

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

March 10, 2020



Present: Sara Palmer, Rector; Dave Guilfoyle, Deacon; Pete Lindsay, Sr. Warden; John Harper, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry members: Rosalyn Benson, Karen Ander Francis, Ken Grabach, Lisa Hermann, Glenn Julian, Bonnie Mason, Ellen Reister and Margaret Smith

Absent: Martin Ganev

Spiritual reflections led by Pete

Agenda for 3-10-2020 meeting: Unanimously approved with date changed to March 10 – Pete moved; John seconded.

Approval of 2-11-2020 Vestry meeting minutes: Unanimously approved – Bonnie moved; Ken seconded.

***Upcoming activities:**

Evening Prayer, daily 5:15 in Chapel through April 4

Wednesday, March 11: New Vestry Orientation, Conference Room, 10:30 to noon

Thursday, Mar. 19: Green Beer Day, 10 a.m.-5 p.m.

Saturday, Mar. 21: Vestry Retreat, Glendale Convent, 9 a.m.-5 p.m.

Saturday, Mar. 28: Quiet Day, 10 a.m.-3 p.m.

Sunday, Mar. 29, Better Together Week Unity Walk, 1-3 p.m. at Holy Trinity to make 200 sandwiches for homeless shelter.

Sunday, April 5: Palm Sunday

Thursday, April 9: Maundy Thursday Holy Eucharist and foot washing, 7 p.m.

Friday, April 10: Good Friday Walk of Witness, begins at noon at Holy Trinity

Friday, April 10: Good Friday Solemnities and Holy Eucharist, 7 p.m.

Sunday, April 12: Easter service followed by gala brunch

*How Covid-19 was starting to affect many events was discussed. All events from March 19 on were subsequently canceled except Evening Prayer and Sunday services, which were conducted online.

Rector's Report -- Sara

- Sara provided a handout with information on her work over the last month.
- Sara's amended Letter of Resignation was provided to Vestry that included two weeks of vacation that were omitted from the original letter.

A motion to accept the revised letter was unanimously approved – John moved and Karen seconded.

February 2020 Financial Report -- Jim

Jim went over some specific line items in the February report.

- Page 4, net income: The bottom line is -\$7,506.
- Page 2, line 4000 – income: We were \$5,845 under budget. Income and expenses may smooth out in coming months and the deficit could correct itself.
- Page 2, line 5165 – expenses for ordinary repairs and maintenance: Item was \$1,000 over budget. Given the needs of the building that may not be an aberration.
- Page 2, line 5170 – maintenance contracts: This one is over budget because it's for contracts paid on the first of the year.
- Page 4, line 5900 – other non-operating expenses: Total is \$1,974 over budget because Jim accidentally made the March payment bank loan payment in February.

Jim highlighted areas to pay attention to:

- The end of the year totals may end up off from what was budgeted; we didn't know about the pastoral transition when making up the budget.
- Page 7, line 4715 – campus ministry grant: This amount was predicated on the Rector spending 10% of her time on campus ministry activities. We don't know if this will continue in 2020. Campus ministry grants also can't be used to cover Choral Scholars. We will need to rethink how the campus ministry grant is used.
- Page 3, lines 5300 and 5400 – employee compensation and benefits: After April, we'll no longer be paying for clergy payroll and housing; we don't know what an interim rector's compensation will be.
- Page 3, line 5310 – lay payroll: We will be hiring a new choir director, another unknown future expense.
- Page 3, line 5640 – supply priest: We're likely to go overbudget on this item.

A motion to accept the February Financial Report was unanimously approved – Rosalyn moved and Margaret seconded.

Library desk chair and coffeemaker gifts – Pete

The following motion was unanimously approved – Rosalyn moved and Karen seconded.

March 10, 2020

Whereas, the Vestry has been informed that Jack and Sally Southard have offered to donate a desk chair which has been placed in the library for Deacon Guilfoyle's use, and

Whereas, the Vestry has determined that the chair is needed and will complement the desk in the library already owned, and that it is in the interest of the parish to accept the gift, and

Whereas, the Parish's Gift Acceptance Policy states that "except for unrestricted gifts of cash and publicly traded securities, no gift to the Church or the Endowment Fund will be accepted without an explicit resolution of the Vestry,"

Now, therefore, be it resolved that:

- 1. The gift described above is accepted.*
- 2. The Vestry expresses heartfelt thanks to Jack and Sally Southard for this generous donation.*

Vestry also discussed a proposed gift of a Keurig coffeemaker from Jack and Sally Southard. Several members noted that this particular coffeemaker creates plastic waste.

A motion to accept a gift of the Keurig coffeemaker was opposed by all Vestry members, with one abstention – Ellen moved and Bonnie seconded.

Retreat details – Pete and Sara

- The facilitator will be Lisa Hughes.
- Meeting is in the St. Mary's Building's Trustees Room; map and agenda were handed out.
- Focus groups will try to come up with goals.
- Force Field Analysis looks at what we want to put into effect going forward and what will make it challenging. We'll discuss whether these goals are appropriate for the Parish and who we might need to discuss with to make them happen.
- Discussion and benchmark setting will look at how to present plans to the Parish.
- Pete notes that the discussion will be a continuation of Mutual Ministry Review (MMR); it will not be a discussion of the upcoming pastoral transition.
- Pete said he will send information out on what was discussed at the MMR.
- Sara said we will be looking for practical ways forward within the four priorities that came out of the MMR – Community, Parish Sustainability, Social Justice and Fundraising.
- Pete said we will be aiming to achieve these goals within five years. It was noted the upcoming pastoral transition may affect these goals.

Committee meetings -- Pete

Vestry broke into the four committees to discuss goals. Pete said, once goals are agree on, committees will identify objectives; that second step will happen at the retreat. The four groups are as follows:

Social Justice: Martin, Bonnie, Sara and Margaret

Fundraising – John, Jim, Ellen and Margaret

Community – Rosalyn, Karen, Ken and Stacey

Parish Sustainability – Lisa, Glenn and Pete

Comments for the Good

- Mardi Gras/Shrove Sunday dinner raised \$180, according to John.

A motion to put money collected from the Shrove Sunday dinner toward supporting Family Ministry activities was unanimously approved – John moved and Ellen seconded.

- Rosalyn is writing letter from the Vestry to the Talawanda High School jazz band, thanking them for providing entertainment at the Mardi Gras dinner.
- Margaret says the Outreach Commission has decided the Easter offering will be divided among Planned Parenthood, the Family Resource Center and Dove House.
- Rosalyn commended Betty Julian and Kathy Ferguson on the work they do to gather Parish women for the monthly luncheon; there were 13 attendees at the March lunch.
- Jim expressed sadness at death of John Davis

Closing prayer led by Pete

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk