

Trinity Episcopal Cathedral
Vestry Minutes
February 25, 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:

*Scottie Frantz, Daughters of the Holy Cross	Dan Fritze, Chancellor
David Sojourner, 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 Charles Davis	The Rev. Canon Ira Houck
	Donald Benson, Canon for

Administration

I. Opening Prayer

Dean Tim Jones called the meeting to order at 2:09 p.m. and opened with a prayer. He welcomed newly elected members.

II. Approval of the Minutes

The minutes of the meeting of January 19, 2017 were approved by acclamation.

III. Discussion

Senior Warden David Danforth explained the practice of allotting time on the agenda for discussion of issues that often are at the forefront of our work-life. He called attention to the distributed article on the traits of Vestry members and the list of “norms” that were developed last year for best practices for operating as a group. He asked that members who have ministry assignments requiring periodic reporting be attentive to those assignments on an ongoing basis to avoid having to rush to become knowledgeable about the ministry just prior to a report.

Written reports should be titled, dated, signed and sent electronically to Carole Carter no later than the Thursday prior to the Vestry meeting. Discussions of some topics during Vestry meetings are to be kept strictly confidential; all opinions are valuable; personal disagreements with the outcome of a vote are expected to remain within the group and the outcome of a vote should be supported as the decision of the Vestry.

IV. Report of the Executive Committee

A. Senior Warden's Report

- 1) The Executive Committee consists of the Dean, three Wardens, the Treasurer and Canon for Administration. Their job is to discuss important issues, not finalize them.
- 2) A Youth Advisory Committee is reforming to support Eleanor Smolen.
- 3) The Trinity Center renovation project will kick off Monday. David reviewed briefly the proposed schedule. It is hoped that the scaffolding that will have to be installed for the work will help stimulate fundraising.
- 4) Renovation of the children's restrooms near the Welcome Center to become ADA compliant will be underway soon, under Ray Weston's leadership. Similar work on restrooms on the third floor will follow.
- 5) The Security Committee continues to work on improving lighting on the campus.
- 6) The TLC playground fence is being raised 4-5 feet for additional security. TLC oyster roast fund-raiser will focus on replacing playground equipment.
- 7) Welcome Center renovation, funded by the Vernon Fund, is almost complete. Policies regarding athletics in the Trinity Center are to be developed.
- 8) The Men of Trinity group is donating oyster cookers for the many events the church sponsors. The gift was accepted through the new "gift acceptance policy".

Phil Johnston expressed his gratitude for David Danforth's hard work on the Trinity Center.

Stewardship: Phil reported the effort to reorganize the annual stewardship campaign from an annual call to a person or couple to a succession process that couples leadership and experience. Future campaigns will be led by a leadership team with co-chairs and an Emeritus chair, the Junior Warden, Trinity Foundation President and the Canon for Administration.

V. Committee and Other Reports

A. Finance Committee

David Wolff reviewed the stewardship report included with the agenda, highlighting a total to date of approximately \$2,520,000. The reports shows 125 people have stopped pledging but history indicates that some of those may pledge later in the year. The 2017 budget was found to have a recording error but the deficit can be covered by the pledge increase. The Finance Committee will monitor regularly and make adjustments as needed.

Liz Summers reported that January 2017 finances looked very good due to a surge of gifts at the end of December and a strong January that followed.

Balance Sheet

The end of January found an operating cash checking account balance of \$70,242. There were no draws against the \$1 million line of credit. Prepaid pledges for 2017 are significant, adding \$19,000 per month during 2017 for donations that came in during 2016. The Due To Trinity Forward liability was \$234,077 at January 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 needed for Trinity Forward projects.

Income Statement

January 2017 revenues of \$250,638 were a significant increase over the income recognized in January 2016 and were on track with the budget. Expenses for January 2017 of \$210,711 were slightly below budget and were close to an exact match for January 2016 expenses. Open positions saved almost \$18,000 of budgeted personnel expense for the month. Net income for the month was \$39,927.

Trinity Forward Campaign

There was \$1,259,419 of cash in the Trinity Forward account as of January 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. Contributions in January totaled \$28,648.

VI. Dean's Report

Tim Jones distributed the Parochial Report as asked for the Vestry's approval of it prior to submission to the Diocese as required. The Vestry requested that the report be distributed electronically after the meeting and that in the future it be distributed with the agenda materials prior to the requested vote. The report was approved as distributed.

Dean Jones reported that an offer to a new clergy person had been made and accepted, but subsequently rescinded because of issues related to that clergy's school aged children. Active searches continue and the Dean is hopeful one or more will come to fruition soon.

Christine Koon, security officer, will be retiring after 23 years. Her last Sunday will be February 28. Donald Benson is interviewing for her replacement.

The Trinity Forward Campaign remains a high priority. Only 200+ have given or pledged thus far so the potential is great. The donor for the entire kitchen project remains a possibility.

Lenten theme is "Declare a Fast."

The meeting was adjourned at 3:21 p.m.

Respectfully submitted,

Judy Cotchett Smith
Clerk