

Trinity Episcopal Church
Minutes of the Vestry Meeting
Monday, March 19, 2018

Present: Rob Baldwin (Rector), Susan Terry (Assistant Rector), David Severance (Junior Warden), Katie Bieker, Brenda Clary, Heather Eichman, Andrew Hoyt, Katherine McGillivray, Elizabeth Miller (Treasurer), Charles Olcese, Maria Thompson (Clerk)

Call to Order

The meeting was called to order by Fr. Rob at 6:30 p.m.

Declaration of Quorum

A count was taken and a quorum declared.

Minutes of the February 26 Meeting

David made a motion to accept the Minutes of the February 26, 2018 Vestry meeting with amendments. Katherine seconded, and the motion passed by unanimous vote. Brenda will make the changes and send out revised minutes.

Rector's Report

The staff has been very busy preparing for Holy Week, and just about everything is done.

Fr. Rob will be on vacation March 21-24.

The Sunday evening service and the youth group are both struggling. More attention will be given to these issues after Easter.

Treasurer's Report

2018 Budget

- Issues
 - The 2018 budget contains an estimated deficit of \$27,736, assuming that the debt is repaid through specific fundraising.
 - Budgeted income includes \$1,500 of "Education Endowment reimbursement," and the balance in the Education Fund is \$439 as of Feb. 28. The bank has asked that the fund be close as soon as possible because fees will erode the remaining balance. *Impact: approximately \$1,000 less income.*
 - Accounting fees were underbudgeted at \$3,500. We have paid \$3,150 in 2018 for the 2015 audit, and the 2016 audit is currently underway. We will also need to do the 2017 audit this year. The estimated total for audit expenses in 2018 is \$10,500. *Impact: approximately \$7,000 more in expenses.*
- Budget Facts
 - Personnel expenses (salaries, benefits, continuing education, workers comp, etc.) make up 58% of the total budget (excluding \$46,000 debt repayment).
 - In 2017, 89% of total pledges were actually collected. (11% pledge shrinkage)
- Expense Reduction "Opportunities"
 - Evaluate outsourcing accounting functions to a third party vendor. (Can we reduce expenses/improve efficiency by outsourcing?) *The Finance Committee will review two bids at their March 29th meeting.*
 - Contact Church Insurance Group and request a policy coverage/cost review. The \$27,000 cost is 6% of our operating budget. (Consider using another insurance provider?) *First step: Brenda Clary is reviewing the policy coverage.*
 - Evaluate other providers for housekeeping. The \$12,000 cost is 2% of our operating budget. (Consider hiring a professional cleaning service?)

- In light of the \$3,500 distribution from the Endowment Fund to Trinity Interfaith Food Pantry (TIFP), reduce the TIFP commitment from the operating budget to \$1,000 in 2018?
- Cash Flow Management “Techniques”
 - Reduce monthly apportionment payments temporarily to provide cash flow to pay off the loan balance.
 - Regular reminders to the congregation to please fund pledge payments as early as possible in the month/quarter/year.
- Increase Income
 - Fundraising events
 - Midyear drive to raise 2018 pledges by 10%

Education Fund

David made a motion to give Liz and Kim the authority to close the Education Fund account. Brenda seconded, and the motion passed by unanimous vote.

Maria signed the Resolution & Authorization form that was requested by the bank, and Liz and Kim will also sign.

Contribution to TIFP

The Endowment Board voted to make a \$3,500 contribution to TIFP and now needs the Vestry’s approval for that donation.

Katie made a motion to approve a \$3,500 donation by the Endowment Board to the Trinity Interfaith Food Pantry. Katherine seconded, and the motion passed by unanimous vote.

Assistant Rector’s Report

The numbers are low for Sunday School, but the nursery is growing.

The Passion narrative can be disturbing to very young children, so before it is read at the end of the Palm Sunday service, the younger children will process out for their own Holy Week lessons.

The Easter egg hunt has been organized by the youth group in the past, but that won’t happen this year. We will need a minimum of 500 plastic eggs and candy to go into them. Volunteers will be needed to fill the eggs, then stay outside with them to ensure nobody walks off with any before the children get outside to gather them.

Junior Warden’s Report

With our current financial situation, we cannot afford to replace all of the lights in the nave with LEDs, as had been hoped. However, David would still like to get a work party together to replace all the burned-out bulbs before Easter.

David made a motion to buy LED bulbs for the nave with money from the Trinity Environmental Stewardship Team (TEST) and a matching gift from a parishioner. Heather seconded, and the motion passed by unanimous vote.

The insurance company is waiting for the police report and pictures from last fall’s vandalism so they can pay out for the damages.

Membership/Outreach

Chuck presented a draft of the newcomer/visitor guide, and a few edits were suggested. He will look into getting a copy of the cathedral’s welcome book.

At the retreat, there was discussion of putting signage in key places around the church to help visitors get around. The Vestry was asked to consider the sign frames Fr. Rob suggested in his email of March 19th.

A parishioner has suggested that it would be a good idea for new members of the congregation to receive acknowledgement when their membership transfer materials have come through.

David will look into replacing the building map that was destroyed in last fall's vandalism.

Request to Use Building for a Private Event

A parishioner has asked to use the parish hall on Saturday, June 2nd, 10:00-3:00 for a family event. The room is currently available, but before approving the request, the Vestry would like some questions answered:

- 1) What is the size and nature of the event?
- 2) Will they use the kitchen? The dishwasher?
- 3) Will alcohol be served?

Once approval is given, we will charge a \$75 cleaning fee, and have the parishioner read and sign the usage policy.

Wedding & Funeral Coordinators

Wedding Coordinator Elaine Penney and Funeral Coordinator Katherine McGillivray need people to serve as back-up when they can't be here. They sometimes back each other up, but would like to have at least one more person to help out. Anyone who would do this will need to be reliable and have a good pastoral presence. The wedding coordinator is paid and works mostly at end of week (Friday/Saturday). The funeral coordinator is not paid and can be called on at any time, but typically will work on weekdays.

Adjournment

The meeting adjourned at 8:00 p.m. Fr. Rob closed with a prayer.

Respectfully submitted,
Maria Thompson, Clerk