

Holy Trinity Episcopal Church

Holy Trinity (HT) Vestry Meeting Meetings
August 21, 2013

Attendees: Rick Anderson, Nikki Clowers, Rev. St. Louis, Trish Ryan, Bonnie Branham, Nick Short, Tom Skyes, Karen Beck, John Horrocks (Treasurer). Mary Yuhás (parishioner) also attended. **Absent:** Ken Wenzel, Karl Finley, and Ed Lewis.

The meeting opened at 705pm.

Welcome

We each briefly discussed what was going on in our lives.

Finance report

- John reported that our overall finances are in good shape for this time of the year. Actual revenue is about 97 percent of the budgeted amount. Actual Expenses are also about 97 of the budgeted amount. This leaves with us about a \$15k deficit. (And as previously reported, this does not reflected monies owed to the church from the school.) The line items for Administration is high compared to the budgeted amount; this is due to the 300th anniversary expenses.
- We also discussed the salary for the choir director. The overall salary package (including salary and benefits) for the current director is the same as the previous director, although the division between salary and benefits are different (i.e., the previous director elected to have a certain amount allotted for benefits; the current director has not.) We also discussed how the salary for a choir director is set, which is outlined in guidance from the diocese. The salary we pay our choir director is in line with the diocese guidance.
- John confirmed that the finance committee implemented the changes to our investment portfolio, as we approved the previous month. Finally, John said he previously prepared a document that outlines the church/vestry usage of the parish hall and associated cost; he said he would provide the wardens a copy of this document.

Committee reports

Missional: The committee is working on a survey of the congregation. We discussed merging this survey with the survey prepared by the Governance committee. Rev. Leslie has picked the curriculum for the children and youth programs and she is looking at potential adult education curriculum. The Committee is also looking to improve the church's coffee hour to make it more welcoming, which includes improving the looks of parish hall.

B&G: The committee met and assigned leadership for each church facility. The next step is for the group to prioritize the tasks/projects for each facility. Rev. Leslie asked the committee to add a new sink and cabinets in the sanctuary for the altar guild to the list of projects. We agreed that this was a needed addition.

Rev. Leslie reported the status of the plans for the rectory addition. Rev. Leslie and Scott Jones are working to get bids from Oak Grove and another company. Oak Grove restored the existing rectory and expects to get us its bid at the end of August. Our plans are currently with the

Holy Trinity Episcopal Church

County for review and approval. As part of this process, we need to update our site plan. We have an estimate from Greenman Pedersen, Inc for the needed update.

- *A motion was made to approve the expenditure of \$1500 plus hourly fees, not to exceed \$3K, for Greenman Pedersen, Inc to update our site plan. The motion was seconded, and was passed.*

Nikki asked about next steps, including the process for getting diocese approval. John is going to take the lead in pulling together the needed paperwork for the diocese.

Finally, Tom noted that the basement door on the church must be replaced immediately (to secure the facility).

- *A motion to authorize \$700 to replace the church's basement door. The motion was seconded, and was passed.*

Governance: Nikki and Nick provided a brief update on the committee's various projects. First, the bylaws committee is working hard to update the church's bylaws and will likely reach out to the congregation this fall for their input. Second, the committee finalized Rev. Leslie's contract and job description (and incorporated feedback received from the vestry), which now must be signed by Rick and Rev. Leslie. Third, Nikki is working on a parish guide in response to comments received at the last town hall meeting. Fourth, Nick noted that the voters list is now in Google Drive and Nikki said that we will now need to start verifying the information. And, finally, Nick provided an update on our technology efforts.

We also had a discussion of how to get church communication to our home-bound parishioners. Nikki asked the missional committee to take the lead in developing a solution to this issue.

Other

- Rick announced that he would be stepping down from the vestry after the October vestry meeting due to his growing family.
- Ambler Bowie Slabe joined the meeting to ask the Vestry to consider accepting the deed for the Bowie Family Cemetery. She provided the history of the cemetery and the church's involvement in it, and in particular thanked those who have taken such good care of it for her family. The other two cemetery trustees (Ambler is the third trustee) had provided emails in support of the church accepting the deed to Ambler and Nikki. Ambler also noted that her family will pay for any costs associated with the deed transfer.
 - *A motion was made to accept the deed to the Bowie Family Cemetery. The motion was seconded, and was passed.*
- We discussed filling the current vacancy on the vestry, and we agreed that vestry members should consider potential candidates.

The meeting closed at 853pm.

Business conducted via email

- The June 2013 meeting minutes were approved via email at the end of July.
- Subsequent to the August vestry meeting, and after checking with all vestry members, Nikki made the following motion was made via email on September 2009:
 - *I make a motion to appoint Melissa (Missy) Arroyo to the vacant vestry position in accordance to the procedures and terms outlined in the bylaws. The motion was seconded, and was passed via email.*