

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Sept. 11, 2018



Present: Sara Palmer, Rector; Bob Benson, Sr. Warden; Elaine Brandner, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry Members: Martin Ganev, Mila Ganeva, John Harper, Lisa Hermann, Diana Uhlman

Absent: Peter Lindsay, Hugo Olaiz, Chris Shoker, Debbie Williams

Spiritual reflections: John Harper presented a prayer of remembrance and led a 30-minute discussion of the first two chapters of the book *The Art of Transformation* by Paul Fromberg.

Agenda for 9-11-2018 meeting: Unanimously approved – Mila moved and Elaine seconded.

Approval of 8-14-2018 Vestry meeting minutes: Unanimously approved with one correction – Bob moved and Elaine seconded.

Committee appointments – Bob

Vestry members received a list of committees and their members prior to tonight's meeting. That list is part of the consent agenda. Bob noted there are a couple items that must be revised.

Rector's Report – Sara

- **Pastoral visits:**

- Sara met with Janis Dutton on the Talawanda High School native American mascot issue. Sara Smith, Margaret Smith's daughter, wrote the letter that started the discussion. Sara said this is a good topic for people interested in peace and justice issues.
- Sara visited several ill parishioners.

- **Student Ministry:**

- Sara met with members of the Student Ministry Committee to discuss ideas on how to best serve students this semester.
- Student bible study has started meeting and is studying Amos.
- Sara is tracking her hours spent working with students to enable part of her salary to be covered by the Campus Ministry grant.
- Three students want to attend the Diocese student retreat.

- **Staffing:**

- An administrative assistant has been hired. Kathy Kuehnle will work 9 a.m. to 1 p.m. Monday through Thursday and Friday 9 a.m. to 12 p.m. Sara expressed gratitude to the members of the search committee – Karen Schilling, chair, along with Bob Benson, Judy Evans and Diana Uhlman – as well as parishioners who helped with the transition.
- Martin Ganev will serve again as Holy Trinity's social media Intern.

- **Liturgical planning and presiding:**
 - Sara has planned services through Epiphany and will be meeting with the Worship Committee to discuss details and new approaches.
 - Sara met with Elizabeth Taylor and Rosalyn Benson to discuss the Christmas Eve young people's service.
 - Six parishioners will be confirmed at next confirmation – the Harper family, Tori Dobson and Barbara Cox.
- **New Vestry orientation** is being planned for Lisa Herrmann in late September.
- **Adult Forum** was launched this last Sunday and is following the same approach as last year.
- **Diocese of Southern Ohio:**
 - Dan Pratt, Mary Bausano and Kathy Mohylsky have submitted an active shooter plan to the Diocese (see details below).
 - Sara will be hosting the Diocese group of new rectors at Holy Trinity later this week.
- **Outreach:**
 - Six people will tour the Dayton Correctional Institution
 - A winter coat drive is under way. Coats are needed by October 26.
- **Continuing education:** Sara will be taking an eight-month course on healthy congregations.
- **Vacation time:** Sara will take off Sunday, October 14; Terri Thornton will preside. Sara will also take off October 4 and 8-11, but will preside and preach on Sunday, October 7.

Appointment of Lisa Herrmann to fill CarolineGrace Williams' term – Sara

A motion to accept the appointment of Lisa Herrmann to the Vestry was unanimously approved. Bob moved and Elaine seconded.

Active Shooter Plan (as mandated by the Diocese) – Elaine

Dan Pratt led the process, with Mary Bausano and Kathy Mohylsky on the committee. The plan has been drafted and sent to bishop. Dan is arranging for the Oxford police chief to meet with parishioners. The committee, Rector and Wardens did a walkthrough of the church to look for what must be brought in line with this plan, including the following:

- Some exit signs are needed.
- Evacuation plans must be posted.
- Active shooter training will be provided to anyone who wants it.
- Some locks need to be addressed.
- Shades are needed on the windows in the nursery and classroom.
- Stickers saying "no weapons allowed" will be posted.
- Ushers will start locking the Poplar Street and the Community Building doors when the service starts.

Proposed transfer of \$4,000 from the Endowment – Jim

Jim explained that we need Vestry to approve the transfer of \$4,000 from the Holy Trinity Endowment to the Parish. The Endowment trustees have been transferring \$11,500 in endowment income to the Parish bank account every year since 2013 to subsidize bank loan payments. Jack Southard has reported that the trust generated \$4,000 in cash this year, beyond

the \$11,500 designated for the loan payments. Jim proposed that Vestry request to use the \$4,000 from the Endowment to support the budgeted amount for Outreach. Jim also noted that after the \$4,000 transfer is received, we will still need about \$4,000 before the end of the year to balance the budget.

Vestry voted unanimously to approve a motion to request \$4,000 from the Endowment – Bob moved and Mila seconded.

August Financial Reports – Jim

Jim went over pertinent points on the financial report, including the addition on page 3 of line 5251 to keep track of fees associated with egiving. We pay \$14.95 per month for the egiving service, plus for 2.85% and 25 cents for each credit card transaction and just 25 cents for each ACH transaction. Jim noted that he will introduce the egiving opportunity to the parish on 9/30.

The August Financial Report was unanimously approved – Diana moved and Martin seconded.

Letter of Agreement with the Rector – Jim

Jim informed Vestry that the Diocese recently clarified that Rectors get 28 workdays of vacation per year, including five Sundays. Holy Trinity's Letter of Agreement with the Rector has slightly different wording – 23 workdays of vacation plus five Sundays. Jim said the Letter of Agreement doesn't need to be changed, but Vestry must be aware that what it states varies from the Diocesan requirement.

Other business – Bob

- **Peace and Justice Committee:** There is interest in reviving this committee, Bob said. Jim noted that a Peace and Justice Committee can have an issue similar to Outreach, where it's unclear what it does. The question was raised: How do we introduce Peace and Justice into Parish life without having a committee? One idea is for people interested in Peace and Justice to suggest topics and projects of interest.
- **Santana Tribute Band concert** has been moved to September 22.
- **Miami football outing:** Possible dates were discussed.

The meeting was adjourned following a prayer led by John.

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk