

Trinity Episcopal Cathedral
Vestry Minutes
July 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

Tim Jones opened the meeting at 6:36 p.m. with scripture and a prayer. He introduced Ally Rivers, CPA, of The Hobbs Group.

II. Approval of the May Minutes

The minutes for the meeting of May 24, 2018 were approved.

III. Presentation of the Audit Report

Ms. Rivers and Donald Benson distributed a copy of the Audited Financial Statements and Supplemental Information for Trinity Cathedral. She reported that the firm has issued a clean opinion, the highest opinion possible, and they did not encounter any issues in the course of the audit. She reviewed the Balance Sheet and Schedules noting that the audit includes all cathedral accounts including the Foundation and the Trinity Forward Campaign. She said it would be prudent to create a Cathedral Repair Reserve Fund in the 2019

budget process to begin saving for future needs. The Trinity Forward Campaign Fund has provided a cushion for the past few years but those funds will begin to be expended in the coming months. Some discussion ensued about the potential impact of new tax laws on contributions later in the year.

Donald Benson was commended for his leadership in developing and maintaining a strong financial plan. He acknowledged that success is due to the team efforts of Ryan Headley and Julie Fulmer.

IV. Report of the Executive Committee

A. Senior Warden's Report

Phil Johnson reported the following:

1. Stewardship: Ben and Adele Grimsley are developing strong programs with a spiritual focus for this year's campaign. Jonathan and Lisa Viperman have accepted the call to co-chair this year and chair it the following year.
2. Trinity Center: David Danforth reported that four invited contractors attended a pre-bid conference. Bids are due August 16 and, after review, a contract for the current scope of work will be awarded. Working closely on the project with David are Ray Weston, Ed Tilden and Donald Benson. The contractors are aware of the need to work around our many activities that require the use of the Center.
3. Financial Planning: The Executive Committee is focusing on plans for building working capital and reserves.
4. Churchyard Committee Proposal: The Vestry was asked to approve a plan from the Churchyard Committee to reserve spaces for Bishop Waldo and his wife Mary should they want to take advantage of this site in the future. After discussion, the Vestry approved the motion.
5. Administration Building and Diocesan House: Work will commence soon on re-caulking and repairs to these two buildings to prevent further leakage. A maintenance plan will be put in place. The Diocese will share in the cost.

V. Committee and Other Reports

A. Finance Committee

Robert Key reported that the quarterly review of our financial status concluded that there are not sufficient funds to restore funds cut from the Mission and Outreach ministry budget at this time.

1. Report from the Treasurer

Liz Summers reviewed the June Financial reports:

Balance Sheet

The operating checking account went more deeply negative, ending 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. Nothing has been 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 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% versus 50.0%). The Facilities Director position remains open, which is helping to keep Personnel total below budget. Total Facilities is currently below budget (42.4% versus 50.0%), 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 last year, a year-to-date negative swing of (\$104,691).

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

The Cathedral Shop

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

The Trinity Forward Campaign chairs want to close out the campaign and will be telling parishioners that their pledges are needed now. Approximately \$500,000 remains in uncollected pledges.

B. Communications

Judy Cotchett Smith reviewed the previously distributed report, highlighting the enthusiasm and effort being shown through the new committee in assisting Addie with her myriad of communication activities. Special attention has been paid to planning issues of Cathedral Connections for the year ahead, dovetailing the featured topics with the cathedral calendar and special interests. Future attention will be paid to refreshing and upgrading the website, social media and methods for obtaining feedback and opinions from parishioners as to their satisfaction or need for communication. Individual communication plans will be developed for projects like RenewalWorks, Formation and the like.

C. Education and Christian Formation

Ian Weschler reported on the work being done for adult formation through the Christian Formation committee. He reviewed the fall schedule of Sunday morning formation offerings as well as current and future weekday activities. Consideration is being given to offering *Faith in the Public Square* on Sunday evenings between Evensong and the 6 p.m. Keenan Chapel service. The hope is to attract people who might not ordinarily attend Trinity. It was noted that communication will be essential and Judy offered to have the communication committee consult on that effort. In addition, Financial Peace University will be offered during that same time slot.

D. Pastoral Care

Rusty Miller highlighted the new summer initiative of offering transportation for residents of Still Hopes. Men of Trinity are volunteering to drive. He called attention to the many pastoral care offering currently being provided through various groups.

VI. Dean's Report

Patsy Malanuk reported that Trinity received an award from Richland School District I for its work at W.A. Perry school. Acolyte training will begin in August for students in grades 7-12. Camp Bob had a successful week. Justice Ministry is getting underway again. It was suggested for a Cathedral Connection story.

Andrew Grosso reminded the Vestry that team members are being recruited for RenewalWorks. Fifteen of the needed 25 team leaders have been committed and 10 others are considering the offer.

Tim reported the following:

- Brooksie Mays has died.
- Presiding Bishop Michael Curry needs prayers for healing from prostate cancer.
- Trinity Forward campaign chairs Vance and Linda Bettis, Kirby and Llewellyn Shealey, the Dean and Wardens continue to seek final pledges for the campaign that is about \$900,00 short. The goal is attainable with the potential of some significant new pledges and additional pledges from those who have already pledged, along with an ask of the Trinity Foundation.
- The choir trip to Ireland included 45 choiristers, ages 10-18 years, and 15 adults. The trip's music and venues were amazing and he especially noted the character development and formation that went on during rehearsals and performances.
- A retirement reception for Doak Wolfe will be Sunday. Plans are in place to cover Doak's responsibilities in music and liturgy administration. Ira Houck's reception will be Tuesday at 5 p.m.
- The welcome area that was formerly the book store will be named for LeGrand Nelson.
- Some office reconfiguration is being done. Allison Cox will move into Elizabeth Wyman's old office.

- Recent meetings of the committees for Communications, Stewardship, and Parking Lot Solutions have been exciting and creative, providing a feeling of optimism about the parish.
- The Security Report is undergoing one more set of revisions.
- Cursillo was successful.

VII. Open Discussion

Clark Lee reported that there will be new girl scouting troops for Daisy, Brownies and Juniors with approximately 40 girls participating.

Eleanor Whitehead asked the Dean to consider reinstating the weekday services of Holy Eucharist in Keenan Chapel.

Brian Kvam said the recent funeral service for the teen from St. John's Episcopal Church was handled wonderfully by Trinity.

VIII. Closing Prayer

Tim Jones closed the meeting with prayer at 8:45 p.m.

Respectfully submitted,

Judy Cotchett Smith
Clerk