

Trinity Episcopal Cathedral
Vestry Minutes
May 23, 2019

The following are the members of the 2019 Vestry. Names marked with an asterisk were present.

Vestry:

Michael Beal	*Tim Owens
*Gus Chapman	*Llewellyn Shealy, Clerk
*Walter Chastain	*Wade Stinnette, Junior Warden
Ben Grimsley	*Ed Tilden
*Marian Hornsby	*Ian Weschler
*Phil Johnston, Immediate past Senior Warden	*Susan White
Brian Kvam	*David Wolff, Senior Warden
*Clark Lee	*Stephen West
*Mary McKissock	*Ray Weston
Jonathan Milling	*Beth Yon
*Rusty Miller	

Invited Representatives:

*Dan Fritze, Chancellor	*Louise Taylor, Daughters of the Holy Cross
Susie Van Huss, 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

At 6:10 p.m., Dean Jones welcomed everyone and called the Vestry Meeting to order.

I. Opening Prayer

The Dean said an opening prayer.

II. Bible Study

Wade Stinnette led a Bible study on Luke 3:21-22. He explored questions about why Jesus was baptized. Wasn't the Holy Spirit with him already? Why does Jesus need the Holy Spirit? In this verse from Luke, God the Father, God the Son and God the Holy Spirit are all present when Jesus receives the Holy Spirit. Jesus needs the Holy Spirit to heal because He was a man. Ephesians 1:15-23 tells us that the

Holy Spirit is also our source of strength. We cannot solve all the problems of the world; we must have God with us.

II. Approval of February Minutes

The minutes of the April 25th meeting were approved without revisions.

III. Audit Report - Mark Hobbs

Mr. Hobbs stated that it was a clean audit and that they did not find any errors. He noted that the movement of funds is under control and the books and records are clean. They did not find problems, disagreements, fraud, or irregularities. The financial statements are reliable to users and the financial system is appropriate. The audit was accepted by the Vestry and The Dean thanked Donald Benson for a job well done.

IV. Report of the Executive Committee

Senior Warden's Report - David Wolff

David Wolff gave an update on the Security Procedures Manual.

- The bag policy was discussed and no changes were made. The usher captains will be trained to enforce the policy as it is written.
- There will be a new policy about unaccompanied minors and the restroom. In keeping with our Safe Church Policy, parents, grandparents, or guardians must accompany children under age 12 to the restroom.

Building Updates

- The Trinity Center should be complete in the next couple of weeks. Windows are currently being installed. There will be limited interior work to follow.
- The exterior work on the Administration and Diocesan Building will continue during the next few months. Watertight is the company doing the work.
- The kitchen plans are complete. The work is scheduled to begin in July. Fundraising and presentations are happening right now. The Daughters of the Holy Cross gave a \$50,000 donation towards the renovation. A reception is planned for potential donors.
- The grand reopening of the Trinity Center is planned for August 18th.

Brian Kvam has moved to Winston Salem. He was scheduled to rotate off the Vestry in January so there will be no replacement.

At the Annual Churchyard meeting it was suggested that the Dean and his wife be offered two spaces in the Trinity churchyard. Walter Chastain made a motion and Ed Tilden seconded it to offer the Dean the burial plots. The motion was approved.

V. Dean's Report

Staff Update

- Jessica Umbach is the new Director of Communications.
- Pam Tessier is the Associate for Administration and Facilities.
- Elizabeth Bentrup is the Administrative Assistant for Worship and Liturgy.
- Laura Rozier is the Director of Chapel Music.
- Joe Setzer has accepted apposition in Phoenix, Arizona.

The new Sunday schedule began on May 26th. A brochure explaining the changes will be sent to the congregation. The Dean begins his sabbatical at the end of May. He will visit congregations in New York, Pennsylvania, Virginia, and England. He will attend a writing conference and a music camp in North Carolina. He also is planning to spend time in reflection, rest, and prayer.

Highlights

- Clarke Newton and Jonathan Milling presented to 70-80 parents and youth about the dangers of alcohol and drugs.
- After June 23, Christopher McDonald will no longer be the Keenan musician. His position is being eliminated.

VI. Committee Reports

A. Finance Committee - David Wolff

The Finance Committee suggested a new budgeting schedule for the 2020 budget. The budgeting process would begin in July and August and be presented to the congregation with the Stewardship Campaign. Walter Chastain made a motion and Ian Weschler seconded it to change the budgeting schedule. The motion was approved.

The Endowment committee is revising the by-laws for the Foundation and clarifying the Vernon fund uses. The first meeting was very productive.

Liz Summers reported on the Cathedral's finances as follows.

1. Balance Sheet - Operating Fund

Easter donations kept the Operating general checking account barely solvent, with a 4/30/19 balance of \$6,095. We should expect to be in the red before the end of May. The Restricted Checking account balance was \$386,277.

Note that at the direction of the Vestry as approved at its April meeting, the Due To Trinity Forward liability of \$230,369 was removed from the Balance Sheet.

While the Fund Balance is still negative, it is much improved with the release of this liability.

2. Income Statement - Operating Fund

Donations received during Easter made for the strongest revenue month this year (\$266,806).

Most departments and ministry areas are close to or less than their budget projections. Work to address the humidity issues in the Administration building is ongoing (\$40,051 spent to date).

Total Expenses for April were \$262,144, which means April had a positive net income of \$4,662 and a year-to-date loss of (\$34,703).

The release of the \$230,369 liability related to Trinity Forward is reflected on the income statement at the end.

3. Trinity Learning Center

April income was bolstered by fees from summer registrations and additions to the waiting list. Expenses were as expected, leaving a net profit for the month of \$32,563 and for the year-to-date of \$41,816.

4. Trinity Forward Campaign

As of 4/30/19, there was \$1,528,762 in cash earmarked for Trinity Forward projects. The Due From Operating asset of \$230,369 was removed from the balance sheet as satisfaction of the debt reduction portion of the campaign.

April contributions totaled \$8,745 (\$37,814 year-to-date) and interest earned was \$2,504 (\$11,671 year-to-date). Work on the Trinity Center continues, with \$855,637 paid to-date this year. The removal from the balance sheet of the Due From Operating is reflected as an expense in April.

5. Trinity Foundation

Total assets in the Foundation at 4/30/19 were \$8,043,578 - \$3.3 million in Vernon Funds, \$2.9 million in the General Endowment, \$939 thousand for Churchyard/Building and Property, and \$904 thousand for Special Purposes. Asset values reflect the market growth experienced since the start of 2019.

Year-to-date inflows (\$83,273) include memorials and honoraria, dividends, and other gifts. Because of the recent market gains, there is also an *unrealized* gain of \$619,408 on the income statement.

Year-to-date disbursements (\$82,835) include management fees, funds paid to the Operating Fund for accounting and audit services, payments of annuities, payments for special purposes (Church yard), and Vernon fund projects.

B. Membership and New Comers - Clark Lee

Twenty-seven people attended the new comers dinner.

Allison Cox is working to create "glue crews" to serve as hospitality hosts for various events.

Twenty-five youth and thirteen adults were confirmed on May 5.

C. Trinity Learning Center - Mary McKissock

The Trinity Learning Center is doing well through April. The current enrollment is at capacity of 112. There are waiting lists for all classes, including After School. Two rooms will be affected by the kitchen renovation and will be relocated for about a month and a half.

D. Still Hopes - Eleanor Whitehead

Trinity members from Still Hopes attended the Lenten lunches. The bus served 8-18 participants. The Dean's quarterly visit was a big hit. Thank you to Caroline Mathews for the refreshments.

E. New Business - Wade Stinnette

New stewardship chairs for 2020 are needed to work with the Vippermans this year.

Of Note

Addie Tapp is doing a great job with the youth and the Confirmation class. The Trinity Girl Scout community is thriving. Thirty-five girls meet monthly.

The Dean said a closing prayer and the meeting was adjourned at 7:59p.m.

Respectfully Submitted,

Llewellyn Shealy, Clerk

