

Trinity Episcopal Church

Minutes of the November 2019 Vestry Meeting

Monday, November 25, 2019

Call to Order/Quorum Established

The meeting was called to order at 7:05 p.m.

A count was taken and a quorum declared.

Present: Father Rob Baldwin, Brenda Clary, Leslie Foust, Sandy Jacquot, Richard Lungstrum, Kim Mandle, Liz Miller, Camille Olcese, David Severance.

Absent: Betsi Anderson, Jennifer Attocknie, Heather Shore, Kathy Hanks (Clerk)

Devotions: Father Rob

Guest:

Tim Bannwarth, SS&C PA, CPAs, presented the financial audit for calendar years 2017 and 2018 for Trinity Episcopal Church. The report contained an unqualified opinion. Sandy moved to accept the financial audit for calendar years 2017 and 2018, Richard seconded the motion, and the motion passed unanimously.

Minutes:

Minutes of the September meeting were corrected regarding the Schendel lawn service contract. October minutes were unanimously approved subject to corrections of spelling of names.

Rector's Report:

Father Rob presented the following:

“Allen Wiechert Funeral November 2: my thanks to everyone who helped bring that together on short notice, and continue to care for Sandra since Allen’s death.

Active Shooter Training November 16: we need to convey information to the congregation, and schedule a follow up walk-through with LPD.

Evening service: presently only two people are attending the service with regularity. It will go on hiatus over the winter break at KU, then we need to discuss its future.

At time of writing, the total pledges were \$329,286, with \$72,270 currently unaccounted for from 2019. This does not include individuals who have died, moved away, changed churches, or otherwise indicated that they will not be pledging this year. In neither number is a substantial pledge that has been committed to but has not been given an amount.

The Free State Minster will be holding a Lessons and Carols on Saturday, December 21 at 6:00 PM at Trinity Church. There will be a Christmas party for that ad hoc choir beforehand.

The Christmas Pageant will be December 22nd at the 10:30 AM service. There will still be a 5:00 PM and 10:30 PM service Christmas Eve, and 10:30 AM Christmas Day service

The office will be closed November 28 and 29, and December 24 and 25.”

Communications Committee Report:

Camille reported that babysitting would be provided for young families during the morning of December 14 as outreach.

Work is ongoing to update the membership directory. Committee members will be in the atrium and narthex after the 8:00 and 10:30 services over the next several Sundays to take additional information and check for accuracy.

Treasurer’s Report

Liz Miller, Vestry member and treasurer, provided copies of October financial statements, her own summaries of the reports, the 2018 audit report, and the following written comments:

“Treasurer’s Report as of 10/31/19:

Trinity’s expenses exceeded revenues again in October, for the fourth month in a row. During October, revenues were below budget, as pledge income, plate offering, and non-pledge income were all below budget for the month. Expenses exceeded the monthly budget, due primarily to Repair & Maintenance (funding the \$10,000 deposit for the basement floor replacement) and Office Administration (Accounting & Audit) since Trinity paid \$13,350 for the 2017/2018 financial audit fees in October. Other expense line items that have exceeded the entire annual budget (by more than a nominal amount) include: Altar Supplies, Music Materials, Security, Internet Services, Meetings and Conventions, Music Supply Personnel, and Christian Education Salaries.

On a CYTD basis, total income is 12.84% above budget, or \$47,191.48 above budget. Total expenses CYTD are \$3,530.60 above budget, or 0.98%. Personnel expenses are running at 47% of total expenses CYTD. Cash available for operations is at \$80,262.35 as of October 31st, which represents approximately two months of budgeted operating expenses. Trinity has received approximately \$5,300 of 2020 prepaid pledges as of November 23rd. Trinity is current on 2019 apportionment payments.

Faithfully and respectfully submitted,

Liz Miller,
Treasurer”

Liz also commented that we are still missing approximately 40% of the pledge cards for 2020. Because the absence of a complete set of pledge data makes it impossible to accurately forecast pledge income for 2020, the Finance Committee has been unable to finalize its recommendation for a 2020 Mission Plan (budget) for the Vestry's consideration. The Finance Committee requested that the Vestry consider holding a meeting on Saturday, December 14th or Monday, December 16th to finalize the 2020 Mission Plan (budget).

Junior Warden's Report:

David is talking with Schendel about an annual contract for lawn care and snow removal.

The installation of the basement flooring is finished except for restrooms, some baseboard, and cleanup of seams. David is communicating with Kring's to get that completed.

Communications Committee:**Senior Warden's report:**

Steve now has access to the Vestry email account and has responded to each message.

The Vestry will meet at 12:30 p.m. on Sunday, December 15, to finalize the 2020 mission plan.

Kathy Hanks has resigned as Clerk, and a Clerk will need to be found.

We have three candidates for Vestry but need to recruit at least one more.

Other Business:

Richard proposed amendments to the bylaws to allow for conducting some Vestry business by electronic communication and distributed a draft for consideration.

Adjournment

The meeting adjourned at 8:56.

Respectfully Submitted
Brenda Clary, Vestry member