

## Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio  
August 13, 2019

**Present:** Sara Palmer, Rector; Pete Lindsay, Sr. Warden; Hugo Olaiz, Jr. Warden; Jim Michael, Treasurer; Vestry Members: Ellen Reister, Margaret Smith, John Harper, Ken Grabach, Lisa Herrmann; Toni Saldivar, Nominating Committee; Kathy Mohlysky, Endowment Fund Committee; Jack Heitsman, Church Auditor

**Absent:** Martin Ganev, Chris Shoker, Bonnie Mason, Stacey Peterson, Clerk

**Spiritual reflections:** Ellen presented the spiritual reflections.

**August 13, 2019 Meeting Agenda:** Unanimously approved – Margaret moved and Ellen seconded.

**July 9, 2019 Vestry Meeting Minutes:** Ken moved to accept as written and Margaret seconded.

### Upcoming Activities:

- August 22-23 Miami Students return
- August 25 Kickoff of Capital Campaign – 5-minute announcement
- August 28 Mega Fair on campus. Holy Trinity will have a table from 6-10 p.m.
- September Holy Trinity Interfaith Film Festival, an important interfaith opportunity. Movie, vegan meal, roundtable discussion after the movie. Sara has invited the mayor and Oxford faith leaders. 5 people will be needed for setup and 5 people for clean-up.
- September 7 6:00 p.m. Showing of *The Cup* (Buddhism) at Holy Trinity in the undercroft.
- September 8 Bagel and deli welcome back lunch for the students.
- September 14 6:00 p.m. Showing of *Malcom X* (Islam) at Holy Trinity.
- September 15 Adult forum will include an announcement about the capital campaign. Rally Day will showcase the various committee opportunities at Holy Trinity. Lunch is provided for the entire congregation. John Harper is ordering the food.
- September 22 1:00 p.m. Showing of *The Chosen* (Judaism) at the Hillel Jewish Center.
- September 28 6:00 p.m. Showing of *Entertaining Angels: The Dorothy Day Story* at Oxford Presbyterian Seminary.
- September 29 End of the capital campaign.
- October 8 Annual mutual ministry review to meet to discuss with the vestry and the rector. Jason Leo, Canon for Transitional Ministry, will facilitate the discussion. The vestry will receive questions to evaluate prior to the meeting. This review is part of Sara's employment agreement and will occur instead of the regular vestry meeting scheduled for that date. We will need to find another date for the October vestry meeting. Peter will email possible dates for the regular monthly meeting of the vestry.

**Nominating and Leadership Committee Update:** Toni Saldivar is working to find people to serve on various committees. She needs people to serve on the stewardship committee. Margaret Smith and John Harper will co-chair this committee. Toni met with last year's chair, Elizabeth Williams, who provided materials that she has developed for the stewardship committee. Marilyn Kinzler will do all the printing for the stewardship materials. Diana

Uhlman will remain on the stewardship committee. They have discussed other fundraising events for the parish and the community.

**Nominating and Leadership Committee Update continued...**

A new leader for the Grounds Committee is needed now that Sally Southard is stepping down and the Poppendecks are out of town for an extended period of time. Toni encouraged the vestry to offer suggestions for parish members to participate on this committee.

The Nominating Committee recommends people to the vestry for approval to participate on certain committees (not all). The Nominating Committee will send out a request for nominations in November. The slate needs to be finished by December and must be approved by the vestry prior to the annual meeting in February. The slate should be presented to the Vestry in early January.

The Nominating Committee will now consist of Diana Uhlmann, Marilyn Kinzler, Mila Ganev, Ellen Reister, Lisa Herrmann, and Ken Grabach. Discussion as to whether we need 4 members of the vestry on the committee as stated in the church policy. Vestry can vote on a change to allow the committee to require only 3 members of the vestry. Sara will send out the policy regarding the nominating committee. The vestry can review and vote on the change at a future meeting if desired.

Vestry voted on Ken, Ellen, and Lisa to become new members of the Nominating Committee.

Vestry voted on John Harper and Margaret Smith to become new co-chairs of the Stewardship Committee.

Vestry voted on Mary Fuller and Bob Benson to join the Human Resources Committee.

**Blessings and Challenges:** Members shared their blessings and challenges.

**Audit Review:** Jack Heitsman presented a review of the financial audit that he performed and has sent to the diocese. Jack explained that the Notes to the Financial Audit were timing differences, not errors in reconciliation. The third item referred to in the Notes is an issue that occurred due to Quick Books software. Jack recommended a physical inventory and review of the parish's fixed assets to secure the financial stability of the parish. Hugo expressed his thanks for Jack's commitment to Holy Trinity's audit process. Pete moved to approve the audit. Hugo seconded.

**Endowment Trust Fund Report:** Kathy Mohlysky, Trustee, explained that the Endowment Fund is in good shape to meet the financial requests of the parish. She reviewed the Statement of Activities. She will obtain an answer from Jack Southard regarding the question asked about the amount of Unrealized Losses. Hugo moved to approve the Endowment Report and Margaret seconded.

**Rector's Report:** Sara's report included:

1. Continuing to train our new Administrative Assistant. Very pleased with her progress. Great new folding bulletin. First Triad completed. We meet weekly to discuss goals for that week and any issues current. Elaine met with us both to explain building issues.
2. Continuing to visit with the sick.
3. Continuing to visit parishioners, catching up with people.
4. Reds game a great success, thanks to John Harper's organization.
5. Organizing a Multi-faith Film Festival with help from Pete Lindsay, Mayor, Lutheran Pastor Logan, Zafer Ozdemir from Moslem Miami group, OPC pastor Marc van Bulck, and Marcy Miller. Will ask students for help when they return. First Multi-faith film festival in Oxford.
6. Attended lots of meetings: Wardens' weekly meetings, Finance meeting, Capital Campaign, Outreach, Nominating and Development.
7. Vacation: 3 days and 2 days in July and August, plus 2 Sundays: July 28<sup>th</sup> and August 11.
8. Applying for a Healthy Congregations Professional Development Grant from the Diocese to attend this 8-session monthly course based on Murray Bowen's Family Systems. Strengthens leaders, gives personal insights, helps to access our thinking capacity. Very helpful in pastoral ministry.
9. Finished Forum Schedule. Richard Rohr: *The Universal Christ*. First Forum will be Elaine Brandner's faith story, September 8<sup>th</sup> at 9:00 a.m. in the Community Room. The Forum schedule is on the website, Facebook, and in the bulletin.
10. Sending an application for Episcopal Community Services Foundation grant to restock the dry goods pantry, recyclable containers and mail meal by September 10<sup>th</sup>.
11. Asked Ann Marie Wainscott to write a report on her Flower Ministry at Holy Trinity for the September Triad to give a better understanding of what she does. She has sent this to Kim.

**Water Issue:** Discussion of the water that seeped into the undercroft from last night's heavy rain. B & B Plumbing will be here tomorrow to investigate.

**Curb and Sidewalk Project:** Jim reported that we have not been told by the city what the tax assessment will be on Holy Trinity's city taxes. The amount will be spread out over 8 years.

**Copier:** The lease runs out next year. Kim Shann is researching vendors and talking with the current lessor.

**Financial:** We are currently on budget. Gas and electricity costs have remained stable and are underbudget. Payroll and benefit costs are in line. Worship expense is over budget now because of the Music Sub expense. However, because Philip takes time without pay during the summer, the payroll expense is reduced. Ellen move to approved and John seconded.

**Capital Campaign:** Pete reported that all the vestry except two have pledged to support the capital campaign.

**Moving Funds:** Peter reported that the social media and study space funds be moved to choral scholar funds. Vestry voted to approve.

**New Business:** Sara reported on the Beloved Community initiative in the Diocese of Southern Ohio. Sabrina Jewell has invited Sara to Pfeffer Park for a picnic with the PFLAG group on September 8<sup>th</sup> at 5:00 p.m. Sara offered our building for a meal for PFLAG. They may be interested in using it for a film. Sara is taking names for people who would like to host a foreign student in their home for a meal. Sara is meeting with Beverly Simmons to conduct a joint prayer service between HT and God's House of Praise and Worship.

**The Haven:** Mike Curme, Miami University, has asked if three rooms in Holy Trinity could be used for counseling by the Haven, a for-profit counseling organization originated at the University of Southern California. The Haven has a track for alcoholism, addiction, and mental health and is for young adults. They are requesting the use of space during the week and on Saturdays from September through January. It will be a temporary situation until their new facilities are completed within Miami's Interfaith Center. Pete has met with Janae Arnold from The Haven to discuss the possibility of sharing Holy Trinity space with her organization in order to benefit young people who need the services provided. The Haven provided \$3 million in liability insurance. Vestry discussed which rooms would be appropriate to share with The Haven. Jim Michael suggested a special meeting of the vestry to discuss this proposal because of its significance. A motion for Pete to continue to investigate this opportunity was approved by the vestry. Margaret seconded.

**Outreach Survey:** Margaret, as a member of the Outreach Committee, explained that a survey will go out to parishioners to discover what organizations they want to support both financially and by their own actions. The survey will require people to prioritize their outreach goals. This will help the Outreach Committee to know which organizations to fund. Margaret presented a timeline for the survey. Hugo moved to approve the timeline with the changes discussed. John seconded.

The meeting was adjourned at 9.30 p.m. following a prayer read by Ellen.

Respectfully submitted,

Lisa Staggs Herrmann