

Trinity Episcopal Church
Minutes of the Vestry Meeting
Monday, July 23, 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, Richard Lungstrom, Allison Marker, Elizabeth Miller (Treasurer), Charles Olcese, Maria Thompson (Clerk)

Guests: Lindy Eakin, Matt Holohan

Call to Order

The meeting was called to order at 6:30 p.m. Fr. Rob opened with a prayer.

Declaration of Quorum

A count was taken and a quorum declared.

Minutes of the June Meeting

David made a motion to accept the Minutes of the June 2018 Vestry meeting. Chuck seconded, and the motion passed by unanimous vote.

New Vestry Member

Richard Lungstrom will fulfill Clint Laing's 3-year term. Richard's term will end in December 2020.

Rector's Report

In July, staff and volunteers met with representatives of Miller Management to discuss the transition of our financial services. We are currently looking for a staff person to handle deposits and serve as a contact person for Miller Management. This position should be about ten hours a week during business hours.

Response to the letter from the Senior Warden has been very positive and resulted in a significant surge of giving. In addition we received contributions to the debt reduction campaign as well.

We have had three funerals in July: Charles Hoag, Norman Hazen, and Richard Kay.

In August we have two baptisms: Maura Bell on August 5th, and Jacob Eaton on August 11th.

There are three guest preachers coming up: John Bullock (July 22), the Rev. Sara Maypole (July 29), and Janice Baldwin (August 5). John and Janice are both licensed lay preachers.

The organ broke at the end of a funeral. The repairs will require an electrician and an organ specialist.

The air conditioning unit on the north side of the church began vibrating during the 10:30 service on July 22nd.

Rector's Insurance

Fr. Rob will be put on Mandy's insurance once they are married, which will cost her \$4,500. The Vestry discussed reimbursing his family for the \$4,500, which will be \$5,500 less than what we currently pay. We would need approval from the diocese, and there could be tax ramifications for the Baldwin Family.

Katie made a motion to authorize the Finance Committee to look into options to resolve the issue of Fr. Rob's insurance costs. The motion was seconded and passed by unanimous vote.

Ordination Process – Matt Holohan

Matt Holohan, a member of the parish, has been working with Fr. Rob to begin the process to be ordained a priest in the Episcopal Church, and now needs Vestry approval to move forward. He was a Catholic priest for 39 years, and has been a chaplain at the Douglas County Jail since January 2018.

Brenda made a motion to approve Matt Holohan to begin the process of becoming a priest in the Episcopal Church. Richard seconded. The motion passed by unanimous vote and the letter of support was signed.

Treasurer's Report

There was an initial meeting with Miller Management on Monday, July 16th, and we are proceeding toward an August 1st conversion date for the firm to assume responsibility for payroll, accounts payable, and financial statements. Bonnie Briscoe has volunteered her considerable expertise, is assisting Jenn Holloway with the conversion, and will be handling deposits, maintaining the giving records, and handling the communications with Miller Management until a new staff member is hired. Brenda Clary has been volunteering to help with deposits until Miller Management is in place.

Trinity's income and expenses were approximately equal in June, but only because we did not make an apportionment payment again that month. Year to date, total income is \$41,000.00 less than budgeted, while total expenses are \$27,897.75 less than budgeted, primarily due to the omission of three monthly apportionment payments totaling \$19,128.00. The YTD shortfall in income relative to expenses is \$27,732.37, which has been funded primarily by borrowing from the debt repayment fund.

Some good news is that Trinity received an additional donation of \$4,000 for the debt repayment fund, bringing the total to \$44,699. The original goal was \$46,000, so Liz will write a note for The Corner indicating that the majority of the funds have been raised for the debt repayment campaign. However, since \$21,630.18 was borrowed from the debt repayment fund to cover the operating account deficit, the debt repayment fund can only cover the loan payments for July, August, and September. The current loan balance is \$25,734.66, and monthly payments are due through January, 2019.

Schwab Grant

Rodney and Donna Olson nominated Trinity for a \$5,000 grant from the Schwab Charitable Trust to fund the replacement of an air conditioning unit.

Liz made a motion to use the grant from the Schwab Charitable Trust, if received, to fund the purchase of a new air conditioning unit. Katie seconded and the motion passed by unanimous vote.

Custodial Services Vendors

Lindy Eakin discussed a proposal from the Finance Committee to reduce expenses and improve overall custodial service for the church and office buildings. Our current cost is \$820 per month. Wedding and funeral cleaning is an additional \$150 per event.

Proposals were solicited from five vendors: our current service providers, Diana and Mike Leming; Bob's Janitorial; Buckingham Palace; Service Master; and Stratus Building Solutions. The Lemings stated that their current pricing and service stand as their bid. Bids ranged from \$450/month to \$1,043/month. Services we expect are vacuuming all carpeted surfaces, sweeping/mopping all other flooring as appropriate, full cleaning and disinfecting of all restrooms, and emptying of all trash containers once per week. Similar cleaning of the parish hall and sanctuary would occur for weddings and funerals at a fixed cost that is equal to our current cost.

The Finance Committee recommends awarding the new contract to Stratus Building Solutions, pending satisfactory references. They came in at \$450/month. The recommendation is based on the committee's evaluation of both the cost and quality of service that they expect to see from Stratus. Full transition of services would probably happen in September.

Andrew made a motion to accept the recommendation of the Finance Committee and proceed with a transition to Stratus Building Solutions for custodial services in the church and office buildings, pending satisfactory references. Katie seconded and the motion passed by unanimous vote.

Fundraising

Katie is working to get us accepted by Facebook as a non-profit.

The garage/rummage sale will be on August 11th.

The kickball game against St. Margaret's will be September 15th. The game is for all ages.

We have already received items for the silent auction: four tickets to the KU-Vermont basketball game; a Charles Capps print; and a first-edition of Charles Dickens's *Oliver Twist*.

Assistant Rector's ReportPastoral Meetings

Mthr. Susan is working with a newly ordained priest on "priest craft" and is talking with a parishioner who hopes to be a future student at BKSM.

She has also visited with a parishioner whose mother recently passed away.

Sunday School

Building Faith Brick by Brick, our July Lego/Bible story program, is going well. Some Lego creations reflect the actual Bible story, while others tell personal interpretations. Mthr. Susan expressed thanks to everyone who donated Legos for the program.

Sunday School will begin the Sunday after Labor Day.

She continues to meet regularly with Fr. Rob regarding the 2018-19 schedule, and is personally putting together the 2018-19 Children's Ministry schedule, which includes Sunday School dates, Outreach projects, and special events (Christmas pageant, intergenerational activities, etc.)

Junior Warden's Report

July was a usual month, with burned out lights and minor toilet issues.

The dishwasher stopped working toward the end of June. David called Hobart, and they had it back up and running at a cost of \$240.

Also toward the end of June, one of the cooling towers for the parish hall stopped working. Scott Temperature cleaned it out and replaced a fuse. David cleaned the remaining units and found two on the roof that were not working. Scott came out again and got both units working, but one went down again a short time later. Scott's repair estimate is \$5,000. Cloud gave an estimate of \$4,200, so now we are looking into replacement.

We lost the top of a maple tree in a storm.

Eagle Scout Project

Zach Pitts has taken lighting out of the project plan for the sign on the lawn. Kim and David gave Zach the go-ahead to begin repairs to the sign. Zach was supposed to make a presentation to the Vestry, and members would still like to have that happen.

Hare Garden

Liz and Jerry Hare are donating gravel and flagstones to create a path from the Hare Garden to the walkway leading to the double doors.

Fall Stewardship Campaign

Strong Vestry involvement will be needed if we are going to have a successful stewardship campaign this fall. Some of the people who have led the campaign in the past will be unable to do so this year.

Vestry Meeting Dates

There was discussion about moving Vestry meetings to the fourth Monday of each month to allow time for financial reports to be completed before the meetings. Miller Management has promised that reports would be done by the 20th of each month.

Kim made a motion to move Vestry meetings to the fourth Monday of the month, beginning in August 2018. David seconded and the motion passed by unanimous vote.

Adjournment

The meeting adjourned at 8:10 p.m.

Respectfully submitted,
Maria Thompson, Clerk