

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Aug. 14, 2018



Present: Sara Palmer, Rector; Bob Benson, Sr. Warden; Elaine Brandner, Jr. Warden; Stacey Peterson, Clerk; Vestry Members: Martin Ganev, Mila Ganeva, Peter Lindsay, Hugo Olaiz, Chris Shoker, Diana Uhlman and Debbie Williams;

Guest: Jack Heitsman

Absent: Jim Michael, Treasurer; Vestry Member: John Harper

Spiritual reflections were presented by Pete Lindsay.

Agenda for 8-14-2018 meeting: With the addition of a discussion of Stewardship issues beyond the calendar the agenda was unanimously approved – Mila moved and Bob seconded.

Approval of 7-10-2018 Vestry meeting minutes: Unanimously approved – Martin moved and Bob seconded.

Acceptance of the 2017 Audit Report – Jack Heitsman

Jack explained the following

- The first letter attached to the 2017 Audit Report says that he essentially found nothing to be concerned about. A reminder about the physical inventory that needs to be completed is included.
- Pages 1 and 2 list a few insignificant discrepancies. Comment #4 about the handling of cash receipts has been made for several years. It's not a big problem but must be stated. And comment #7 discusses the fact that there's no historical record of the value of the church-owned land and buildings and how that is handled.
- The Internal Control Questionnaire, with the auditor's notes in red, goes to diocese.
- The policies and procedures document is on file.

The Audit Report was unanimously accepted – Bob moved and Hugo seconded. Sara thanked Jack for his hard work and faithfulness.

Reminders – Bob

Bob went over the list of reminders as outlined in the meeting agenda, with particular focus on September 11 Vestry Meeting devotions including a 30-minute discussion of first two chapters of book "The Art of Transformation," lead by John Harper.

Rector's Report – Sara

- **Pastoral visits:** Sara made several visits to the elderly and sick this month, met with other parishioners and several new members. She noted that one Oxford couple has asked her to serve as the husband's chaplain.

- **Student Ministry:** Sara has been in touch with one new student who is planning to attend Holy Trinity. All student parishioners are planning to return to Holy Trinity, and two have agreed to join the Student Ministry Committee.
- **Liturgical planning and presiding:** Services are planned through Epiphany, Jan. 9, 2019. The Worship Committee will meet in September to plan the Christmas Eve service. The Harpers have finished confirmation classes; Tori Dobson is in process taking them. Sara is discussing goals for the fall and spring with the wardens.
- **Family Ministry:** John Harper is liaison to the Oxford Presbyterian Church's middle and high school youth group. We have as many as eight potential middle schoolers and one high schooler. The Reds game outing was a great success.
- **Diocese of Southern Ohio:** The committee working on the Active Shooter Plan, which is required by the Diocese, will meet with the wardens and rector August 15. Sara is submitting a grant request to the Diocese for her to attend the Healthy Congregations program. The new Diocese rectors' group will meet at Holy Trinity on September 13.
- **Community:** Sara attended the second part of the Just Love workshop. The discussion focused on hate crime, racial discrimination and the NAACP and Oxford Citizens for Peace and Justice effort to change Talawanda High School's mascot, which is a Native American image. Holy Trinity members will attend the August 20 school board meeting to support this effort.

Proposal from the Outreach Commission for disbursement of funds – Bob for Kathleen Carels

Vestry is being asked to approve the following disbursements:

- \$1,000 to Episcopal Relief and Development from budgeted funds;
- \$1,500 to the Oxford Community Choice Pantry from budgeted funds; and
- \$1,500 to Planned Parenthood from transmittal funds.

The proposal was unanimously accepted – Elaine moved and Diana seconded.

Proposal by the Gardens Committee for tree work by Hackney Tree Service – Bob

The Bradford pear tree near the Chapel sign and the locust tree in the southeast yard need to be removed. The locust tree in the northeast yard needs trimming. Hackney Tree Service has submitted a bid and evidence of Liability Insurance. Funds for the work are being donated.

A motion to accept the work proposal and a motion to accept the funds to cover the costs were both unanimously approved – Elaine moved and Hugo seconded both motions.

Report from the Administrative Assistant Search Committee – Sara

Karen Shilling is chairing the search committee for a new administrative assistant. Diana, Judy Evans, Bob and Sara are on the committee. Jim has written a job description, letter of agreement and position announcement. The committee drafted interview questions. The job posting is on Holy Trinity's website and has been sent to the Dioceses. Suggestions were made of other places to post the opening, including the Oxford Employment Board Facebook page.

Creation of Stewardship Calendar – Debbie

Debbie passed around a calendar where fundraising plans of the Stewardship Committee and other church groups are scheduled. We don't want to ask too much of parishioners at any one time, Debbie noted. The Stewardship Committee can be the keeper of the calendar and show people what fundraising is going on at any time. The committee will act as the reasoning body, not the decision-maker, Debbie added.

Diana reported that the Scrip fundraising has made \$100, and asked to what extent do we want to keep pushing the effort? It was suggested that we continue working to establish the program but take a break during Stewardship season. Another suggestion was to push Scrip up to Labor Day and then take a month break. Others suggested doing more education about the Scrip program. The committee will discuss the suggestions and come up with a plan.

Rally Day ideas and organization – Bob

Bob said he expects that all the appropriate organizations within Holy Trinity will advertise what they do at Rally Day, which will be held either in the undercroft or on the patio. It was suggested that groups look beyond just recruiting new parishioners. There are many people who attend church regularly and would like to be part the various groups.

The meeting was adjourned following a prayer led by Pete.

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk