

Trinity Episcopal Church
Minutes of the Vestry Meeting
Monday, June 25, 2018

Present: Rob Baldwin (Rector), Susan Terry (Assistant Rector), Kim Mandle (Senior Warden), David Severance (Junior Warden), Jennifer Attocknie, Katie Bieker, Brenda Clary, Andrew Hoyt, Allison Marker, Katherine McGillivray, Elizabeth Miller (Treasurer), Charles Olcese, Maria Thompson (Clerk)

Guests: Bill Perkins, Tod Sutton

Call to Order

The meeting was called to order by Mthr. Susan at 6:35 p.m. She opened with a prayer.

Declaration of Quorum

A count was taken and a quorum declared.

Minutes of the April Meeting

Katherine made a motion to accept the Minutes of the May 2018 Vestry meeting. Andrew seconded, and the motion passed by unanimous vote.

Endowment Board Report

Tod Sutton presented the Endowment Board Report.

Fund assets at the beginning of the year were \$321,033. As of May 30th, they were \$321,500.

The Board requested approval of the following distributions:

- Trinity Interfaith Food Pantry - \$1,000
- Willow Domestic Violence Shelter - \$1,000
- Kansas to Kenya - \$1,000
- Habitat for Humanity - \$1,000

Liz made a motion to approve the Endowment Board distributions as presented. David seconded, and the motion passed by unanimous vote.

Tod indicated that the Board would consider additional grants if the Vestry offered guidance on other appropriate outreach agencies.

Assistant Rector's Report

Sunday School

Summer Sunday School is going well, with a good number of children of various ages. The older children take on volunteer roles, while also participating in what the group is doing. On June 24th, they had a big finish to the June "Stories, Skits & Snacks" month. The July session will be "Building Faith Brick by Brick." They will have a Bible story each Sunday, then each child will build Lego creations to express what the story meant to them.

Vacation Bible School

Many thanks to Rachel and Rob Schwaller for another VBS trip to the garden. Attendance was a little low, but everyone had a great time.

Go, Go, Jonah!

In July, Susan Hires will work with our children on the musical version of Jonah's adventures. She has done this before and promises that this can be done in one week.

Willow Domestic Abuse Shelter

Mthr. Susan is continuing to work with staff at Willow to determine what Trinity will do for and with them beginning in the fall.

Other Items

- Mthr. Susan continues to work with the rest of the office staff on the many things that need to be done during the week.
- She is working with Fr. Rob on various aspects for the coming program year.
- She continues to do pastoral work with parishioners.

Fundraising

Katie presented some fundraising ideas. Help will be needed to implement and staff whichever ones we choose to try.

- Organize and sell tickets to a softball game against St. Margaret's

- Garage/rummage sale
- Chili cook-off and/or a bake-off
- Silent auction
- Donation portal on Facebook
- Ask various Trinity ministries (Holy Stir-It, TEST, Music...) to raise money for the church
- Ask for donations for parking during the annual Downtown Sidewalk Sale, and sell smoothies

The Vestry discussed three options.

- 1) Rummage Sale, August 11th, in the parish hall
 - a. Katherine will chair and Liz will help
 - b. We will start collecting donated items on August 6th
- 2) Silent Auction
 - a. Maybe in conjunction with the Ploughman's Lunch
 - b. Maybe instead of the bake sale that is usually held during the Ploughman's Lunch
 - c. Kim will chair
 - d. More details will be worked out after Fr. Rob has a chance to discuss with the Ploughman's Lunch Planning Committee
- 3) Facebook Portal
 - a. Katie will take charge

GIFT Card Program

Sales of grocery store gift cards have been put on hold until the program's financial situation is made more clear.

- Bill Perkins offered to loan Trinity \$6,000 to fund GIFT cards, plus \$200/month for five months (totaling an additional \$1,000) to keep the card program going.
 - There was concern regarding taking a loan from a parishioner.
 - The general feeling of the Vestry is that we do not want to borrow more money in any amount.
 - The discussion was tabled.
- It was suggested that sales might be able to continue if parishioners pay in advance, before any cards are purchased, to avoid tying up operating funds to buy cards.

We spend far more on the cards than they bring in. An ad hoc committee will be appointed by the Finance Committee to do a financial review to determine such things as:

- Who has control of the cards?
- What policies and procedures are in place to keep track of the cards?
 - David explained that they keep track of the card serial numbers and the check numbers that are used to pay for the cards.
 - Card serial numbers are on the invoices we get from the stores. It was suggested that the invoices should be matched up with the list of cards that are sold.
- Where are the cards stored?
- There should be written procedures.

Rector's Report (in addition to written report – see attached)

Charles and Fifi Paden were interred on the evening of June 25th.

Budget Letters

Kim drafted a letter to parishioners about the budget, and asked for input from Vestry members. An additional \$45,000 is needed.

Office Staff

Jenn Holloway tendered her resignation, and Sarah Johnson will leave at the end of summer.

Treasurer's Report

Accounting

The Finance Committee has recommended hiring an agency that specializes in church accounting, Miller Management (no relation to our treasurer, Liz Miller).

From Liz's June 16th email to the Vestry, on behalf of the Finance Committee:

...Trinity has for some time considered the possibility of outsourcing the accounting function to a professional accounting firm. Father Rob and the Finance Committee recommend that Trinity hire Miller Management to provide professional accounting services to Trinity. Miller Management would provide payroll services, accounts payable and general ledger accounting services, and monthly financial statements. The cost of these services has been bid at \$1097 per month, with a \$1097 conversion fee. Miller Management estimates that Trinity would need approximately

10 hours per week of staff time to make deposits, maintain the giving records, and coordinate the documentation and communication with Miller Management staff. There is currently no waiting list for conversion, and Miller Management estimates that conversion would take approximately six to eight weeks. Miller Management would provide training for Trinity staff.

Miller Management has been in business for 29 years. They do not provide tax services or financial auditing services--their only business is to provide outsourced accounting services for churches and nonprofits (church-related). Miller Management assigns a three person team to each client.

Hiring a third party accounting vendor would provide Trinity with professional level accounting and financial management, which are simply not available with in house staff. With restructured job duties, a part time staff member would be available during office hours to answer questions about giving records, coordinate with Miller Management, and handle other financial issues that arise. We believe that this is an affordable and workable solution for Trinity.

It is expected that hiring Miller Management will be either cost neutral or slightly more. They won't be able to do the conversion before September 1st. Brenda volunteered to be Trinity's contact for the agency.

Liz made a motion to contract with Miller Management to manage Trinity's accounting functions and payroll, and to restructure our office staff to accommodate this change. Andrew seconded. The motion passed by unanimous vote.

Financial Report

Liz reviewed our financials as of May 31st.

- Giving is running 25% behind budget.
- Expenses are running close to budget.
- Administration costs are over budget because of the audit of 2015 finances.
- The messaging service, One Call Now, is costing more than we expected. Katie and Allison will do research into other companies to see if we can find a better deal.
- Constant Contact is the vendor for the e-newsletter. Katie and Allison will look for other companies for this service as well.
- Our final debt payment will be due on January 2019. We will run out of money to make the payments in September, partly because parishioners are not paying their pledges.

Junior Warden's Report

The air conditioning units are struggling. David will call Scott Temperature to check on them. He will also call someone for the dishwasher.

Adjournment

The meeting adjourned at 8:30 p.m.

Respectfully submitted,
Maria Thompson, Clerk

Rector's Report

As mentioned in an earlier email, **Jenn Holloway** has tendered her resignation as Parish Administrator. She will be staying on into mid-July (non-specified date) to help with whatever transition plan is implemented.

The Rev. Bianca Elliott is joining the Trinity staff as "Priest Associate," a non-stipendiary position. In addition to assisting with liturgy, Bianca will be working on expanding our ministry in the Haskell community and the feasibility study for a Spanish-language service.

The Council of Trustees has delayed their decision to deploy **Deacon Deb Burns** here at Trinity, citing the need for more discussion on the topic. I will keep you updated as news develops.

Clint Laing has contacted me via mail last week and I will be setting up an appointment to see him in the Douglas County Jail. There has been recent conversation about him at the Adult Forum, and I am pursuing doing a parish-wide program on how we safeguard our children.

I will be organizing **confirmation classes** in August in anticipation of the convocation-wide confirmation service on September 29. One of those being received into the Episcopal Church is **Matt Holahan**, a former Roman Catholic priest who has been an active member of Trinity over the last year. Matt has informed me and the diocese of his desire to have his ordination recognized by the Episcopal Church and re-enter vocational ministry.

The **Adult Forum** has concluded the final component of the "Pilgrim" series, entitled "Church and Kingdom." This series has been a popular one, generating a lot of good conversation on a variety of topics from the Lord's Prayer to the Nicene Creed to our theology of Communion. From here, we are going into a series of classes based on the book *Good Fences: the Boundaries of Hospitality* by Caroline A. Westerhoff. The class will examine the subtle differences between welcoming and inclusion, and the tension that exists in churches between being all-inclusive and maintaining important boundaries and core identity.

The funeral for **Charles Hoag** will be on July 7th (time yet to be determined at the writing of his report). There will be a reception following the service. He will be interred at a later date.

In light of recent articles in the Lawrence Journal World regarding the Lawrence Sports Corporation and their financial problems, I have recommended to the Finance Committee that we do an **internal audit of the GIFT card program**. While there is no evidence of wrongdoing and the GIFT program has solid fiscal procedures, the program is overseen by the former director of LSC, Bob Sanner, and I am anticipating questions from the congregation. This is a precautionary measure intended to assuage any concerns people might have.

The **Bishop Search** will be having their "walkabout" for the Northeast Convocation on October 2, at 7:00 PM at St. Thomas Episcopal Church in Overland Park. This is an opportunity for the public to meet the two nominees, ask questions, etc. Each convocation will have their sessions live-streamed on the internet. You can find out more at kansasbishopsearch.org.

Finally there has apparently been some confusion regarding the schedule of events surrounding my **wedding**. On August 4th at 11:00 AM my family and I will have a small, private ceremony with a small, private reception afterwards. On Sunday, August 5th we are inviting the entire congregation to join us after the 10:30 AM service for a reception, including a bounce house for kids and adults. I will put an article in the newsletter to this effect.