

Trinity Episcopal Cathedral
Vestry Minutes
April 26, 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 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

Dean Jones called the meeting to order with prayer at 6:34 p.m.

II. Approval of the Minutes

The minutes of the meeting of March 22, 2018 were approved by acclamation.

III. Report of the Executive Committee

A. Senior Warden's Report

Phil Johnston reported on two follow up actions from the Vestry retreat: 1) A schedule for the Vestry rotation has been prepared by Allison Cox and will be distributed to members. Nametags are being made. Assigned members will be asked to position themselves on the South Porch before the 9 a.m. and 11:15 a.m. services and in front of the Cathedral after those services. They are encouraged to engage in conversation and be available to answer questions. There will be a primary assignee and a backup for each service and members are asked to swap around if needed to assure there is

someone in attendance. Greeters will be notified in advance to be sure they understand that the Vestry representative is intended to be complementary. Tidings and bulletin announcements will be made. 2) Phil and Allison continue to work on an energized newcomers' process to engage and connect them to service and participation opportunities. An annual retreat is being planned to orient newcomers and mentors are planned.

Other issues include:

- A compensation committee consisting of the Wardens, the Dean, Liz Summers, Donald Benson and Susan White has been formed to provide a structure for compensation and performance evaluations.
- Work continues on the Friends of Music proposal with two new funds proposed. Further review is being done before a final decision is made.
- Planning for the vacated Cathedral Shop space continues. Tim and others are considering how to make the space hospitable and encourage people to congregate there. Discussion centered on the complexity of balancing hospitality, accessibility to clergy and staff in the Administration building and maintaining adequate security.

IV. Committee and Other Reports

A. Finance Committee

In Robert Key's absence, David Wolff reported that the Finance Committee focused on the Outreach Committee's request to restore some of the funds cut in the 2018 budget. After much discussion, \$3000 was restored for Jumpstart and the Justice ministries. Budget dollars were reallocated among other funds and the committee will reconsider on a quarterly basis as it monitors income and expenses going forward. Stewardship results continue to be positive; however, there are uncertainties as to the impact of new tax laws on individual giving in future years. David Danforth reported on work being done to improve the style that financial data is reported as suggested by Rusty Miller. Robert Key, Donald Benson, Walter Chastain and David Danforth are attempting to create a single page chart format presentation from the current multi-page Chart of Accounts that could reflect the mission of Trinity. They envision nine categories of expenses including Outreach, Worship, Formation, Administration, Facilities, Pastoral Care, Parish Life, Music and Diocesan Pledge. The process is complex and not yet complete.

1. Report of the Treasurer

Liz Summers reported the following:

Balance Sheet – Operating Fund

The operating checking account had a positive balance of \$69,538 on March 31, 2018. Once the financials for the Cathedral Shop are finalized, the remaining balance in the Due From Bookstore account will be written off. We have not used the \$1,000,000 line of credit for 18 months. The Due To Trinity Forward liability was \$232,877 at March 31, 2018. 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 - Operating Fund

Contribution Revenues lagged a bit in March, bringing year to date collections down \$71,000 compared to March 2017. Around \$45,000 of this decline is related to a Sunday mismatch (12 this year, 13 last year through March 31). The Sundays will even out in the April financials and Easter will be in both years, so an April to April comparison will be a better one than we have had so far this year. Total Personnel Expense is within budget but higher than last year due to open clergy positions being filled and higher Group Health premiums. Expenses for March were \$236,808, leading to a net loss for the month of (\$13,367) and for the year through March 31, 2018 of (\$42,838).

Trinity Learning Center

March collections of \$105,745 were stronger and they include revenue for February that was paid late. The significant inflow of revenue brought the TLC back to a \$14,976 profit through March.

Trinity Forward Campaign

As of March 31, 2018, there was \$2,337,128 available to be used on Trinity Forward projects. In March, contributions totaled \$15,456 (\$34,285 year-to-date) and funds expended totaled \$3,384.

The Cathedral Shop

No financials are available yet for March. Once all sale and expense transactions related to the Cathedral Shop are recognized, the Due To Trinity Operating account will be adjusted and the remaining balance will be written off.

B. Men of Trinity

Andy Slaughter reviewed the distributed report highlighting the recent events and noting that an attempt is being made to get younger men involved.

C. Properties

In reviewing the in-depth written report, Ed Tilden made additional comments on Trinity Center repairs, noting that drawings should be available in three to four weeks and following review, bids will be sought for the repairs. Kitchen renovation plans are being guided by William Haselden who will develop and coordinate three sub-committees to assist with the development: Stakeholders, representatives of key user groups; Logistics, to address how meals will be served while the kitchen is out of commission; Going Forward, planners for the future operations of the new kitchen. Two projects, meeting room inventory and signage, need volunteer leadership. Rusty Miller and Andrew Grosso agreed to work together on the meeting room issues. Tim recognized the hard work of Jim Sims on the Churchyard committee and suggested our thanks were in order. This discussion led to a suggestion that opportunities to work on these or other committees should

be publicized to the parish because there may be others who need or want to get involved. Additionally, the Dean is working on parking issues and there was much discussion about the problems inherent in the lack of weekday parking resulting in diminished participation in programs and services.

D. Stewardship

Ben Grimsley reviewed the distributed report and made special comments about the success of the “Thank You” campaign. It was deemed so positive that a similar plan will be implemented during and following the campaign next year. He noted that as of April 12, 2018, 582 pledges totaling \$2,635,140.25 have been received, representing an increase over 2017 of the number of pledges and the total dollars received.

E. Daughters of the Holy Cross

Diana Ayers called attention to the written report and highlighted activities already accomplished this year and those being anticipated.

V. Dean’s Report

Tim Jones asked Andrew Grosso to review the proposal for the Renewal Works Timeline developed since the last Vestry meeting. The schedule presented includes beginning the process in May with a formal roll out to the parish of the “inventory” in mid-August, concluding with a strategic vision by the Annual Meeting 2019. Lengthy discussion ensued about the complications of summer months engagements, some perceived conflicts with the Stewardship Campaign in the fall, and the sense of urgency for demonstrating some positive progress toward a new strategic vision. A motion was made to engage Renewal Works with a to-be-determined timeline to implement a parish-wide inventory that will feed into our visioning and strategic planning process. The motion received a second and was approved by the Vestry with one in opposition. Andrew Grosso, Tim and the Wardens will continue the discussion with Renewal Works and establish a specific timeline that will include beginning communication in May with full implementation from late August to mid-September.

- Tim is sending letters or encouragement to a few specific parishioners who are exploring other places of worship but have not transferred away.
- The loss of activities related to the bookstore is being felt and a committee of Louise Taylor, Allianne Duvall, David Danforth, Emery Smith and the Dean are trying to find a creative solution for the two soon to be vacated rooms. Suggestions include having a lounge-type space where groups like the Needlepoint Guild and Canterbury Café might use as a gathering space. All Vestry, newcomers and others are encouraged to gather.
- Usher teams are being led by West Summers who will be emphasizing the “greeterly” side of ushering in addition to ushers being conversant on crisis intervention should it be needed. Usher recruitment is underway.
- Parking complaints continues to be a focus. Solutions are being sought.

- The search for a youth minister continues with three potential candidates, though the national pool of youth ministers is deemed small.
- A Communications Committee was formed to assist with Addie's temporary absence and will continue to develop editorial plans for Cathedral Connections and other opportunities. Judy Cotchett Smith has agreed to chair the group.
- Choirister recognition will be this Sunday.
- The Bishop will be confirming 37 youth and adults on Sunday, May 5 and will conduct a Forum in Satterlee Hall between services.
- Name tags are being encouraged.
- Camp Gravatt is having a fund raiser on May 5 and may ask to use the Trinity bus if a group from Columbia attends.
- Trinity Forward has reached \$3 million in gifts and pledges, a milestone mark toward the \$3.9 million goal. Communication will be made to the parish to encourage more donations and opportunities for named recognition.

VI. Open Discussion

Rusty Miller encouraged consideration of attendance at Cursillo in July.

Patsy Malanuk updated the group on Monday's convocation at Brookland Baptist Church for More Justice, attended by 1300 people, 83 of whom were from Trinity.

V. Closing Prayer

The Dean closed the meeting with prayer at 9:11 p.m.

Respectfully submitted,

Judy Cotchett Smith
Clerk