

**Trinity Episcopal Church**  
**Minutes of the Vestry Meeting**  
**Monday, July 18, 2016**

**Present:** Rob Baldwin (Rector), Susan Terry (Assistant Rector), Terry Mandle (Senior Warden), Andrew Hoyt (Junior Warden), Jennifer Attocknie, Katie Bieker, Nora Clark, Brenda Clary, Steve King, Glenna Kleinkauf, Dusty McCoy, Chuck Olcese, David Severance, Bill Benso (Treasurer), Maria Thompson (Clerk)

**Absent:** Marilyn Russell

**Guests:** Ann Elizabeth Bishop, Vashti Winterberg

**Call to Order**

The meeting was called to order by Fr. Rob at 6:35 p.m.

**Declaration of Quorum**

A count was taken and a quorum declared.

**Approval of the Minutes of the June 2016 Meeting**

Glenna made a motion to approve the Minutes of the June meeting. David seconded. The motion passed by unanimous vote.

**Rector's Report (in addition to written report)**

It appears someone has been coming into the church after services. We need to include checking all doors and the top floor as part of our closing procedures.

We recently had \$56,000 gifted to us for debt reduction, \$6,000 of which has already been given. This will give us the necessary funds to continue paying down our debt past October, and will leave us with only \$50,000 left to pay.

**Assistant Rector's Report**

We will be opening another classroom for 3<sup>rd</sup> and 4<sup>th</sup> graders, so will need another teacher.

Sunday School will begin the Sunday after Labor Day.

Margery Groves, at Brandon Woods, is working with Tudy Youngberg and Mthr. Susan to start a Women's QUESTioning group there.

**Treasurer's Report**

June was a good month:

- income was up and expenses were down;
- pledge income was right on budget;
- we've deposited \$6,000 toward our debt reduction;
- we collected \$17,000 over the weekend;
- all bills are current and no payments have been deferred.

There was a very positive response to our request that parishioners catch up their pledge payments.

Internet/communication expenses are way over budget. Fr. Rob has asked Jenn to look into the reasons why.

**Senior Warden's Report**

Ann Elizabeth Bishop and Vashti Winterberg have been working with the Debt Reduction project group on the capital campaign. Even though we've had some debt relief, we need to continue efforts to bring in money.

Ann Elizabeth did some research into companies that work with churches on capital campaigns, and she presented her findings. There were some well-known organizations that she ruled out for various reasons, including the Episcopal Church Foundation.

**Recommendation**

Ann Elizabeth's recommendation is that we hire Horizons Stewardship. They're a large company with a good reputation, and they've done a great deal of work with Methodist and Lutheran churches, both of which have a theology that is similar to our own.

She talked to the president of the company and answered some questions for him. He did a little research on our demographics, and suggested to her that we might be able to raise up to \$700,000.

#### How they work

Horizons Stewardship would send someone to talk with the Vestry and answer questions. They would do a feasibility study in September, then work with us through the fall. They would take a break during Advent, come back in January, and be done by Easter. They will guide us, but we will need to do the actual work.

They believe that with their help we can run a capital campaign concurrently with the fall pledge drive.

Their fee would be 5.25% of the amount we determine we'd like to raise.

- 10% would be paid up front.
- 10% would be paid when the feasibility study is done, then we would have 10 days to decide if we want to go forward with them.
- The balance would be paid in six monthly payments, January – June 2017.
- If we're unsatisfied with their work, they will refund 100% of whatever has been paid.

#### Vestry considerations

Before agreeing to work with Horizons Stewardship, the Vestry would like to know exactly what the feasibility study entails. They would also like to call references.

Ann Elizabeth pointed out that if we decide to run the capital campaign in the fall, we will need to be very intentional about referring to it as "the capital campaign," and the annual drive will have to be called "the pledge drive." It will be important to keep these separated throughout both efforts.

David made a motion to have Ann Elizabeth Bishop continue discussions with Horizons Stewardship. Katie seconded, and the motion passed by unanimous vote.

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

The outside light in back has been replaced by Westar.

We got 160 directories from Life Touch. Andrew would like to hold back 50 of them to be handed out to newcomers, and will post a notice reminding parishioners to pick theirs up in the office if they haven't done so yet.

Andrew suggested we have the architectural plans for the church and Matthews Center digitized. The cost would be about \$150.

Steve made a motion to approve up to \$150 to have the architectural plans for both the church building and the Matthews Center digitized. Glenna seconded, and the motion passed by unanimous vote.

#### **Adjournment**

The meeting adjourned at 8:20 p.m.

Respectfully submitted,  
Maria Thompson, Clerk