

**Trinity Episcopal Church**  
**Minutes of the Vestry Meeting**  
**Monday, February 15, 2010**

**Present:** Ron Pogue (Interim Pastor), Paul McLain (Curate), Ann Rosenthal (Junior Warden), Dave Edington, Donna Griffin, Patricia Henshall, Mark Holmberg, Garth Myers, Debbie Pitts, Joan Ring, Micah Seybold, Kent Tomlinson, Dan Ward, Maria Thompson (Clerk)

**Absent:** Ellen Tracy (Senior Warden)

**Guests:** Jim Long, Jennifer Sanner, Janine Cox, Dave Owen, Garth Burns, Patty Johnson

**Call to Order and Opening Prayer**

The meeting was called to order at 7:05 p.m. Fr. Ron led a prayer to open the meeting.

**Declaration of Quorum**

A count was taken and a quorum declared.

**Approval of the Minutes of the January 2010 Meeting**

A motion was made to approve the Minutes of the January meeting/retreat. There was a second, and the motion passed by unanimous vote.

**2008 Financial Audit**

Jim Long discussed his audit of our 2008 financial records.

- Pledge collections are always a concern.
- The state of our investments started to deteriorate by December of 2008, which was similar to what was happening in the national economy at the time.
- The audit was made more difficult because the treasurer's report had changed. Investment accounts had not been updated, so he had to track down those figures.

Debbie made a motion to accept the auditor's report. Mark seconded. The motion passed by unanimous vote.

The vestry thanked Jim for the work he and his staff did on the 2008 audit, and for the work to come on the one for 2009.

Fr. Ron reminded the vestry that they need to decide who will conduct the 2010 audit by December so the process can start as soon as the books are closed.

**Rector Search**

Jennifer Sanner and Janine Cox discussed the search and the profile.

- The committee included four goals that had been expressed by the vestry: 1) increase the average Sunday attendance; 2) expand youth ministry; 3) develop stewardship into a year-round process; 4) strengthen outreach.
- The committee put an emphasis on Lawrence being a college town, naming both KU and Haskell.
- They hope to get referrals from parishioners.
- 150 hard copies of the profile will be produced at a cost of \$1,873, which is lower than the amount that had been budgeted.

Garth made a motion to affirm the four goals that had been expressed by the vestry and incorporated into the Parish Profile. Joan seconded. The motion passed by unanimous vote.

The document has been reviewed by Craig Loya, Canon to the Ordinary. Once approved by the vestry, it will go to the Episcopal Church National Database. Inquiries from outside the parish will go through Craig; inquiries from within the parish should go through the Search Committee.

There was some concern in the diocesan offices about Fr. Paul's salary and a perception that the diocese might arbitrarily terminate his appointment at Trinity. It was determined that we must make clear whether or not we wish to keep Paul, or any associate should he leave.

Garth made a motion to state unequivocally in the Parish Profile that we wish to keep an associate or assistant rector at Trinity. Donna seconded. The motion passed by unanimous vote.

The Profile Committee asked for guidance regarding the salary information that will be given out to applicants for the job.

Joan made a motion to allow the Profile Committee and the Canon to the Ordinary to communicate to the Church Deployment Office that 90% of the current rector's salary will be used as the minimum salary for the purposes of this search. Ann seconded. The motion passed, with one opposed.

Donna made a motion to approve the Parish Profile, with edits as suggested in the course of the vestry discussion. Dave seconded. The motion passed by unanimous vote.

The vestry thanked the Search and Profile Committees for their work so far, and expressed appreciation for a job well-done on the Parish Profile.

### **Energy Audit**

In April 2009 the vestry allocated \$2,000 to the Trinity Environmental Stewardship Team (TEST) to conduct an energy audit and fix as many problems as possible. Dave Owen discussed their accomplishments so far:

- 72 incandescent lights have been converted to CFLs.
- Switches have been labeled, and reminders to turn out the lights have been placed on most of the switch plates. The campaign to turn off the lights is on-going.
- An electrician was hired to convert many of the old T12 florescent units to the more efficient T8.
- Motion detectors and timers have been installed in the bathrooms to better control when those lights are turned on and off.
- The amount spent to date is \$1,983.96. The remainder of the \$2,000 allocation will be used to buy a water heater jacket.

There are several items that still need to be done, at an additional estimated cost of \$2,250.

- The windows in the kitchen need to be replaced with ones that are more energy efficient.
- Nine storm windows need to be installed.
- Door scrapers, water heater jackets and weather stripping need to be installed.

In the course of conducting the audit and making changes, it was discovered that we had been overcharged by approximately \$4,000. The overcharge was refunded by Black Hills Energy last fall.

Donna made a motion to receive the energy audit report, with much appreciation for the work of the TEST subcommittee that made the improvements listed above. Debbie seconded. The motion passed by unanimous vote.

Given our current financial situation, it was decided that the needed windows for the kitchen will be added to the "wish list" posted in the parish hall.

### **Financial Report**

Fr. Ron presented the financial report for the period ending January 31, 2010.

- We are still looking for an acceptable way to show transfers from one account to another.
- On the "Consolidated Funds Report" the row entitled "Property Fund" has been re-titled "Property, Buildings and Equipment" because it lists the value of property and real estate, rather than actual funds.
- We finished paying the 2009 apportionment in February.

A motion was made to receive the financial reports. The motion was seconded and passed by unanimous vote.

### **Interim Pastor's Report**

- We are still working to clear up our membership list. Patty Johnson has been going through files to find paperwork and has already cleared up many questions.
- Nathan Haley has been very involved with getting the Parish Profile on-line, and is doing a great job.

### **Curate's Report**

- Mthr. Susan Terry contacted Fr. Paul regarding the Canterbury House project called Hearts for Haiti. They would like to do some fund raising at Trinity.
- Canterbury House is working to establish closer ties with both Trinity and St. Margaret's.

### **Junior Warden's Report**

- Everyone who was suggested as a possibility for membership on the Property Committee has accepted, as well as a few other people who volunteered themselves.
- Ann has a list of needed repairs.
- She is developing a building and grounds management plan, which will be in place by the end of March.
- The outside lights on the Matthews Center will be removed and replaced with new wiring and fixtures.

### Parish Hall Floor

While many are in agreement that the floor of the parish hall needs work, no solution has yet been found.

- Ann is getting estimates for refinishing/reconditioning the floor.
- Dave Edington, Tom McCoy and Bill McGillivray have plans to refinish the floor in March, once the winter weather has ended. They hope to find a permanent sealant that they can put down.
- A parishioner has given Ann a check for \$2,000, with the restriction that it be used only toward replacement of the parish hall floor. The vestry determined that we will not commit to replacing the floor, especially since the cost would most likely come to much more than the \$2,000 donation. Ann will ask the donor if the money could be put into a more general fund for the care of the parish hall. If the donor finds that choice to be unacceptable, the money will be given back to her.

### **Spiritual Reflection**

Micah talked about growing up in a church in which his father was the minister. He feels he has matured as a Christian, and has begun a new habit of daily prayer.

### **Adjournment**

The meeting adjourned at 9:30 p.m. Fr. Paul led the closing prayer.

Respectfully submitted,  
Maria Thompson, Clerk