

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

March 12, 2019



Present: Sara Palmer, Rector; Pete Lindsay, Sr. Warden; Hugo Olaiz, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry Members: Martin Ganev, Ken Grabach, John Harper, Bonnie Mason, Ellen Reiser, Chris Shoker, Margaret Smith and Debbie Williams

Absent: Lisa Herrmann

Spiritual reflections were presented by John Harper.

Agenda for 3-12-2019 Meeting: Unanimously approved with the addition of the Financial Report – Debbie moved and Martin seconded.

Approval of 2-12-2019 Vestry Meeting Minutes: Unanimously approved with minor corrections – Debbie moved and Bonnie seconded.

Rector's Report – Sara

- **Annual Parish Meeting:** Sara noted the meeting and lunch were successful, and the annual report was well done, providing a thorough look at what we've done over the past year.
- **Committees:** Sara passed out a list of committees and committee members.
- **Conflict of interest policy:** All Vestry members must sign a conflict of interest policy. Jim and Sara will find out whether members must re-sign the policy each year.

Vestry retreat feedback – Pete

What Vestry members liked about the retreat:

- the facilitator, Canon Jane Gerdson;
- the deep sense of openness and sharing;
- personal disclosure session at the beginning; and
- being away from Holy Trinity.

What should be added or changed for next year's retreat, which will be Sat., March 21, 2020:

- add worship time at the chapel;
- time it so the retreat is after new Vestry member orientation; and
- provide information to new people on dress and the venue, including a map.

Change in vendor for altar flowers – Pete

Ann Marie Wainscott has taken over providing the altar flowers. She's buying flowers from Kroger and arranging the vases. Parishioners will continue paying \$50, and the cost to the church will be for the flowers. Ann Marie has done one week already. She is supposed to talk to Ellen about the type of vase liners that the Altar Guild would like her to use.

March 17 concert reception costs – Pete and Jim

Jim reported that Holy Trinity received \$547 in donations from last year's concerts. The committee handling the reception for the upcoming March 17 Latin American concert has requested \$250 to cover refreshment and decoration costs.

Vestry unanimously approved spending \$250 of the \$547 on the reception for the March 17 concert – Ken moved and Hugo seconded.

Jim noted the Arts Committee needs to make a recommendation as to what to do with the rest of the money.

Lawns and snow removal contract – Pete

We are renewing the agreement with Oxford Lawn Care. We will pay \$205 per month, an increase from \$180 per month we paid in 2018.

Boiler maintenance cost – Pete

Elaine Brandner and Pete met with three contractors and received three bids for service contracts. The one they like is from [NAME TI] for quarterly service, which is environmentally safer and better for the boiler. There wouldn't be monthly testing under this contract. It would cost \$1,500 per year, plus a one-time \$500 charge for a tannin treatment that wouldn't be repeated for five years.

Vestry unanimously accepted this bid – Chris moved and Debbie seconded.

Capital Campaign – Jim

Jim said he would like to start working with Jack Southard on initial planning of a capital campaign. He and Jack would work in consultation with church leadership and the relevant committees. Vestry members acknowledged that this was a good plan. The following points were raised:

- Jim noted that the question of whether to hire a consultant or adviser was an important one, and he and Jack would look into it.
- Sara said she would get name of an adviser who has been recommended.
- It was noted that an advisor or consultant with a church affiliation might be advantageous; Jim said he has received a proposal from Episcopal Church Foundation.

2019 February Financial Report – Jim

- The first four pages of the report show where things stand with the operating budget as of the end of February. The operating budget excludes payments made out of reserve funds.
- All totals use the accrual method. However, the Pledge Income line also is reported on the cash basis.
- Page 5 shows expenses by class.

- Page 6 is the Balance Sheet. There are no significant changes this month
- Page 8 shows balances for restricted funds where the money is obligated to specific items.
- We have \$26,666 of unrestricted funds in the bank.

Vestry unanimously approved the February Financial Report – Hugo moved and Chris seconded.

Other business

Sara noted that she would be away from March 25 to April 3 to attend her father's funeral. A supply priest will preside over the March 31 service; Pete will handle bible study; there will be no Wednesday service for two weeks.

The meeting was adjourned following Pete's reading of a concluding meditation provided by John Harper and a prayer led by Sara.

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk