

Trinity Episcopal Church
Minutes of the Vestry Meeting
Monday, December 15, 2008

Present: Jonathon Jensen (Rector), Polly Spencer (Senior Warden), Tom McCoy (Junior Warden), Doug Flessing, Donna Griffin, Nancy Kelly, Garth Myers, Pam Paden, Debbie Pitts, Marty Smith, Susan Tate, Kent Tomlinson, Keith Yehle, Matt Lord (Treasurer), Maria Thompson (Clerk), Paul McLain (Intern/Curate)

Absent: Margaret Bearse, Leslie Foust

Guest: Jim Long

Call to Order and Opening Prayer

The meeting was called to order by Fr. Jonathon at 7:00 p.m. He led a prayer to open the meeting.

Declaration of Quorum

A count was taken and a quorum declared.

Approval of the Minutes of the November 2008 Meeting

Pam made a motion to approve the Minutes of the November meeting. The motion was seconded by Donna and passed by unanimous vote.

Audit

Jim Long, of Long CPA, presented the report of the audit he conducted on Trinity's accounts. He made three recommendations for improvement:

1. Management of church accounts should not be controlled by an employee of the bank in which the funds are held.
2. Church financial managers should review the funds at Morgan-Stanley to be sure they are in compliance with the church's plans.
3. Church management should maintain oversight of all employees, especially accounting personnel, to ensure they are in compliance with church policies and procedures. Jim said it does appear that procedures are being followed, deposits are done in a timely manner and all payments are made. However, if there is no personnel manual, he suggested that one be developed.

The vestry reviewed the recommendations Brad Chindamo made in his memo of December 15 regarding the audit, but took no action:

1. The vestry should hire an outside accounting firm to do the actual accounting entries in Church Windows on a monthly basis. This firm should not be the same one that will conduct the yearly audits.
2. Church accounting personnel can serve as liaison between the parish, church staff and the outside firm.
3. Long CPA is the recommended accounting firm to assist in making any year-end entries in the accounting software that may be deemed necessary to correct past accounting errors/adjustments.

Treasurer's Report

Matt discussed the financial reports and forecast.

- We face the possibility of ending the year with a deficit of \$53,000.
- We are currently behind in pledge payments by about \$67,000.
- Expenses are staying pretty well on budget.
- The \$63,600 deficit for December is due to our debt to our special funds.

2009 Budget

- There will be a special meeting of the vestry sometime between January 11th and 18th to discuss and approve the 2009 budget.
- In the process of developing the budget, many cuts have been made. Salaries will not be increased.

- The diocese has agreed to give us \$2,000 per month to pay Fr. Paul as part of the their curate development program. Trinity will be required to enroll him the in church pension fund and provide insurance coverage.

Rector's Report

- Fr. Jonathon thanked the outgoing vestry members: Polly Spencer, Doug Flessing, Pam Paden, Keith Yehle and Leslie Foust
- To date three people have agreed to stand for vestry election, and a fourth is considering it.
- The Brandon Woods service continues to go well, with a core of 20 regular participants.
- Don Roehl has volunteered to serve as assistant to the junior warden in order to help Tom with his many duties.
- The lock on the storage closet in the basement will be changed so that it can no longer be opened with the master key.
- Tom has installed a new bulletin board in the parish hall.
- A child-sized table has been placed in the parish hall to serve as a gathering place for the younger children after services.
- Junk Architects sent us copies of the church floor plan, reflecting the changes that were made during the renovation. Donna Griffin will prepare them to hang on each floor and display the exit routes for emergencies.
- About 30 people have contacted Fr. Jonathon about changing the 10:30 service time to 9:30. There is a pretty even split among those who like the idea, those who don't like it and those who expressed indifference. As there is no mandate, the time will not change.
- Fr. Schmeidler, from St. John's Catholic Church, was pleased to accept the red wagon that was presented to him in thanks for his church's work for the food pantry.
- There were about 65 Trinitarians at Fr. Paul's ordination. The gift from the parish came to over \$1,400.
- The annual meeting will be on January 18.

Intern/Curate's Report

- Fr. Paul thanked the vestry for its support at his ordination service and during his training over the past six months.
- He is part of the new men's fitness and prayer group that meets on Mondays, Wednesdays and Fridays, at 6:00 a.m. in Allen Field House.
- There has been discussion about having a short children's sermon during the 10:30 service, just before the kids leave for Sunday school.
- Paul asked vestry members to volunteer to provide refreshments for the monthly meetings. Marty agreed to do it in February.

Senior Warden's Report

- There will be a small bubble fountain placed in the garden area outside Fr. Jonathon's office window.
- Polly thanked the vestry members for their support during her time as senior warden.

Junior Warden's Report

- The leaks in the walls near the steeple have been repaired. The company that did the work was able to finish quickly, which reduced our bill by \$500.
- In the course of completing the work around the steeple, they found a hatch to the upper part of the tower. The hatch is in very bad shape and will need to be repaired.
- The lights behind the stained glass window on the west wall of the nave have been installed. Tom and David Severance are working to adjust them.

Vestry Retreat

The retreat will be on Saturday, February 7. Both Marty and Fr. Jonathon have looked for someone to lead the retreat, but money has been an issue. Fr. Jonathon may lead it.

Spiritual Reflection

Nancy discussed a Sunday morning when she was already late for church, but stopped to help a man who was struggling to use his walker in an icy parking lot. It felt good to be “out and doing.”

Adjournment

The meeting adjourned at 9:10 p.m.

Respectfully submitted,
Maria Thompson, Clerk