resulted in a \$350,000 increase (6%). It has received \$40,000 in bequests and \$51,000 in memorial gifts. Total assets are currently \$6.6 million as compared to \$6.1 million on Dec. 31, 2015. A search committee to find a development officer for the foundation has been formed and will have its first meeting next week. Serving will be Susie Van Huss, Michelle Hardy, Charlotte Berry and David Sojourner. Foundation board terms are expiring this year for David Sojourner and Mark James. If they are both reappointed, Mark will become the next Foundation president.

### **B. Finance Committee**

David Wolff reported that budget preparation will begin in a week. After multiple meetings with the Friends of Music, the Finance Committee voted unanimously to accept a proposal from the group for a gift of \$5,000 a year for the next five years to the endowment for organ maintenance.

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

In Liz Summers' absence, David reported that September expenses exceeded revenues, resulting in a \$9,256 loss for the month. Contribution revenues continue to lag behind last year (\$100,837 lower at September 30, 2016 than at the same time in 2015).

#### Balance Sheet

Total cash on September 30, 2016 was \$96,728, which is equivalent to 8.5 days of operating expenses. The Restricted Funds continue to provide cash for operations, as the Operating Cash account was in negative position (\$237,750) at the end of September. The \$1,000,000 line of credit had a balance of \$0 at September 30, 2016, as it was completely repaid using the funds from Trinity Forward in early September. A Due to Trinity Forward line item has been set up as an asset on the Cathedral's balance sheet. This Due To account will be reduced as Trinity Forward payments earmarked for Debt Service are received.

#### Income Statement

Income for September was lower than what was collected in August. Total Revenues were \$106,990 behind same time last year. Lower Contribution Revenues contributed to \$100,837 of the decline. Expenditures for building maintenance and equipment to date are \$130,780. Much of this was spent to replace/repair various HVAC units and the floor in the sacristy. Expenses through September were \$177,186 lower than same time last year. Lower Employee Expenses, related mostly to positions that remain unfilled or were unfilled for some portion of the year, contributed to \$155,000 of the decline. The net loss through September is \$28,178.

#### Restricted Funds

There was little change during September in the Restricted Accounts. Total Restricted Accounts balances have fallen by \$108,533 (25%) since January 1, 2016.

#### Trinity Forward

Campaign payments or donations of \$76,563 were received in September 2016. The Trinity Forward checking account has a balance of \$1,001,771, and a Due from Operating for the Line of Credit payoff of \$239,077. The Trinity Forward campaign balance received is approximately \$2.2 million.

#### C. Properties Committee

Peter Shand called the Vestry's attention to the written report, correcting the notation to show that a design was received on the ADA-compliant bathrooms and will be sent to two firms for cost estimates. Peter noted that one LED light has been installed in the staff parking lot for improved lighting. He asked for comments on the improvement.

#### D. Volunteers

Allison Cox reported that Beebe James will be retiring from her volunteer position as Coordinator of Lay Ministries at the end of October. She will continue to volunteer her time and talents in various ways, including leading the Spiritual Gifts workshop. Volunteers continue to contribute to Bibs Babson's work with Children and Families ministry and with Eleanor Smolen's Youth ministry. She emphasized Eleanor's positive impression of volunteer spirit since volunteers ran the programs for six months during the search for a new canon.

**E. Daughters of the Holy Cross**

Joie Ray outlined the many activities in which the DHC have been engaged this year through regular programming and education, leading up to the annual Bazaar on October 14-15. Four agencies will benefit from the proceeds of the successful bazaar, led by Jessica Shand and Katie Rankin. More than \$50,000 in receipts was deposited after the event, with Trinkets and Treasures posting \$11,000 in proceeds alone. After expenses are fully in and deducted, the net total will be announced. The final meeting of the year will be in December with Cary Sanders speaking on Jumpstart. Scottie Frantz will be installed as the 2017 chair.

**VI. Dean's Report**

Tim reported that the last of the Wine and Cheese with the Dean events will be held this Sunday night. The events have been attended by 10-30 people and have provided the Dean with great insight and pleasure. He invited Patsy Malanuk and Charles Davis for input. Patsy reported that she, Eleanor and Bibs will be coordinating holiday activities this year to provide connection among events. She reported remarkable progress and positive responses for Jumpstart and its volunteers, including a recent appreciation dinner.

Charles informed the Vestry that All Souls service will recognize 96 Trinity family members, including 31 Trinity members, lost during the past year. Tim said Adult Formation classes are going well with between 150 and 200 adults attending one of 4 or 5 classes each Sunday. He asked for thanks to Allianne Duvall for her work on improvements to the library and hopes to have some kind of open house in the months ahead. Bishop Waldo will have a visitation to Trinity on November 13, preaching and serving at the 9 and 11:15 a.m. services in the Cathedral. Clergy searches continue with networking, calls and emails. Ira and Bob continue to be of great assistance and one additional part-time priest, Wayne Kinyon, may be helping between now and the end of the year.

Robert Key proposed that the Vestry pass a Resolution honoring Beebe James and thanking her for her years of service. Following discussion, the Vestry voted to approve the motion for a Resolution and authorized Robert Key and Tim Jones to craft the appropriate words of thanks to be presented to Beebe at the reception honoring her soon, and to be included in the November Vestry minutes.

**VII. Closing Prayer**

The meeting concluded with the Vestry singing the Doxology and adjourning at 8:12 p.m.

Respectfully submitted,

Judy Cotchett Smith  
Clerk