

Meeting Minutes

Trinity Episcopal Church Vestry Meeting

April 22, 2019

Present: Rob Baldwin, rector; Susan Terry, assistant rector; Steven King, senior warden; David Severance, junior warden; Liz Miller, treasurer; Kim Mandle, Camille Olcese, Leslie Foust, Brenda Clary, Jennifer Attocknie, Betsi Anderson, Richard Lungstrum, Sandy Jacquot

Visitors: Vera King, Susan Ralston, Heather Shore

Call to order: The meeting was called to order at 6:34 p.m.

Declaration of Quorum

A count was taken and a quorum was declared.

Old Business

There was confusion in the March minutes regarding a directive authorizing the firm to do an audit.

Brenda Clary moved we ratify the contract by voting on it, and Sandy Jacquot seconded it. Discussion followed.

The motion was amended, voted on and passed unanimously to ratify the contract decision unequivocally.

The next discussion was confusion in the number of vestry members. Thirteen people were serving. Heather Shore had been appointed to fill a vacant position that should have expired at the end of 2018. While it appeared there were 13, Allison Marker announced her resignation, leaving only 11 members. Heather is eligible to serve, and Fr. Rob agreed to ask her if she would be willing to complete the final year of Allison's term.

The Rector's report included the parochial "2018 Report of Episcopal Congregations and Missions."

Kim Mandle moved to accept the parochial report. Richard Lungstrum seconded the motion; the motion was carried unanimously.

Mother Susan reported she was working on a written description of her duties to pass along. She is ready to move but has to sell the house first.

Treasurers' report

Treasurer Liz Miller gave a report from the Trinity Finance Committee: There is no update regarding the potential IRS penalty of \$7,860.12 for failure to submit W-2s for the tax year 2015. The most recent IRS letter dated March 13, 2019, indicated that no action needed to be taken by Trinity. They expected to hear back from the IRS within the next 60 days, which would be approximately May 13.

The financial review of the GIFT program was discussed. Sandy Jacquot, Brenda Clary and Lindy Eakin are the members of the ad hoc committee, which is conducting a financial review of the GIFT program. Lindy provided a written report on the information and that he has gathered from Bob Sanner about how the former GIFT card program was managed. Brenda and Sandy agreed to interview the parishioners who were involved in the sale of GIFT cards to gather

information about the procedures that were used and the documentation that was maintained. Lindy will provide a proforma cash flow analysis for the GIFT card program to the Finance Committee at the May 22 minutes. The finance committee will provide a written report on the GIFT program to the vestry during the May vestry meeting.

A draft for the Trinity Episcopal Church, management policy for reserve and funds, March 2019, was presented and vestry approval was needed.

The management policy that outlines how to manage reserves and funds and who can spend money, was reviewed.

It is recommended that a non-profit have six months reserve. It was estimated that three months reserve for Trinity would be about \$100,000, Liz said.

This is the policy document how to manage the unrestricted funds and operating reserves, Sandy said.

A motion was made by Brenda to approve the management policy for reserves and funds and Leslie Foust seconded and the motion was carried unanimously.

The vestry tabled discussion on the columbarium.

Betsi asked if a letter could go out in May reminding people to keep up pledges during the summer months. Fr. Rob said he would do a robo call in May reminding people and reminding them that The Rt. Rev. Cathleen Bascom would be coming. May 26, 2019.

During the Junior Warden report, Betsi agreed to help work on a matching grant but would have only a week to get it done. The most pressing need for the church was improving the six air conditioning units in the sanctuary, and stonework on the front of the building.

In other business, the Rev. Canon Torey Lightcap, Canon to the Ordinary has offered his assistance in leading the process for the ministerial review.

A motion by Richard Lungstrum and seconded by Kim Mandle, passed unanimously to have Torey Lightcap come to do the review.

Fundraising

Saturday afternoon, June 29, a silent art auction is being planned for the church. Sissy and Earl bluegrass musicians will play for free. More details will be announced. Organizers are Vera King, Kim Mandle, with Betsi Anderson liaison. They will need volunteers to help.

They will also need 15 more paintings for the event, which will be a fundraiser for the church's general account.

Kim Mandle moved and it was seconded by Richard Lungstrum, and it was unanimously moved to adjourn at 8:48 p.m. adjourn.

Kathy Hanks, clerk