

**Trinity Episcopal Church**  
**Minutes of the Vestry Meeting**  
**Monday, September 24, 2018**

**Present:** Rob Baldwin (Rector), Kim Mandle (Senior Warden), David Severance (Junior Warden), Jennifer Attocknie, Brenda Clary, Heather Eichman, Richard Lungstrum, Allison Marker, Katherine McGillivray, Elizabeth Miller (Treasurer), Charles Olcese, Maria Thompson (Clerk)

**Guest:** Jim Long, Karlin & Long LLC

**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 August Meeting**

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

**2016 Financial Audit**

Jim Long, CPA, of Karlin & Long, LLC, presented the 2016 financial audit report to the Vestry. Mr. Long indicated that the 2016 financial audit was conducted in accordance with generally accepted auditing standards. Mr. Long stated that the financial statements present fairly, in all material respects, the respective assets, liabilities, and net assets of Trinity Episcopal Church as of December 31, 2016, and the respective support, revenues, and expenses, functional expenses and cash flows for the years then ended in accordance with the modified cash basis of accounting. Mr. Long answered questions from Vestry members. He noted that there are amounts classified in the financial records as restricted for use but the accounting terminology made it vague as to the restricted purpose. The Vestry accepted the audit report.

**Treasurer's Report**

The August 31, 2018 financial reports are being prepared by Miller Management, Trinity's accounting services provider. Since August is the first month end following the conversion, the financial statements are not quite ready yet. We expect to receive the August financial reports in the next few days, at which time I will share them with Vestry members via email. Thank you for your patience with this process.

Financial "Good News": As Father Rob announced during the Harvest Dinner last night, Trinity has paid off the balance of the loan from Central Bank of the Midwest. This is good financial progress, as over \$40,000 was raised this year to pay off the loan, and it has been used for that purpose.

However, please remember that the 2018 budget contains a \$27,736 structural deficit. (In other words, the Vestry budgeted \$27,736 more in expenses in 2018 than was projected in 2018 income.) The structural deficit is compounded by the fact that 2018 prepaid pledges (received in 2017) were also spent in 2017, so they are not available to pay expenses in 2018. That means that we should expect to be approximately \$42,000 short (income minus expenses) in 2018. Currently, Trinity owes (as of 8/31/18), \$31,880 in apportionment to the Diocese. (Trinity has made only three apportionment payments this year, for January through March.) While the Garage Sale fundraiser raised income by approximately \$5,600, and the elimination of the allocation to the Food Pantry reduced expenses by \$3,500, we also had an unexpected air conditioner unit replacement expense of \$5,000. Even adding in some projected savings in expenses (housekeeping contract rebid; Father Rob's health insurance; etc.), we have perhaps reduced the structural budget deficit by approximately \$5,000 - \$6,000 on a net basis.

Therefore, the Vestry needs to continue its fundraising efforts in calendar year 2018.

We will soon begin the process of putting together the church's Mission Plan (aka Budget) for 2019. Trinity uses an incremental approach to budgeting, which means that we will start with the 2018 budget experience, and the pledge totals for 2019, and build a draft of the 2019 budget. The goal is for the Vestry to approve the final 2019 budget/Mission Plan by early December. We will be asking Vestry members to commit several hours on a Saturday morning in early November to come together and discuss the 2019 Mission Plan.

### Resolutions

Liz presented two resolutions to the Vestry. We are transitioning from using debit cards for the Trinity Interfaith Food Pantry (TIPF) to using a credit card in order to reduce the number of accounting transactions and to improve the security of the transactions for the pantry. We also need a new resolution for the credit card that is used by the office, which will include removing a past Trinity employee who is still listed as a contact for the bank.

Brenda made a motion to adopt both credit card resolutions as presented. Chuck seconded, and the motion passed by unanimous vote.

### Cleaning Service

Our new cleaning service, Stratus Building Solutions, discovered a space that wasn't included in their original bid, so would like to increase their monthly charge by \$50, bringing the total to \$500/month, beginning in December. This will still be less than we'd been paying our previous cleaning service.

David made a motion to agree to Stratus Building Solutions's request to raise our monthly charge to \$500/month, beginning in December 2018. Richard seconded, and the motion passed by unanimous vote.

### Sales Taxes

In the transition to Miller Management we discovered that we've been paying sales taxes over the last few years, most of which we will be unable to get back. New procedures will be established to ensure this does not happen anymore.

### **Rector's Report**

Jenn Holloway has resigned as our financial staff person at Trinity. This resignation was amicable, with Jenn feeling that she was no longer able to do the job in the way that Trinity deserved. Jenn assisted tremendously with the training of a volunteer to fill in during the transition to Miller Management for our bookkeeping.

We are setting up interviews for a financial staff person who will work in a more limited capacity to serve as contact person for Miller Management and field inquiries from the congregation.

The Lemmings have also offered their resignation as our custodians, effective at the end of the month. We have a contract with Stratus to take over those duties, and will do a deep clean before the bishop candidates' visit the first week of October.

Our first kickball game was a huge success, with over 20 people from Trinity Church in attendance and great attendance from our hosts at St. Margaret's as well. Marcia Granger suggested some future joint opportunities for fun activities together (such as a joint Christmas Caroling event) that we will be following up on.

I suspect there will be more detailed information about the Harvest Festival Dinner in other reports but on the whole I think it went well, although attendance may have been off a bit.

We have four people (two adults, two youth) who will be confirmed this Saturday at St. Michael and All Angels at 10:30 AM. Bp. Milliken will be presiding.

On October 2<sup>nd</sup> the candidates for bishop of the Diocese of Kansas will be holding their "walkabout" session in the Northeast Convocation at St. Thomas Episcopal Church in Overland Park at 7:00 PM. Questions must be presented in advance through the bishop search website, [kansasbishopsearch.org](http://kansasbishopsearch.org)

### **Assistant Rector's Report**

Mthr. Susan was absent due to illness.

### Sunday School

We have 6 teams, a total of 21 adults working with our children this year. There are enough teachers so that each class can rotate teachers, giving volunteers a regular Sunday off.

1<sup>st</sup> week: we had 23 children. The 2 largest classes are our 2 new classes this year: 3-4 year-old and 6<sup>th</sup>-8<sup>th</sup> grade.

This month I have helped with teacher training, curriculum reviews, craft ideas, and providing supplies.

### Diocesan Events

Clergy Gathering in Wichita: attended the Northeast Convocation meeting with a Diocesan representative who presented the Mission Plan. We also discussed a resolution to be brought before Convention. The primary topic for both events was the bishop election process.

I also prepared a workshop for the Gal's Only weekend. I was very sad that this virus kept me from being at the event, but I shared my ideas.

Pastoral work/support in my office, through phone calls and on Sunday mornings.

### Upcoming Event

Blessing of the Animals, 10/6, 10:30-11:30. We have invited St. Margaret's to be with us. Come, bring your pets and wear your t-shirt!

I'm also sorry I've had to miss the Harvest Festival and tonight's Vestry meeting. Hope to be back to normal in the near future!

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

It will cost \$12-14,000 to replace the carpet in the basement with the same as what we currently have.

There is a switch in the organ that needs to be repaired. An organ repair professional from Reuter and an electrician will be required to do the job.

### **Newcomer Brochure**

Heather volunteered to begin the work of editing the newcomer brochure. Brenda and Allison offered to help.

### **Silent Auction**

We've got some contributions for the proposed silent auction, but time will be an issue if we still want to do the event this year. As an alternative, Fr. Rob emailed information about an online auction service prior to this meeting. The Vestry decided not to pursue an online auction.

If we don't hold an auction, we will need to let the parish know that increased giving is our only option to raise funds to cover our 2018 budget deficit.

### **Wi-Fi**

We will continue to have Wi-Fi in the office, but not in the church building. It might be possible to get a booster for the church.

### **Announcements During Services**

Some parishioners have complained that the Sunday morning announcements go on too long. It was agreed that we need to develop a better communication strategy that will reach more parishioners on a regular basis, as well as remind people giving announcements that they need to keep them to basic, important information only.

### **Next Meeting**

The next Vestry meeting will be on October 22<sup>nd</sup>.

### **Adjournment**

The meeting adjourned at 7:55 p.m.

Respectfully submitted,  
Maria Thompson, Clerk