

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**May 24, 2018**

**Vestry:**

\*Walter Chastain  
Llewellyn Shealy  
Susie Dibble  
\*Andy Slaughter  
Margie Heggie Estefano  
Judy Cotchett Smith, Clerk  
Ben Grimsley  
\*Ed Tilden  
\*Phil Johnston, Senior Warden  
\*Ian Weschler \*  
\*Robert Key  
Ray Weston  
\*Brian Kvam  
\*Susan White  
\*Clark Lee  
\*David Wolff, Junior Warden  
\*Mary McKissock  
\*Jonathan Vipperman  
Rusty Miller  
\*Beth Yon  
\*David Danforth, Past Senior Warden

**Invited Representatives:**

\*Dan Fritze, Chancellor  
\*Diana Ayers, Daughters of the Holy Cross  
\*Mark James, Trinity Foundation  
\*Liz Summers, Treasurer  
Eleanor Whitehead, Still Hopes Representative Staff:

**Staff**

\*The Very Rev. Timothy Jones, Dean  
\*The Rev. Canon Patsy Malanuk  
\*The Rev. Canon Dorian Del Priore  
The Rev. Canon Tina Lockett  
\*Donald Benson, Canon for Administration  
\*The Rev. Canon Dr. Andrew Grosso  
\* Canon for Music Jared Johnson

- I. Opening Prayer – Dean Jones called the meeting to order at 6:30 and opened with a prayer.

- II. Approval of the Minutes – A motion was made by Brian Kvam to accept the minutes of the April meeting, seconded by Andy Slaughter. Unanimous approval.
- III. Dean’s report (partial)
  - a. The Dean requested that he deliver part of his report at this point in the agenda to discuss a staff reorganization, because of scheduling issues with Rev. Malanuk and Rev. Del\_Priore. He deferred to Rev. Malanuk and Rev. Del\_Priore
  - b. Rev. Malanuk announced that she is relinquishing responsibility for Outreach, with Rev. Del\_Priore assuming that responsibility. This will allow Rev. Malanuk more time for “priestly responsibilities,” but more importantly, she felt that it was important for Mission and Outreach to be vested with a younger, full time staff member. Rev. Del\_Priore, in her opinion was a perfect fit for the job.
  - c. Rev. Del\_Priore spoke, indicating his desire for a function in Mission and Outreach. He will continue with Parish Life, but will integrate Mission and Outreach into Parish Life, with the combined function being called “Canon for Mission and Evangelism.” Rev. Del Priore briefly outlined several new ideas and indicated that the two functions dovetail nicely.
  - d. Actual roll out date of the change is to be determined.
- IV. Senior Warden’s Report
  - a. William Haselden has accepted the responsibility of overseeing the kitchen renovation effort and is putting together sub-committees.
  - b. Trinity Center for Mission and Outreach renovation – waiting on the design drawings. After the design drawings are received and accepted, bids will be obtained in order to choose a contractor.
  - c. Security – Peter Shand continues to work through safety, security and emergency procedures. In addition, he continues to investigate new security devices and systems and weighing costs. Canon for Administration Benson is trailing new walkie talkies to facilitate communication
  - d. Stewardship – Ben Grimsley has been working hard and has exciting ideas. Stand by for more information.
  - e. Music – The announcement of Doak\_Wolfe’s resignation was made. More on actions in the Music Committee report.
  - f. Communication Committee – good kickoff meeting, nothing further to report.
  - g. Hospitality room – Thanks for David Danforth for his hard work with the new Hospitality room.
  - h. Renewal works – Rev. Grosso presented a timeline for the Renewal Works Effort.
    - i. Work needs to be done on a communication strategy for the kickoff of the survey, which will be done on 9/9/18.
    - ii. A group who will conduct the workshops needs to be identified.
- V. Music proposal
  - a. Canon Johnson presented and update on the Cathedral Arts Initiative. The basic concept is to extend Trinity’s music education program to communities that don’t have access to music education. They would like to apply for a Matthew 25 grant from the Diocese. No money from Trinity will be required. Motion was made by Tilden to approve the application for a Matthew 25 grant, seconded by Slaughter. Carried unanimously.
- VI. Committee Reports

- a. Music Advisory Committee (presented by Canon Johnson)
  - i. The committee wishes to express its thanks for the support of the Cathedral. Over sixty children are going to Ireland.
  - ii. Canon Johnson and Dean Jones are meeting to determine how Doak Wolfe's responsibilities will be parceled out and how best to fill his role.
- b. Finance Committee
  - i. The Finance Committee received a request that approximately \$1,000 being held in restricted funds for the Boy Scout program be given to the Indian Waters Council since there is not an active troop at Trinity. These funds will be used to pay for summer camps for children who are unable to pay for registration fees. The Committee approved the request and forwarded its approval the Vestry. Motion from committee was seconded by Phil Johnson, approved unanimously.
  - ii. Treasurer's Report – The Treasurer presented the April financials and made the following comments:
    - 1. While the 5<sup>th</sup> Sunday in April boosted contributions, they are still running 10% behind last year.
    - 2. Balance Sheet – Operating Fund
      - a. The operating checking account had a positive balance of \$56,472 at 4/30/18.
      - b. Once the financials for the Cathedral Shop are finalized, the remaining balance in the Due from Bookstore account will be written off.
      - c. We have not borrowed from the \$1,000,000 line of credit in 19 months.
      - d. The Due to Trinity Forward liability was \$232,041 at 4/30/18. 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.
    - 3. Income Statement – Operating Fund
      - a. Contribution Revenues rebounded in April, thanks to there being 5 Sundays (one of which was Easter) in the month. However, it is concerning that year-to-date Contribution Revenues are running 10% behind last year. The Current Year Pledge, Non-Pledge Member Donations and Paid on Prior Year Pledge accounts are all down, while Open/Loose Offerings and New Member Pledges are up slightly.
      - b. Expenses through April are slightly below budget (30% versus 33.3%). Total Personnel Expense is within budget but higher than last year due to open clergy positions being filled and higher Group Health premiums. Total Facilities is currently below budget (27% vs. 33.3%), but will catch up and probably will exceed the budget once a plan to address the humidity issues in the Administration building

in enacted. Most of the Ministries are below budget, and some (Adult, Youth, Children's) are well below budget.

- c. Expenses for March were \$243,466, leading to a net gain for the month of \$15,875 and a net loss for the year through 4/30/18 of (\$26,963). The (\$26,963) loss through April compares to a gain of \$95,388 through April of last year, a year-to-year negative swing of (\$122,351).

4. Trinity Learning Center

- a. April was a good month for the TLC, and the \$7,305 net profit brought the year-to-date net profit to \$22,281. This compared to last year's (\$6,550) net loss is a good indicator that the TLC is on stronger footing financially.

5. Trinity Forward Campaign

- a. As of 4/30/18, there was \$2,346,368 available to be used on Trinity Forward projects.
- b. April contributions totaled \$11,476 (\$45,761 year-to-date) and funds expended totaled \$1,400 (\$6,184 year-to-date).

6. The Cathedral Shop

- a. No statements provided for April. Once all sale and expense transactions related to the Cathedral Shop are recognized (probably will be finished in June), the Due To Trinity Operating account will be adjusted and the remaining balance will be written off.

- c. Membership Committee – Llewelyn Shealy was not present, but her written report was distributed to all Vestry members.
- d. Trinity Learning Center – Mary McKissock presented the report. The TLC is rebounding nicely from last year.
- e. Still Hopes – Dean Jones visited Still Hopes this month and initiated a discussion over the use of the Trinity bus to provide transportation to Church on Sundays. The Men of Trinity are seeking volunteer drivers.

**VII.** Dean's Report

- a. Called attention to Bishop Curry's sermon in the Royal wedding. Great day for the Episcopal Church.
- b. Youth Minister search continues, with one promising candidate.
- c. The suggestion was made that we need to have resources in the Hospitality Room.

**VIII.** The meeting was adjourned at 8:26 with a prayer by Dean Jones.

Respectfully submitted,

Robert Key