



Trinity Episcopal Church

Vestry Meeting Minutes

April 23, 2008

Present:

Mary Jo Barker

Steve Chambers

Virginia Hall+

Stanley Hamilton

Mary Ann Hart

Gretchen Horlacher

Kim Hurley

Anne Jones

Elbert Johns

Pat Martin

Betty Rose Nagle

Father Ken Ornell+

Connie Pepler

Debbie Satterfield

Christine Conrad - guest

Murray Robinson - guest

Steve Hale - Clerk

Meeting convened at 6:45 p.m. with a prayer.

Dustin Trowbridge Letter of Recommendation: Elbert Johns reported that the letter of endorsement for Dustin Trowbridge needs to be signed by the Vestry and passed the letter around for signatures.

Education Wing Financial Report: Murray Robinson provided an update on the Capital Campaign. He distributed a summary of costs to date. We have received invoices totaling \$2,231,562 so far. At completion the total cost is estimated to be \$2,437,299.

These costs are higher than original estimates. The major reasons are unexpected electrical work in the kitchen, relocation of the stairway in the middle of the building and increased costs of material.

Murray then distributed a summary of the capital campaign cash flow. \$791,676 in pledges has been received to date. \$1,194,377 has been borrowed. With the Vestry approved limit of \$1,600,000 for the loan, an additional \$45,000 to \$46,000 will be needed to cover the total estimated costs. These additional funds will be needed by around May 20th to bridge the gap.

The current annual interest for the loan is around \$104,000. The loan will be amortized and payments start in September 2010. Based on expected future pledges, the amount of the amortized load is expected to be around \$1,300,000.

Elbert Johns said that the Diocese had put their loan program in suspension but now has money to lend. Their rates may be more favorable than what we can get from the bank.

Pat Martin clarified that we need \$46,000 by June 1st. After that we will need \$8,200 per month for interest. Murray Robinson said that the interest is charged quarterly and the amount is less than what is in the budget.

The Vestry applauded Murray Robinson and Randy Lloyd for their efforts.

Murray Robinson's report is attached to these minutes.

Approval of minutes from March 26th Vestry meeting: Stanley Hamilton moved to approve the minutes. Elbert Johns seconded. Passed.

Report on Plans for Providing a Shelter for the Homeless during Cold Weather: Mike Pepler reported on his vision for a homeless shelter at Trinity. After much discussion it was agreed to have a separate meeting to discuss this topic at more length. The Vestry thanked Mike for his efforts.

Treasurer's Report: Elbert Johns presented the Treasurer's report. The Profit & Loss statement for March shows a net income of negative \$32,500. Gretchen Horlacher asked if this is the budget deficit. Elbert said that this is not the total budget deficit and that we need to get a P&L statement showing our position year-to-date. Gretchen asked if it is time for cost cutting.

Steve Chambers noted that the \$1700 flowers expenditure does not look reasonable and asked if the checking account is still overdrawn. Debbie Satterfield asked why we are paying more salary than budgeted. Father Ken+ said that we should also question accounts without expenses. Father Ken+ went on to say that the financial report as presented contained too many pages of information for the Vestry to absorb and noted that he knows of larger churches that make do with a two page report. Elbert said that these issues need to be investigated and he will ask the finance commission to review the financial statements and make a detailed report. Gretchen Horlacher moved to ask the finance commission to prepare a summary monthly report of where we did or did not do well. Stanley Hamilton seconded.

Gretchen asked about finding a new treasurer. Elbert said that we are not yet close to appointing someone. Stanley Hamilton asked for clarification on Darlene Cook's function. Elbert said she is the bookkeeper.

Anne Jones expressed concern that Elbert is in charge of doing too much and went on to say that Elbert should not have to take charge of finding a new treasurer. Anne Jones moved that the finance commission diligently search for a treasurer to be in place by the May Vestry meeting. Pat Martin seconded. Stanley Hamilton questioned if we are putting too much on finance commission. Motion passed.

Elbert said he will accept the position of temporary treasurer and asked the Vestry to give him ideas for a new treasurer.

Interim Rector's Report: Father Ken+ reported on the issue of locking up. On Sunday Mike Pepler does this and it is not his job. We have to have a system for lock up on Sundays. Gretchen Horlacher restated that we need a procedure. Pat Martin asked if Saturday is not also an issue. Virginia Hall+ suggested that the logistics committee handle this. Pat Martin agreed to bring this up at the next meeting.

Father Ken+ said that there will be a discussion about the use of Rite 1 and Rite 2 at the 12:30 worship commission meeting this Sunday.

Assisting Clergy's Report: Virginia Hall thanked all for their support in her new ministry. She is also grateful to the people who moved her belongings back to the new office while she was away. She will present at Forum on Sunday about our companionship the Diocese of Brasilia.

Deacon's Report: Connie Pepler reported that she has been at a Deacons' formation conference. Due to a late flight she also missed the move to the new office and is also truly grateful to the movers. The Deacons' conference was wonderful and well attended.

Rector's Warden's Report: Elbert Johns offered special appreciation to Stanley Hamilton and Pat Martin for working out all of the details for the office move. The Vestry applauded. Pat Martin added that Jennifer and Randy Lloyd need to also be commended along with Jacque McCaffrey.

Anne Jones moved that the Vestry express thanks in writing. Betty Rose Nagle seconded. Passed.

Elbert said he will provide the draft. Anne objected and she will provide the draft if Father Ken+ can provide names of those who helped.

Stanley Hamilton said that when the Bishop dedicates the new wing in September we will recognize key people with a framed proclamation. Father Ken+ asked that this be done before he and Virginia Hall+ leave so that they can sign it. Stanley will work with Elbert Johns and Steve Chambers to prepare the proclamation.

Elbert reported on furniture. With the help of Stanley Hamilton we now have furniture to equip offices with desks and chairs. The conference room has tables but needs chairs. We have a computer for every staff member.

People's Warden's Report: Steve Chambers reported that we have a rough draft of the Trinity employee handbook. This will be in place when the new rector arrives.

Education Commission: Kim Hurley reported that Danica D'Onofrio has accepted the position of director of Christian education effective in June. Debbie Satterfield said that the youth director position is still open.

Parish Life Commission: Debbie Satterfield passed around a sign up sheet for Vestry members to host lemonade on the lawn this summer.

Search Committee: Gretchen Horlacher reported that five visits to candidates' churches will be complete by mid-May. Two candidates will then be asked to come to Trinity. One visit will occur May 27 to May 29 including a meeting with Bishop Cate+. The second visit and meeting with the Bishop are scheduled for the following week.

Old Business:

Update on the Recommendation for a Garden Wall: Pat Martin distributed a recommendation to install an iron fence on the West Lawn. Pat said that the buildings & grounds commission has not yet met on the recommendation. Pat asked the Vestry for agreement in principle concerning the recommendation but not for final spending approval until a discussion about funding is complete. The recommendation is attached to these minutes.

The estimated cost is \$18,000. Pat said that a person has expressed interest in making a pledge for \$10,000 of the cost of the iron fence with a second pledge in the same amount going to the capital campaign.

Stanley Hamilton moved to approve the recommendation in principle. Steve Chambers seconded.

Elbert Johns asked for clarification of what "in principle" means. Stanley Hamilton said that it means the Vestry is not committing funds at this point but is asking Pat Martin to move ahead by approving the idea of the project.

Kim Hurley asked about the consequence of not doing this. She said that the open green space of the West Lawn is very inviting. Pat said that the fence will provide a suggestion that the lawn is church property. Debbie Satterfield said that a fence will discourage people from using the lawn as a short cut across the corner of the street.

Stanley Hamilton called the motion to question. Motion passed with one abstention.

Update on Notification of Room Assignments in the Office Space: Elbert Johns reported that he has attempted to set up a meeting with Anya Royce and Mother Linda Johnson+ but has not been successful. Elbert does not think ECM expects to have an office at Trinity based on a conversation he has had with an ECM member.

Vestry Reflections on the Future of a University Ministry Seat on Vestry: Fr Ken+ opened the topic and a brief discussion followed.

Update on Mediation with ECM: Elbert Johns reported that this topic will be covered in the meeting with Anya Royce and Mother Linda+.

New Business:

Funding to Pay for New Furniture: Stanley Hamilton reminded the Vestry that we talked about paying for furniture from unrestricted funds at the last meeting but we did not specify which funds. Stanley asked for clarification on this point.

Elbert Johns offered to bring a proposal for funding the expense of furniture not yet ordered for approval at the May meeting. The proposal will indicate which funds the money come from or will provide a method to decide which funds to use.

Steve Chambers moved to empower Elbert Johns to make any funding or payment decisions concerning furniture between now and the next meeting. Gretchen Horlacher seconded. Passed.

Begin Planning to Replace Marie Shakespeare: Debbie Satterfield has a job description for Marie's current position. Steve Chambers suggested that publicity should be a separate position. Gretchen Horlacher said that it might be harder to find candidates for two positions that would each pay less than a single position.

Marie Shakespeare's Request for a Vestry/Newcomer Dinner in May or June: The Vestry agreed to have another newcomer dinner. Steve Chamber said Marie now wants to have the newcomers attend that June 25th meeting. The Vestry agreed to plan for this dinner at the May meeting.

Schedule Vestry Orientation with Debra Kissinger: The Vestry agreed to have this orientation on June 8th.

Motion to Adjourn: Stanley Hamilton moved to adjourn. Gretchen Horlacher seconded. Passed.

The meeting closed with a prayer.

Meal assignments for May 28: The following meal assignments were made. Later it was decided to have the dinner with the Rector candidate catered.

Set up	Virginia Hall+
Beverage	Anne Jones
Salad	Gretchen Horlacher
Entrée	Mary Ann Hart
Dessert	Betty Rose Nagle
Clean up	Mary Jo Barker & Pat Martin