

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**September 28, 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 Vipperman
*Phil Johnston, Junior Warden	*Ray Weston
*Robert Key	*David Wolff
*Brian Kvam	*Belton Zeigler
*Norah Grimball, Past Senior Warden	

**Invited Representatives:**

Dan Fritze, Chancellor	*Scotty 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 Dorian Del Priore	The Rev. Ira Houck
*Donald Benson, Canon for Administration	*The Rev. Canon Dr. Andrew Grosso

**I. Opening Prayer**

In the absence of Dean Timothy Jones, Canon Grosso opened the meeting with prayer at 6:40 p.m.

**II. Approval of the August Minutes**

The minutes of the meeting of August 24, 2017 were approved.

**III. 2016 Annual Audit**

Donald Benson introduced Ally Rivers of the Hobbs Group who reviewed the 2016 audit report with the Vestry, having already met with the Finance Committee. Ms. Rivers reported that the Hobbs Group issues a clean opinion and noted that they experienced superb cooperation from staff and found strong internal controls in place in operations. There were no issues nor adjustments needed to be brought to the attention of the Vestry. The report was accepted.

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

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

David Danforth reviewed the following:

1. The Annual Meeting is scheduled for January 28, 2018.
2. The search for a Canon for Pastoral Care continues.
3. A volunteer is being sought among the Vestry to prepare a short paragraph outlining highlights and actions of each Vestry meeting for posting in the following week's Tidings.
4. A recent newspaper article related to the presence of Confederate memorials and symbols in Episcopal Churches including Trinity was noted.
5. The Diocesan Convention will be November 4. Lay delegates from Trinity will be Senior Warden David Danforth, Junior Warden Phil Johnston, and Charles Bierbauer, Tad Abrams, Ed Tilden, Anne Runge, Rhonnie Newton and Sean Rankin. Two alternates, Boykin Exum and Will Hornsby, are available in case someone cannot attend.
6. A draft campus-wide security policy is almost complete and Peter Shand will bring it to the Vestry for review in the coming months.
7. Four contractors have submitted qualifications for potential bidding on renovations to the Trinity Center. Renovation will include roof replacement (actually, adding a second sloping roof to cover the existing problematic one and current gutters), replacing the stucco on two sides and evaluating whether the other sides need replacing, replacing all 199 windows, performing interior repairs where needed. Exterior drainage repair also will be undertaken. Discussion involved questions about the financial conditions of each contractor, a potential need for bonding and the sensitivity to communications relating to the change in the appearance of the building.
8. The Executive Committee is evaluating a proposal for a suggested role of the Trinity Foundation holding funds for Friends of Music and will be working with representatives of the Music Ministry, the Friends of Music, the Trinity Foundation and the Finance Committee on the matter.
9. Scotty Franz noted that the Bazaar is Oct. 14, preceded by a preview event on Friday evening Oct. 13 in Satterlee Hall. Pence Scurry and Sophie Martin are chairing the event.

##### **B. Proposed By-law Changes**

Norah Grimball reviewed the proposed changes to the By-Laws, noting that when approved, she would have them reviewed by members of the Parish Council and then presented to the congregation at the Annual Meeting. There was no discussion. Following a motion and second, the By-Laws were approved.

##### **C. 2018 Nominating Committee**

Norah presented the list of names being recommended for the Nominating Committee that consists of the current Wardens, past Wardens, members from each class of the current Vestry and the President of the Daughters of the Holy Cross. The 2017 Nominating Committee is as follows:

- Norah Grimbball, Chair, Warden Emeritus
- David Danforth, Senior Warden
- Phil Johnston, Junior Warden
- Wallis Bond, class of 2015-17
- David Wolff, class of 2015-17
- Judy Cotchett Smith, class of 2016-18
- Jonathan Vipperman, class of 2016-18
- Ben Grimsley, class of 2017-19
- Llewellyn Shealy, class of 2017-19
- Scotty Frantz, DHC President
- Lee Ayers. Senior Warden 2013
- John Moorman, Senior Warden 2002

She reviewed the proposed timeline culminating in the election of new members at the Annual Meeting on January 28, 2018. One duty of the committee will be to decide whether to propose a slate of proposed candidates or recommend a contested election. The Nominating Committee was accepted.

**D. Trinity Learning Center Board**

David presented two names for election to the TLC Advisory Board. John Rhodes Bailey and Sara Hazzard were approved as members of the Advisory Board.

**V. Committee and Other Reports**

**A. Finance Committee**

David Wolff said the Finance Committee is monitoring losses by TLC this year as compared to 2016, noting several unique expenses for insurance and bus maintenance, carpet cleaning and the like that were incurred this year. Enrollment is stable. The budget process for the cathedral will start next month and culminate before the Annual Meeting.

**1. Report of the Treasurer**

Liz Summers complimented the Hobbs Group's audit report and the staff's good work in preparing for it.

Balance Sheet

The operating cash checking account balance remained negative with a month-end balance of (\$48,589). The Cathedral continues to rely on the Restricted Accounts positive cash balance to pay some of its monthly expenses. The Cathedral Shop has a net loss through August of (\$10,657) and owes the operating fund \$61,078. Phil Johnston is working with the Cathedral Shop committee on plans to increase

revenues and reduce expenses. The monthly losses in the Trinity Learning Center continue, with the year-to-date loss through August at (\$14,591). This is a significant change from last year, when the profit in the TLC was \$37,734 through August. The TLC Board is aware of the losses and will be working with Donald Benson and Jean Knowlton to make a plan to address them. There have been no draws against the \$1 million line of credit during 2017. The Due To Trinity Forward liability was \$233,677 at August 31, 2017. 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

Total Revenues for the month of August were \$234,955, making year-to-date revenues \$1,901,207. Year-to-date Contribution revenues were \$1,836,742, compared to Contribution revenues through August 2016 of \$1,723,660. Expenses for August 2017 were \$218,742, and year-to-date expenses of \$1,837,497 remain below budget due to lower actual personnel expense than was budgeted. Building and maintenance and capital equipment have used \$161,718 of the \$177,000 budget through August. Net profit for August was \$16,718, bringing year-to-date net income to \$63,710.

#### Trinity Forward Campaign

As of August 31, 2017, there was \$1,367,423 of cash in the Trinity Forward account. In addition, the Due From Operating has a balance of \$233,677, which may be drawn upon as needed for Trinity Forward projects. Contributions in August totaled \$49,004, and year-to-date campaign outflows to \$87,917. The \$30,200 of collections for the Organ Maintenance Endowment was transferred to the Foundation in August.

#### **B. Children's Ministries**

Wallis Bond reviewed the activities, highlighting the vibrancy of program.

#### **C. Stewardship**

Ben Grimsley described the work being done by Wade and Lannie Stinnette and their committee focusing on the campaign theme, prayer and calendar. A brochure and pledge cards are being printed and weekly communications are being planned. Phil Johnston passed out a stewardship worksheet and challenged the Vestry members to calculate their potential to raise their personal pledge by a percentage point, reaching for a 10 percent goal.

#### **D. Youth**

In Mary McKissock's absence, the extensive written report was acknowledged with particular attention to the work being done with the confirmation class.

#### **E. Parish Life, Fellowship & Archives**

Wallis Bond reported for herself and Walter Edgar who is out of town. They are working with Dorian Del Priore and Allison Cox to create cohesion among representatives from many volunteer committees and the staff responsible to them. Wallis conducted a survey in August to find out what the various ministries and committees wanted and needed from the church. The results were varied but many expressed great appreciation for the Vestry's interest.

**F. Mission & Outreach**

Jonathan Vipperman presented a thorough update on the many outreach ministries, calling special attention to the need for more volunteers at WA Perry Middle School. There are opportunities to create clubs around any interest and skill set a volunteer may have. He also called attention to the progress being made at Morne Michel from the Vernon Grant and the Kellogg Foundation. The new Midlands Justice Ministry has seven team leaders from Trinity ready to join 35-50 communities of faith from the Columbia area to kick off the research.

**VI. Canon to the Dean's Report**

Canon Grosso presented an overview of his thoughts about planning for the coming years of adult formation that may include a stable faculty with more established curriculum. He will convene a working group to help plan. He is also talking with Dean Jones about creating a new strategic visioning process.

**VII. Closing Prayer**

Andrew Grosso concluded the meeting with prayer and it adjourned at 8:22 p.m.

Respectfully submitted,

Judy Cotchett Smith  
Clerk