

Trinity Episcopal Cathedral
Vestry Minutes
April 27, 2017

The following are the members of the 2017 Vestry. Names marked with an asterisk were present.

Vestry:

*Wallis Bond	*Mary McKissock
*Walter Chastain	*Ryan Newton
*David Danforth, Senior Warden	*Peter Shand
*Susie Dibble	*Llewellyn Shealy
Walter Edgar	Andy Slaughter
*Margie Heggie Estefano	*Judy Cotchett Smith, Clerk
*Ben Grimsley	*Jonathan Viperman
Phil Johnston, Junior Warden	*Ray Weston
*Robert Key	*David Wolff
*Brian Kvam	Belton Zeigler
*Norah Grimball, Past Senior Warden	

Invited Representatives:

*Dan Fritze, Chancellor	*Scottie Frantz, Daughters of the Holy Cross
Mark James, Trinity Foundation	*Liz Summers, Treasurer
Ed Hickman, Still Hopes Representative	

Staff:

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

I. Opening Prayer

Dean Jones opened the meeting with prayer at 6:35 p.m.

II. Approval of the March Minutes

The minutes of the meeting of March 23, 2017 were approved by acclamation.

III. Discussion - SHIFT

Tim Jones and David Danforth initiated discussion about Chapters 2-4 with emphasis on moving from the concept of membership to discipleship. While reference to being members of the church is Biblically based, membership has taken on more a commonplace meaning of having an optional relationship with any kind of organization. The group was called to focus on those groups within Trinity in which a deeper and more involved relationship exists. Altar Guild groups, Growing in Christ Sunday School class, Tuesday Men's Bible study, the Vernon Scholars group and DHC chapters were described as having the qualities of deeper relationship that extend beyond being on a roster. Discussion evolved into other ideas for increased involvement including the intentional invitation to others to join, reinstating Covenant and other small groups, a focus for Canon Del Priore when he arrives. A suggestion was made to consider the study of SHIFT during Lent next year. Expanding opportunities

during the “formation hour” was suggested to encourage those not currently participating.

IV. Report of Executive Committee

A. Senior Warden’s Report

David Danforth reported the following:

1. Mark James is the new Trinity Foundation President.
2. David, Phil and Tim heard the need to have more discussion time on the agenda and David is encouraging members to bring issues forth that need conversation.
3. Phil Johnston is continuing to work on Stewardship to achieve a rolling leadership process rather than an annual campaign.
4. A new Youth Committee has been appointed with Mary McKissock as the Vestry liaison.
5. Vestry reports should highlight issues and opportunities to help ministries move forward. Be mindful of what the Vestry needs to know about each ministry.
6. Trinity Center is progressing well. Ray Weston and his team are evaluating the architects’ plans and responding. A storm water study in being done. A construction sign will be erected soon.
7. A refocus on the Trinity Forward campaign has begun. Communication began in the Tidings and a special upcoming issue of Cathedral Connections will focus on projects, especially the Trinity Center and the kitchen.
8. The Welcome Center area rest rooms will soon be complete and provide ADA compliant facilities.
9. The Properties Committee, chaired by Ray Weston, is revising its description of duties to include long range strategic matters including routine maintenance for the campus facilities.
10. A new Security contract has enabled us to have three people on Sundays and for special events.
11. Employee Handbook revisions are needed to reflect changes that have occurred since its recent publication. Norah Grimball will chair the HR Committee to provide these revisions and assure that it is evaluated annually for accuracy. The revisions will be given to the Vestry in May.

V. Committee and Other Reports

A. Finance Committee

David Wolff asked Mary McKissock to present the draft budget for the EYC Beach Retreat. This budget and budgets for other anticipated trips will be provided during the annual budget process in the future. Those were not done this year due to the transition in youth ministries leadership. Mary reviewed the budget that shows a potential \$265 deficit because the announced cost per person preceded the actual budget calculation. The trip might not take place if too few youth register. If it takes place, the deficit can be paid out of existing funds in the budget. Mary was encouraged to remind the Youth Committee to use existing Trinity vehicles when possible. The budget was recommended by the Finance Committee, seconded and approved by the Vestry.

1. Report of the Treasurer

Liz Summers gave the report on current financials, noting that higher than usual revenues and several open positions led to a positive net income for the first quarter of the year.

Balance Sheet

The operating cash checking account balance of \$44,120 on March 31, 2017 is the fourth month in a row with a positive balance. The Due From Bookstore has increased by \$8,090 in a year. The Due From TLC has been reduced by \$4,423 in a year. There have been no draws against the \$1 million line of credit during 2017. The Due To Trinity Forward liability was \$234,077 on March 31, 2017. This Due To account will be reduced as the 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

March revenues were stronger than usual at \$259,458. Year-to-date Contribution revenues were \$699,836, slightly ahead of Contribution revenues through March 2016 of \$688,885. Expenses for March 2017 were \$234,678, and year-to-date expenses remain below budget due to three unfilled positions that have saved \$53,947 of budgeted personnel expense. Approximately \$24,000 of the building maintenance budget was used in March for painting, roof leaks in the Cathedral and other smaller projects. There will be some significant expenses related to HVAC repair/replacement that will show up in the April and May financial statements. Net profit for March was \$24,781, making first quarter net income \$67,613.

Trinity Forward Campaign

There was \$1,334,720 of cash in the Trinity Forward account on March 31, 2017. In addition the Due From Operating has a balance of \$234,077, which may be drawn upon as needed for Trinity Forward projects. Contribution in March totaled \$69,319, and Contributions for the first quarter were \$106,327.

Dan Fritze was asked to comment on the status of the Morrisette estate. Trinity is officially approved to be a beneficiary of the estate. It will likely be the end of July before the cash gift will be received.

B. Children's Ministry

Wallis Bond is thrilled to be liaison to the children's ministry and praised Bibs Babson for the work she is doing. She outlined the countless programs and events she is providing, describing the research and study that goes into bringing the dynamic and meaningful worship and learning experiences for children and their parents. Donald Benson added that Bibs and other staff leaders are working so hard to provide excellent programs and they would benefit tremendously by administrative support for the myriad of physical tasks that need to be done. Volunteer support would be welcome.

C. Daughters of the Holy Cross

Scotty Frantz's written report outlined the many activities being undertaken by DHC board and members. She described her efforts to be inclusive of young and old, and new and seasoned members. DHC and the Men of Trinity led by Rusty Miller co-hosted an oyster roast recently to provide an opportunity for people to just gather in fellowship. She was thanked for providing complimentary invitations to staff to participate.

D. Youth

Mary McKissock reported that the new committee is working hard to support Eleanor Smolen in her work in rebuilding the Youth program. They are encouraging her work with the 5th graders and up and to recognize that it will take time to build the program around the new young people coming through it. The older teens might not participate as fully now but Eleanor remains in communication with some of them. Mary was encouraged to express the Vestry's support for her effort.

VI. Dean's Report

Tim provided a brief summation of Holy Week highlights noting excellence with the flowers, music, and Altar Guild service.

Tim anticipates with pleasure the arrival of Dorian Del Priore on May 14. Mentoring and supervising Eleanor Smolen is in his job description because he has been a youth pastor but his primary role is Canon for Parish Life. While Dorian begins work in mid-May, we will officially welcome him at the Pentecost picnic on June 4.

Tim continues to interview and "court" another priest to serve as "sub-dean" and Canon for Formation. It was noted by several members that the title "sub-dean" was not preferred. He had hoped to call a young seminarian to the Cathedral to serve as Curate, but budget constraints prevent that now. Members of the Vestry strongly supported the idea of adding a position when possible.

Addie Thompson won an Award of Excellence for Cathedral Connections at a recent national conference of church communicators.

Communications continues to be a priority. Maintaining and coordinating a calendar of programs, avoiding conflicts and achieving collaboration is a top priority. Tim sees the oversight of the annual calendar as a natural responsibility for Dorian.

Angela Daniel has been engaged as a consultant to the Trinity Foundation and the Cathedral to assist with stewardship and legacy giving. She begins May 1.

Judy Cotchett Smith will be helping us understand how we can do a better job of getting the word out.

VII. Open Discussion

David expressed appreciation for the open discussion that occurred during the meeting. He noted that he has received multiple requests to consider solar panels on the roof of the Trinity Center. Such a step will require a feasibility

study as to the financial advantage and physical ability since there are multiple AC units located on the top of the building. Tim noted that he is encouraging greater environmental responsibility by the church, increasing opportunities for Trinity Green. Donald reminded the Vestry that much is already being done toward energy savings through the use of LED lighting, programmable thermostat controls and more efficient AC units.

VIII. Closing Prayer

Tim closed the meeting with prayer at 8:46 p.m.

Respectfully submitted,

Judy Cotchett Smith
Clerk