

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**November 15,2018**

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 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:**

|  |                                  |
|--|----------------------------------|
| *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**

Phil Johnston opened the meeting with prayer at 6:29 p.m. He reported that the Dean is attending a Foundation reception and would be arriving soon.

**II. Approval of Minutes**

The minutes of the meeting of October 25, 2018 were approved by acclamation.

**III. Report from the Vernon Funds**

The agenda was amended to allow Mason Hardy to report on recommendations for the Vernon Funds for the year. The committee reviews applications and made the following recommendations: Christian Formation, \$42,367 for seven separate activities; Mission and Outreach, \$35,000 for four efforts; and Facilities, \$38,401 that is the first of three annual pledges to the Trinity Center renovations. Mason reported that a subcommittee of the group

will meet to discuss the current guidelines and help bring clarity to the objectives about the number of years projects should receive repeat funding. One issue is that of subsidizing the Kanuga Parish weekend for Trinity families. The cost of attendance has become prohibitive for many large families. This issue is actually a concern for more than the Vernon Fund committee, and will be addressed by Parish Life and the Children and Families committees. Mason was commended for the excellent written report. The recommendations of the Committee as presented were approved.

**IV. Report from the Trinity Foundation**

Mark James provided his year-end report to the Vestry on the Trinity Foundation Commission. He reviewed the membership, officers and status of the accounts and funds within the Foundation. At this time, the Foundation is focused on increasing its emphasis on planned giving. The Gift Acceptance Policy and Foundation By-Laws are being reviewed for consistency with the Cathedral By-Laws.

**V. Report of the Outreach Futures Committee**

Tim Jones provided an overview of the formation of the committee and welcomed Bill Matthews to provide a summary of the process and results. Bill distributed a graphic outlining the work of the committee from inception in the summer of 2016 through its deliberations and final recommendation in November 2018. The group, consisting of Shirley Kuiper, Beth Yon, Tommy Little, Donna Waites, Nela Edgar, Tim Jones and Bill Matthews, identified 15 current community problems and after careful research and study, and with the assistance of a consultant, refined and vetted the problems. Two, housing for women parolees and housing elderly homeless, received further study with the help of experts. The committee seeks approval from the Vestry to create an exploratory group to consider a future program for housing 20-25 elderly homeless individuals in partnership with Transitions, Still Hopes and Finlay House. Following discussion, the motion was made, seconded and approved.

**VI. Report of the Executive Committee**

**A. Senior Warden's Report**

- The Diocesan Convention held November 2-3, 2018 at Trinity was a success thanks to a host of volunteers led by Caroline Matthews. A new Diocesan capital campaign was approved to fund a new senior citizen program in partnership with Still Hopes at the current York Place, expand Camp Gravatt, and enhance the work of Canterbury (college-age chapters) at Clemson, USC and other colleges.
- Repairs to the Administration Building and the Diocesan House are awaiting bids; the needed work will be more extensive than previously thought.
- Ben Grimsley updated the Stewardship campaign results. To date, 376 pledges have been received as compared to 338 pledges this time last year. Tim emailed a letter to former pledging families; calls by the Vestry

will be made November 26 and 27. Members will be asked to sign up to participate.

- David Danforth reported that many nominations were received by the 2019 Nominating Committee. The Committee will meet again on November 18 to finalize its recommendations on the candidates and to make a decision on whether to go with a slate or an election, both of which will be presented to the Vestry in December for approval and published thereafter.
- A Newcomer's Retreat went well though not as large a group as hoped. Mentors will be provided for every newcomer family. Vestry members are encouraged to become mentors.
- David Wolff asked the opinion of the Vestry if the chairperson of the Trinity Learning Center board should be required to be a Trinity member. Discussion of the pros and cons followed.
- Brian Kvam will be moving out-of-state in the summer of 2019. He can fulfill his duties on the Vestry until then so he will not resign until that time since his tenure will expire in December anyway.

## **VII. Committee and Other Reports**

### **A. Finance Committee**

Robert Key said the Budget Committee will meet soon to begin work on the 2019 budget. Meetings have been held with ministries and departments. Clark Lee will join the committee to represent the Vestry. If revenues continue as anticipated, Robert expects there will have to be some hard decisions. He noted that the need to build reserves and develop a working capital policy continues to be a high priority.

#### **Report of the Treasurer**

In Liz Summers's absence, Robert Key provided the financial overview.

#### Balance Sheet - Operating Fund

The operating fund checking account was overdrawn to (\$172,168). This negative cash position is normal for October but slightly worse than in other years. We have not borrowed against the \$1 million line of credit in 25 months and the Due To Trinity Forward liability was \$231,414 at October 31, 2018.

#### Income Statement - Operating Fund

October was a better month for collections at \$227,613. Year-to-date New Member Pledges were \$26,675. Expenses through October were below budget (77.1 percent actual versus 83.3 percent projected). Higher donations helped October return a small profit, leaving the year-to-date deficit at (\$159,203).

#### Restricted Accounts - Operating Fund

Increases in October were related to Pledges Paid in Advance (\$9,200), basketball fees (\$11,640), Friends of Music (\$13,343), and the Cathedral Music School (\$3,431).

### Trinity Learning Center

Another month of lower revenues and higher expenses led to a (\$12,085) loss for October. The higher expenses are being driven by personnel costs related to ratios, and food costs. The year-to-date loss of (\$12,963) compares to a (\$20,072) loss at October 31, 2017. Donald Benson is working with Jean Knowlton and the TLC Board to address the shortfall and construct the budget for 2019.

### Trinity Forward Campaign

As of October 31, 2018, there was \$2,462,491 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. October contributions totaled \$38,161 (\$204,279 year-to-date). Funds expended in October were \$26,550 and were related to the Trinity Center repairs.

### Foundation (new report this month)

Assets in the Foundation at October 31, 2018 were \$7,500,786: \$2.7 million in the General Endowment (36 percent), Vernon Funds totaled \$3.1 million (42 percent), \$862,000 for Special Purposes (11 percent) and \$816,000 for Churchyard/Building and Property (11 percent). Revenues in the Foundation include bequests, memorials and honoraria, and other gifts. Primary expenses include management fees, funds paid to the Operating Fund for accounting services, payments of annuities, payments to special areas (St. Lawrence Place, Camp Bob, churchyard), and Vernon Fund projects.

### **B. Communications**

Judy Cotchett Smith called attention to the written report emphasizing its work on Cathedral Connections, website redesign and increasing our communication links to members of the parish. A pictorial directory for the parish is a real possibility. As always, feedback on communication tools is appreciated.

### **C. Music Advisory Committee**

Susie Dibble highlighted the outstanding work of the music department and staff. The summer trip to Ireland, 118 choir members, concerts and the addition of the Cathedral School of Music were among some of the outstanding accomplishments.

## **VIII. Dean's Report**

- Garrett Ayers has been accepted as a postulant, a significant official step toward ordination in the Episcopal Church. He will attend Seminary in the fall.
- The December 20 Vestry meeting will begin with dinner and the meeting at 6 p.m.

## **IX. Open Discussion**

Ed Tilden found the Diocesan Convention's Leadership Day dedicated to environmental stewardship very encouraging. Following discussion of new

possibilities for renewed commitment and past work done by the Trinity Green committee, the issue was tabled. An effort was encouraged to integrate new ideas with past efforts.

**X. Closing Prayer**

The Dean closed the meeting with prayer at 8:45 p.m.

Respectfully submitted,

Judy Cotchett Smith  
Clerk