

**Trinity Episcopal Cathedral**  
**Vestry Minutes**  
**March 22, 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**

Dean Tim Jones called the meeting to order at 6:25 p.m. and opened with a prayer.

**II. Report from Canon Del Priore**

The agenda was amended to allow Dorian Del Priore to report on the progress of the search for a new leader for the Youth Ministry before leaving for the Canterbury group. The job description has been posted on various job boards and is being circulated among appropriate connections. Applications and calls of interest are beginning. Interviews will commence later in April.

**III. Approval of February Minutes**

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

**IV. Report of the Executive Committee**

**A. Senior Warden's Report**

- Phil Johnston reported on the progress being made on items stemming from the February Vestry retreat. He and Allison Cox are working on strengthening the onboarding process for new members. Vestry assignments for Sunday services, initially focusing on the 9 a.m. and 11:15 a.m. services will begin soon. Name tags for assigned Vestry or all Vestry are being considered as well as a job description of the duties expected for the Vestry member during Sunday assignment. Fellowship opportunities to try to keep folks engaged in between services are being explored.
- Two major capital projects, Trinity Center and the kitchen renovation, were reported. After construction bids for the center's repair were significantly higher than the budget permits, an alternative, phased approach is being developed to address the main issues, gutters, windows, and patching the stucco. Other work including possible stucco replacement and interior repairs will follow as budget permits. Discussion followed on alternatives that were considered in the repair process before the decision was made to conduct a phased repair. Discussion centered on the importance of frequent and thorough communication of the plan to the parish. The second project, renovation of the kitchen, is in the planning phase. Funds are available from a major donor and others who donated to Trinity Forward for the kitchen. A steering committee is being created to allow for stakeholder and ministry input that will be used for architectural design of the facility. It was also noted that transition plans will be necessary for food service during construction when the current kitchen will be out of service.
- Positive discussions have taken place on a proposal submitted by the Friends of Music programs. The creation of an endowment fund with the Trinity Foundation has been conceptually approved, subject to further definition and governance recommendations from the Dean and others. Short-term investment opportunities will continue to be explored. An escrow account is being considered if it can assist budget planning and disbursements.

**V. Committee and Other Reports**

**A. Finance Committee**

Robert Key reported that positive results from the Stewardship campaign resulted in sufficient funds to eliminate the \$36,000 budget deficit originally approved for 2018. The Budget and Finance committees made the adjustments to the budget to eliminate the deficit and the new amended budget was presented. Jonathan Vipperman requested that the Outreach line item be considered as a tithe position in the budget to reverse the downward trend that the ministry has experienced in the last few years. Following discussion of the tight budgets for all ministries, Jonathan's

request was accepted as a potential philosophy for future budgeting. The revised budget was approved as presented.

**1. Report of the Treasurer**

Balance Sheet – Operating Fund

The operating checking account had a positive balance of \$105,658 on February 28, 2018. The \$1,000,000 line of credit has not been used for 17 months. The Due To Trinity Forward liability was \$232,877 at February 28. 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 State – Operating Fund

Contribution Revenues for February rebounded to a normal level after January's slow start, with \$238,434 collected in February and \$432,973 collected year-to-date. Total Personnel Expense is within budget but higher than last year due to open clergy positions being filled and higher Group Health insurance premiums. Expenses for February were \$261,355, leading to a net loss for the month of (\$22,921) and for the year through February 28, 2018 of (\$29,471). The annual budget's deficit of (\$36,826) will be addressed at the March Finance and Vestry meetings.

Trinity Learning Center

February's loss of (\$17,909) negated January's profit, leaving a year-to-date net loss of (\$10,611). According to Jean Knowlton, \$8,575 of the fees that should have been paid in February was paid in early March.

Trinity Forward Campaign

As of February 28, 2018, there was \$2,092,179 of cash in the Trinity Forward account. In addition, the Due From Operating has a balance of \$232,877, which may be drawn upon as needed for Trinity Forward projects. In February, contributions totaled \$14,010 (\$18,830 year-to-date) and funds expended totaled \$1,400.

The Cathedral Shop

The Cathedral Shop will be closing March 31, 2018. Increased sales related to the store closing led to a profit for February of \$1,825 (\$983 year-to-date). There is still \$19,834 of inventory on the books as of February 28, 2018.

**B. Children's Ministries Report**

Clark Lee reviewed the extensive list of activities and programs for children orchestrated admirably by Bibs Babson and her team of volunteer teachers. There is a high level of participation and a wide range of activities, many mirroring the adult worship opportunities. Teachers are Safe Church trained. There was some discussion as to the best timing for activities and formation on Sunday afternoon that would allow more adult and family engagement.

### **C. Mission and Outreach Report**

Brian Kvam submitted a thorough written report that was reviewed in his absence. Phil Johnston added his appreciation to Vestry members who participated in the Keepin' it Real Sunday meal.

### **D. Youth Report**

Jonathan Vipperman reported that there is renewed enthusiasm among parents of youth thirsty for a revitalized program. He applauded four college students for their dedicated service to youth. He asked how we can promote Youth Sunday on May 13.

## **VI. Dean's Report**

Tim Jones deferred to Andrew Grosso for discussion of strategic visioning. Andrew guided the group through two handouts that reviewed the visioning discussion from the retreat and provided an option for what a process might look like using the Renewal Works program. Discussion included the urgency felt by some to move forward soon to engage parishioners in an active way as well as the importance of preparing parishioners to understand the purpose and opportunities for involvement in meaningful ways. Timing for Renewal Works or any other process is tricky considering the difficulty of engaging Trinity families during the summer months. The previous church-wide survey was discussed at length and a summary of the results of that survey will be shared with the Vestry in case re-administering that survey would produce positive results. A final solution was not expected at this meeting, but the conversation was deemed productive. Andrew will summarize and distribute information for more conversation and a potential plan that might be reached at the April Vestry meeting. Further ideas are encouraged and should be sent to Andrew.

- The Lenten series, funded through the Vernon Funds, was considered a success by the Dean.
- There is increased frustration about parking especially for attendees to weekday events. A group is discussing potential solutions.
- Invite Welcome Connect Workshop was attended by more than 60 people from across the Diocese, 16 of whom were Trinity related.
- Easter season will feature a sermon series called Too Good Not to Share.
- West Summers has agreed to be the Usher Chair.
- Average Sunday Attendance (ASA) has been erratic from Sunday to Sunday but the average to date has been 805 and children's Sunday school classrooms have been full and overflowing some Sundays.
- Twenty-five attended recent Safe Church trainings. An outside consultant will be used to augment staff training.
- The Cathedral Shop closing will have an impact on the Welcome Center and a group consisting of Allison Cox, Louise Taylor, Allianne Duvall, David Danforth, Emery Smith and Tim Jones is working on plans to effectively use the space.

- Addie Thompson is on maternity leave following the birth of her daughter Louise. Christie James and Susan Craig will be handling her functions. Hospitality is the theme of the next Cathedral Connections. Margie Heggie Estafano thanked Canon for Pastoral Care Tina Lockett for visiting her sister following a recent surgery.

VII. Closing Prayer

The Dean closed the meeting with prayer at 8:50 p.m.

Respectfully submitted,

Judy Cotchett Smith  
Clerk