

## Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Jan. 9, 2018



**Present:** Sara Palmer, Rector; Bob Benson, Sr. Warden; Elaine Brandner, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry Members: Kathleen Carels, Marilyn Kinzler, Glenn Rymer, Chris Shoker and Debbie Williams

**Absent:** Mila Ganeva, Peter Lindsay, Hugo Olaiz and Diana Uhlman

**Spiritual reflections** were presented by Chris.

**Agenda for 1-9-2018 Meeting:** Two additions were requested: discussion of food for parish meeting and Hope Chest fundraising. Agenda was unanimously approved with additions – Kathleen moved; Chris seconded.

**Approval of 12-12-2017 Vestry Meeting Minutes:** Unanimously approved as written – Elaine moved; Glen seconded.

### **Rector's Report – Sara Palmer**

- Sara thanked everyone for Christmas service work. About 184 people attended the three Christmas Eve and Christmas Day services
- Sara visited two parishioners at the Knolls this month. She also met with two other parishioners and one nonparishioner.
- Confirmation class continue this week with discussion of topics related to Episcopal faith.
- Care bags distributed to students during finals week were wildly successful; leftover ones went to students who work in maintenance department on campus.
- Exam study space: was organized by Pete Lindsay, and new volunteers came forward to help. However, no students showed up. We will only set up study space in future if we get a specific request. Sara will discuss with students.
- Elizabeth Taylor has agreed to work, starting January 1, as the Sunday Godly Play coordinator. She will work three hours a week for 10 months. The Family Ministry Committee (Dick Nault: Chair, Rosalyn Benson, John Harper, Bonnie Kretschmer, Alex Nyquist, Sara Palmer and Elizabeth Taylor) will be responsible for Family Ministry activities. Elizabeth and Rosalyn organized the children's crèche service which went well.
- The Epiphany service was well attended despite the cold weather. Children chalked the doors to bless them. Sara blessed classrooms. Greens were burned, and kings' cake was shared.
- January 20 is game night in the undercroft for families and anyone else who wants to join.
- Families and other parishioners took food and paper goods collected during Advent to the Oxford Choice Pantry. They learned about the Pantry's mission and helped with a cleaning project. Bonnie Kretschmer organized the event, which was followed by lunch at Patterson's.
- Bible Study Group finished Luke's Gospel in December and celebrated with a potluck at Valerie and Bill Ubbes' home. The group resume meeting later this month, studying the Book of Acts.

Upcoming events:

- Adult Forum restarts January 14, 9 a.m., with Ken Grabach sharing his faith journey.
- January 14 service honoring Martin Luther King will include African-American music and hymns.
- A meeting is scheduled for January 21 with Bill Bausano, Phillip Roberts and the Worship Committee to plan services until Pentecost.
- Organ recital and reception is February 11, 3 p.m. People have been invited from around the country, including Stan Ferch's partner Tom Boyd, who gave the funds to buy the organ.
- Shrove Tuesday pancake supper is February 14.
- Annual Parish Meeting is February 25. This is the only election we have in our church, therefore it's vital for everyone to attend. A soup lunch will be served.

### **Report from the Nominating Committee – Bob for Toni Saldivar**

Bob presented the slate of nominees for election at the Annual Parish Meeting (see handout).

### **Approval of Kathy Mohylsky as Trustee of the Endowment -- Sara**

Bob provided background on Kathy Mohylsky, noting that she has been with the church a long time, is a member of the Altar Guild, served on the Organ Committee and has a law degree. Vestry unanimously approved appointing Kathy as Trustee – Elaine moved; Kathleen seconded.

### **Organ Committee Report – Bob for Sarah Michael**

Bob presented the last report to Vestry from Organ Committee chair, Sarah Michael (see handout). Discussion ensued about who has seen drawings for the new storm window design.

### **Proposed Agenda items for Annual Meeting – Bob**

Bob noted that the only reports on the Annual Parish Meeting agenda are the financial and budget report and the trustees' report (see handout). The rest of the committee reports will be in the meeting booklet. Suggestions from vestry members included:

- Email the booklet out ahead of the meeting.
- Emphasize that Vestry meeting agendas and minutes are posted in the undercroft. Suggestions were made to post them in Narthex and on the website.
- Remind people that vestry meetings are open.
- Entertain nominations from the floor before election.
- Hand out new church directory at the annual meeting.

Lunch at Annual Parish Meeting will consist of two or three soups. Chris volunteered to be lead the soupmaking effort. Vestry members will provide bread and desserts.

### **Committee Reports for the Annual Meeting – Bob**

Bob has received eight reports so far.

### **Establishment of an Arts Committee and a Memorials Committee – Bob**

Vestry approved establishment of committees (see handouts). Elaine moved; Debbie seconded.

### **2017 December Financial Report and Pledge Drive Summary – Jim**

The January-December 2017 Income & Expense report (see handout) is both the monthly and annual report provided at annual meeting, Jim said. He noted the following highlights:

- 2017 ended in the black (see page 5).
- The Campus Ministry Grant received in 2017 was more than was budgeted for (see page 2, line 4715). Extra funds were divvied up among the applicant groups.
- Rector's discretionary fund was overbudget, but restricted funds were used to cover (see page 3, line 5550).
- Organ fund has net income (page 5). \$11K has been set aside for windows, and about \$31K will go to the Frank Jordan fund.
- Restricted funds balances will roll over to January 2018 (see page 9).
- The \$66.5K unrestricted funds balance reflects 2018 pledge prepayments (see page 9).

Vestry looked at the Expense Detail report and discussed utility costs (see handout). Vestry unanimously accepted the December 2017 Financial Report – Bob moved; Glenn seconded.

### **Proposed 2018 Operating Budget – Jim**

Jim noted that the current 2018 budget is practically unchanged from what was handed out at the last meeting (see handout). We still have \$25K to raise to balance the 2018 budget, but nearly \$15K of that is already in the bank.

### **Annual Insurance Review – Jim**

Vestry reviewed document from The Church Insurance Company of Vermont (see handout). Jim noted that pages 3 and 4 are the key parts.

### **Other Business**

- It was noted that the Outreach Committee is planning the Shrove Tuesday pancake supper and suggested that children, acolytes and university students be involved.
- Debbie reported that Chris Williams would like to have the children do the Episcopal Relief and Development Hope Chest spare change drive again this year. The Stewardship Committee is in process setting guidelines for such fundraising.
- Question was raised as to what's the most appropriate way to show appreciation for the organ postlude—do we applaud or not.? Concern was also raised as to how to discourage conversations during the organ prelude and postlude.
- Next Vestry meeting is February 6.
- March 10 is Vestry retreat.

The meeting was adjourned following a prayer led by Chris.

Respectfully submitted,

*Stacey Peterson*

Stacey Peterson, Clerk