

Trinity Episcopal Cathedral
Vestry Minutes
January 24, 2019

The following are the members of the 2018 Vestry. Names marked with an asterisk were present.

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 Viperman
*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:

*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

I. Opening Prayer

The Dean opened the meeting at 6:37 p.m. with scripture and prayer.

II. Approval of December Minutes

The minutes of the meeting of December 20, 2018 were approved.

III. Report of Executive Committee

Senior Warden's Report

Phil Johnston made his last report as Senior Warden.

- The Annual Meeting will be this Sunday with an amended service schedule. All are encouraged to attend the meeting in Satterlee Hall that will follow a combined 10 a.m. Cathedral service.
- The budget will be presented for approval tonight. He noted that our revenues are flat and conditions are tight. The Budget and Finance committees are considering a change in the budget process next year,

beginning to develop the mission goals for the year during the summer months and then focus on funding those goals through the stewardship campaign in the fall.

- Phil recognized and thanked outgoing Vestry members: Susie Dibble, Margie Heggie Estefano, Robert Key, Andy Slaughter, Judy Cotchett Smith and Jonathan Vipperman. Also concluding their ex officio roles are Diana Ayers and David Danforth. He acknowledged particular gratitude to David Danforth for his extraordinary work on the Trinity Center project and an outstanding Nominating Committee effort this year.

David Wolff reported the following:

- A Vestry Retreat will be February 22-23 at St. John's Episcopal Church. The focus of the retreat will be RenewalWorks and team building.
- The Foundation is hosting a reception in Satterlee Hall on February 12 at 5:30 p.m. All are encouraged to attend.
- The Trinity Learning Center board is reviewing its by-laws and has asked for guidance from the Vestry as to the makeup of its board and officers related to Trinity members. They question whether the majority should be Trinity members and if officers should be Trinity members. A motion was made to let the TLC board decide its own makeup and officers. After extensive discussion, the motion was tabled because David can convey this sentiment to the board and the revised by-laws will return to the Vestry for approval.

IV. Committee and Other Reports

A. Finance Committee

1. Report of the Treasurer

Liz Summers reviewed the financial statements for December and commented on the current status.

Balance Sheet – Operating Fund

A December surge of donations brought the operating checking account back to a positive balance of \$111,919. The \$1 million line of credit has not been borrowed against for 27 months and the Due To Trinity Forward liability was \$230,369 at December 31, 2018. The Trinity Center project work is underway, and at the time this liability is called, we will need to begin borrowing against the line.

Income Statement – Operating Fund

While cash inflows during December were significant at \$499,665, overall revenues fell short of expectations and ended the year at 96.2 percent of budget. Contribution Revenues for 2018 were \$118,383 less than budget and were \$66,652 less than 2017 Contribution Revenues. Tight expense control and use of restricted funding where appropriate kept total expenses at 97.8 percent of budget. Almost all ministry areas and departments were below budget. The write-off related to the Cathedral Shop (\$42,104) and increased support for the Trinity Learning Center (\$18,258 more than

2017) contributed to the (\$49,391) loss for the year. This loss compares to a \$67,230 profit for 2017.

Trinity Learning Center

While the financial statement shows that TLC broke even for the year (\$1,272 profit), that was after \$55,000 of support transferred from the Operating Fund (loss before support of \$53,728). These numbers compare to 2017's profit of \$13,834, operating fund support of \$36,742, and loss before support of (\$22,908). Total revenues for the year exceeded budget (101.3%), but higher than budgeted Personnel, food costs, and kitchen supplies led total expenses to be 107.1 percent of budget. The TLC Board is committed to improving the financial results of the TLC, approved a fee increase and presented a balanced budget to the Finance Committee. Jean Knowlton and Donald Benson are working together to address staffing adjustments and monitor all expenses.

Trinity Forward Campaign

As of December 31, 2018, there was \$2,564,115 available to be used on Trinity Forward projects. This number does not include the projected donation from the Trinity Foundation that was discussed at the August Vestry meeting. December contributions totaled \$91,998 (\$312,984 year-to-date) and interest earned through year-end was \$5,613. Funds expended in December were \$2,921 (\$56,450 year-to-date) and were related to the Trinity Center repairs and kitchen renovation plans. As the work on the Trinity Center is now in progress, payments to the contractor will begin shortly.

Trinity Foundation

Assets in the Foundation at December 31, 2018 were \$7,288,576: \$3.0 million in Vernon Funds; \$2.6 million in General Endowment, \$831 thousand for Churchyard/Building and Property; and \$819 thousand for Special Purposes. Inflows to the Foundation this year of \$423,383 included bequests, memorials and honoraria, dividends and other gifts.

Disbursements of \$189,255 included management fees, funds paid to the Operating Fund for accounting and audit service, payments of annuities, payment for special purposes (St. Lawrence Place, Camp Bob, church yard), and Vernon Fund projects. In addition, an unrealized loss of (\$627,784) was recorded related to the recent stock market decline.

2. Approval of the 2019 Budget

Robert Key reminded the Vestry of the Budget Committee members (Donald Benson, Walter Chastain, David Danforth, Andrew Grosso, Phil Johnston, Tim Jones, Robert Key, Clark Lee, Liz Summers, Susan White and David Wolff), and the process undertaken from mid-November through yesterday. It included budget requests from departments, revenue projections, drafts and revisions. The Budget being presented was approved by the Finance Committee and the Vestry is being asked to approve it for presentation to the congregation at the Annual Meeting on Sunday, January

27, 2019. Robert noted that Total Revenue projected for 2019 is slightly less than 2018. For the most part all categories of expenses are lower than 2018, with a few small increases in expenses like personnel and insurance known to be increased. He pointed out two notable additions to the expenses, a line item on Interest on the Line of Credit that is expected next year, and \$15,000 investment toward Working Capital. After lengthy discussion around the continuing dilemma of decreasing numbers of pledging units per year and the positive aspect of an increase in the average annual pledge amount, the Vestry concluded that challenge of enhancing the amount pledged to Trinity annually must continue to be addressed. The first opportunity will be in presenting the budget to the congregation in a compelling way. The motion to approve the 2019 budget was approved.

3. Approval of the 2019 Trinity Learning Center Budget

Robert presented the budget that was approved by the Finance Committee and made a motion to approve the budget for 2019. The TLC budget for 2019 was approved as presented.

B. Education and Christian Formation

Ian Weschler and Andrew Grosso were complimented on the in-depth written report capturing the past year's formation efforts and highlighting plans to come.

C. Parish Life and Fellowship

Beth Yon and Dorian Del Priore had no additions to their written report.

D. Stewardship

Ben Grimsley called attention to the summary of the Stewardship Campaign and thanked members of the Vestry and staff for assistance in making calls and continuing to encourage givers. Additional pledges are expected in the coming month. Tina Lockett expressed gratitude for the pastoral issues that were discovered in the process. Ben received accolades from the Vestry for the work done by him and Adele.

V. Dean's Report

- Dean Jones reported that he had attended a meeting of Deans and Rectors of large parishes across the country where they discussed best practices. Many good ideas have emerged.
- Contact by phone and/or email with members of Trinity continues to be a problem. The Communications Committee and the Wardens and Dean are working on ways to improve that. One possibility might be a pictorial directory that could be an incentive for people to update their contact information.
- RenewalWorks will be the subject of a clergy retreat next week, a canons' meeting the same week, and the Vestry retreat in February. One topic that the data showed, in addition to the desire for more spiritual support, was the recognition of the tensions within our church between

liberal and conservative viewpoints. The Dean will be prayerfully discerning how to talk about those differences.

VI. New Business

Dean Jones nominated Llewellyn Shealy to be the Clerk of the Vestry for 2019. Her nomination was seconded and she was approved by acclamation.

VII. Open Discussion

No other business was considered.

VIII. Closing Prayer

The Vestry adjourned at 8:30 p.m. singing the Doxology.

Respectfully submitted,

Judy Cotchett Smith, Clerk