

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**August 23, 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**

Tim Jones opened the meeting with prayer at 6:34 p.m.

**II. Approval of the July Minutes**

The minutes of the meeting of July 26, 2018 were approved as amended to reflect the addition of names of attendees inadvertently omitted from the document.

**III. Report of the Executive Committee**

Dean Jones announced that the Trinity Forward campaign has succeeded in reaching a total of \$3.1 million toward its \$3.9 million goal. Leadership believes the goal is attainable and an extraordinary effort will be made to bring the campaign to a formal conclusion by the end of September. He asked Phil Johnston and David Wolff to explain the steps planned to reach campaign closure and the Trinity Foundation's willingness to play a role. Phil and David described the scope

of the Trinity Center repairs, the process of meetings that have taken place with the Executive Committee, Finance Committee and the Foundation board. They reviewed a financial worksheet outlining the pledges received, funds spent to date, cash on hand, and the amounts that will be required to complete repairs to the Trinity Center and the renovation of the kitchen. Bids have been received on the Trinity Center and there is an urgency to sign a contract with the low bidder as soon as possible. Since some pledges to the campaign will not be realized as cash in hand until one to two years after the work is completed, the Wardens and finance leadership feel an obligation to have enough funds within the year to pay for the planned construction. Discussions with the Foundation are encouraging and Mark James, Foundation president, said the Foundation board would be favorably disposed to make a contribution if asked by the Vestry.

After lengthy discussion about the issues, questions related to the worksheet documentation, and the urgency for reaching a conclusion, the following motions were made:

- To provide the Vestry with an updated and more detailed worksheet relative to the Trinity Forward campaign and the Trinity Foundation contribution by August 29, 2018. The motion was seconded and approved.
- The Vestry requests that the Trinity Foundation provide the following funds to assist the Trinity Forward Campaign with a portion of the money needed to repair the Trinity Center building based on the estimated repair costs and the current on-hand cash and remaining committed pledges to the campaign. It is requested that the funds be provided from: (i) \$350,000 from the Third Century Fund, and (ii) 4% annual distributions from the facilities designated portion of the Vernon Funds for the next three years commencing in 2019. The aforesaid funds shall be used to pay a portion of the cost to complete the Trinity Center repairs. If there are any funds contributed by the Foundation remaining after payment of the Trinity Center repairs, said funds will be used to pay overruns, if any, in the estimated cost of the Trinity Center repairs and/or Kitchen renovation, or other properties related components of the Trinity Forward Campaign. The motion was seconded and approved with two abstentions.

**A. Finance Committee**

Robert Key referred the Vestry to Liz Summers' written report.

Balance Sheet - Operating Fund

The operating checking account went more deeply negative and ended the month at (\$34,681). 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 borrowed against the \$1 million line of credit in 21 months. The Due To Trinity Forward liability was \$232,041 at June 30, 2018. This Due To account will be reduced as Trinity Forward payments restricted to Debt Service are received, and it can be drawn down against as needed for Trinity Forward projects.

Income Statement – Operating Fund

Contribution Revenues repeated the annual pattern of slowing in June and are \$74,133 behind same time last year. Total Revenues for June were \$216,306. Expenses through June are below budget (45.5 percent versus 50.0 percent). The Facilities Director position remains open, which is helping to keep the Personnel total below budget. Total Facilities is currently below budget (42.2 percent versus 50.0 percent), but will probably exceed the budget when the plan to address the humidity issues in the Administration building is enacted. Expenses for June were \$216,482, leading to a slight net loss for the month of (\$176) and a net loss for the year through June 30 of (\$65,640). The (\$65,640) loss through June compares to a gain of \$39,051 through June of last year, a year-to-year negative swing of (\$104,641).

Trinity Learning Center

The TLC recovered from its loss in May and posted a \$5,070 net gain in June. Its year-to-date net profit is \$13,302.

Trinity Forward Campaign

As of June 30, 2018, there was \$2,365,316 available to be used on Trinity Forward projects. June contributions totaled \$12,596 (\$68,909 year-to-date) and funds expended totaled \$1,400 (\$10,384 year-to-date).

The Cathedral Shop

No statement provided. The final expense transactions were recognized in June. The Due To Trinity Operating account will be written off by the end of August.

**IV. Dean's Report**

The Dean asked the Vestry to consider a motion to approve naming the space formerly occupied by the Trinity Book Store in honor of LeGrand Nelson. A motion was made, seconded and approved to designate the space as the LeGrand Nelson Hospitality Center.

He announced two new staff members: Pam Tessier, Associate for Administration and Facilities, reporting to Donald Benson, and Elizabeth Bentrup, Administrative Assistant for Worship & Liturgy, reporting to Andrew Grosso.

The Dean gave warm thanks to Mark James and the Trinity Foundation Board for their commitment to the Trinity Forward Campaign needs and the number of hours and meetings they attended to work out a solution.

**V. Closing Prayer**

The Dean closed the meeting with prayer at 8:46 p.m.

Respectfully submitted,  
Judy Cotchett Smith  
Clerk