

## Vestry Meeting Minutes

June 24, 2019

The meeting was called to order at 6:36 p.m. A quorum was established Members present: Father Rob, Steve King, David Severance, Camille Olcese, Betsi Anderson, Liz Miller, Heather Shore, Kim Mandle, Sandy Jacquot, Brenda Clary, Leslie Foust Members absent: Jennifer Attocknie and Richard Lungstrum Guest: Vera King

The June meeting minutes were approved.

### Rector's Report

Jonah Brandley is organizing the first newcomers' event to take place at Canterbury House in late July. Fr. Rob hopes members of the Vestry will attend and welcome new members. The first batch of volunteers has signed up to cover Summer Sunday School, but many weeks still need to be covered. "I want the Vestry to reconsider the decision to end Wi-Fi in the church, In addition to the music staff who work out of the choir room, it is my plan to set up a workstation for the Christian Education staff person in the lower level of the parish hall. In addition, having Wi-Fi would allow us to run laptops and tablets to process Dillon's accounts and do financial transactions for fundraising events."

"Trinity needs a team of people to oversee the renovation of the Sunday school area, especially the common area adjacent to the Jackson Kemper Room. With the new flooring going in, this is a perfect time to change the look and layout of the area. In particular, we need a room that is organized, attractive and useful. But that means finding people with the talent and the time to take on this task.

"VBS was a success, with roughly 20 children registered, including non-members who were friends of members or from the food pantry. Volunteers came from other parishes, including Grace Episcopal Church in Ottawa."

Members of Trinity and Grace are organizing a choral evensong on July 28 at Grace Church as part of the "Kaw Valley Minster" plan proposed by Bishop Bascom. On June 22, Isaac Severance and Lisa Hetrick were married at Trinity Church. The Christian Education position job description has been drawn up and will be posted. Actions Fr. Rob needs from the Vestry: Help identify Sunday school teachers and ask them to sign up Help organize the renovation team Discuss the Wi-Fi in the church/parish hall Fr. Rob also submitted an early draft of a plan for the downstairs renovation, to begin the discussion of what can be done to make it a more inviting space.

### Treasurer's Report

May pledge income was \$9,785.42 above budget for the month or about 33%. This was partially offset by non-pledge income and plate income both being below budget for May. On a calendar year to date basis, Total Revenues are above budget by \$71,042.50, or about 39%. This is due to a combination of one time "Above and Beyond" fundraising of \$28,525.00, accounting recognition of \$19,980.45 of prepaid pledge income early in the year (versus budgeted across the entire year), a large stock gift of \$20,137.76, and several sizeable pledge units contributing either their entire pledge or a significant portion of their pledge early in the year. Total expenses for May were \$7,245.58 below budget at \$28,649.51. This was due to a combination of things no insurance premium payment in May, Office Staff Salaries running significantly below budget and most of the expense categories running in line with or below budget during the

month. On a calendar year to date basis, Total Expenses are below budget by \$17,674.32, or about

10%. About two-thirds of this can be attributed to Personnel Expenses being below budget on a CYTD basis. It was noted that SS&C has not submitted a bill for the 2017 & 2018 audits yet, so that is also contributing to expense savings relative to budget.

On page 10 of the Miller Management report, the pie chart indicates that personnel expenses have risen to 51% of total expenses YTD through May 31st. The line and bar charts for Trinity's revenues and expenses for YTD 2019 versus 2018 and 2017 indicate that, as expected, monthly revenue has been fairly stable in March, April, and May, and running above the 2017 and 2018 levels. The charts also show that monthly expense has now risen above the 2018 level, but is still running below the 2017 level. Five months into the calendar year, the balance in Trinity's operating checking account is sufficient to cover 3-4 months of normal budgeted operating expenses. Trinity has not received any additional communication from the IRS 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 was dated May 8, 2019, and indicated that Trinity did not need to take any action and that we should expect to hear back from the IRS within the next 60 days, which would be approximately July 8th.) Vickie Randel reported that she has received the auditor's documentation request for the financial audits for CY2017 and CY2018 from Tim Bannwarth at SS&C. Vickie is working to prepare the requested documentation. The auditors are scheduled to review the documentation on July 11th and 12th. Vickie Randel reported that the GivePlus Mobile application is now available for parishioners to make contributions to Trinity from their mobile phone. Vickie also reported that the Mobile Card Reader has been purchased from Vanco and that it is ready for use at the June 29th Art Auction fundraiser. Vickie Randel reported that the copier lease has been renewed and that the new copier is in place. The Finance Committee members spent some time brainstorming possible approaches to the 2020 Budget development process. Various options were discussed, including but not limited to: methods of soliciting parish input, use of a zero-based budgeting approach, developing a budget framework for discussion purposes, etc. The Treasurer agreed to develop a budget framework for review and discussion at the July Finance Committee meeting. It was envisioned that the budget framework would contain several different budget options. Finance Committee members agreed that we should draft budget proposals for Vestry consideration earlier this year, with a goal of achieving Vestry approval of the 2020 budget at the October Vestry meeting. It was again noted that there are several financially relevant items pending with the Vestry, including the insurance claim for 2017 Halloween vandalism damage, and an update of the Policies and Regulations for the Columbarium.

Junior Warden

David Severance reported the leak was prepared in the choir loft. He is still getting bids to remove the locust tree. He has the authorization to spend \$2,000 for the removal.

Fundraising

Camille Olcese and Vera King with the fundraising committee reported plans for June 29, 2019, Art Auction were going beautifully.

Senior Warden

Steve King tasked members to do a revision of the by-laws this fall. As was discussed in February and March some changes should be visited regarding communications (acceptable type and source). "Let's scrub them down and make sure they are clean," Steve said. Leslie Foust moved the meeting be adjourned; the motion was seconded by Sandy Jacquot and carried. The meeting was adjourned at 7:47 p.m.  
Respectfully submitted Kathy Hanks, clerk of the vestry