

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Sept. 8, 2020



Present: Terri Thornton, Interim Rector; Dave Guilfoyle, Deacon; Pete Lindsay, Sr. Warden; John Harper, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry members: Rosalyn Benson, Martin Ganev, Ken Grabach, Lisa Hermann, Glenn Julian, Bonnie Mason, Ellen Reister and Margaret Smith

Spiritual reflections led by Ken

Agenda for 9-8-2020 meeting: Unanimously approved – Bonnie moved and Rosalyn seconded.

Approval of minutes for 8-11-2020 meeting: unanimously approved with corrections – Ken moved and Martin seconded.

Upcoming activities:

Sept. TBD – Stewardship Campaign begins

Oct. 4 – Diocesan Bishop Breidenthal visit

Oct. 13, 7 p.m. – Vestry meeting

August 2020 Financial Report – Jim

Jim reviewed the following:

- Income (line 4000) is 12K under budget and expenses (line 5000) are \$37K under budget. Net income (bottom of page 4) is nearly \$25K. Our expenses can be expected to go back to where they were, but our income won't automatically go back to where it was.
- The unrestricted fund balance (bottom of page 7) of slightly more than \$64K includes the \$32K loan that we hope will be forgiven.

Questions were answered about how pledge income comes in over the year and staff hours.

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

Insurance program overview – Jim

Jim reviewed the various insurance companies Holy Trinity works with and described the coverage provided by the Church Insurance Company for the building, its contents and commercial liability. Vestry members discussed whether our open chapel poses any risks. Pete said anyone with concerns about the open church spaces should get in touch with Terri or him.

Endowment Fund Report – Pete

Pete read the report from the Endowment Fund Committee. Even with market volatility, the total asset value at end of July was close to the total at beginning of the year.

Approval of the Endowment and Financial Audit – Pete

The Audit Committee found that the record keeping over the past year hasn't been as transparent it should be. Pete said this is an intermittent problem and should be monitored.

Jim said the Endowment Trustees do quarterly reports, but that doesn't guarantee all the documentation the auditors are looking for happens. He will ask the Endowment Trustees and the Financial Committee to report to Vestry on what's being done to correct the deficiencies.

Additional concerns were raised about where records are kept and why the audit report went to the Diocese before it was submitted to the Vestry.

Later in the meeting, Jim said the Diocese changed its audit requirements late in the process this year, didn't communicate the changes well and that September 1 has always been the deadline to get the audit to the Diocese or lose the parish's convention vote.

A motion to receive the audit from the Audit Committee was unanimously approved – Rosalyn moved and Margaret seconded.

Vestry members thanked to Steve Elliott and Mary Bausano for their work on this year's audit.

Rector's Report – Terri

- **Bishop Briedenthal:** His office said to leave his October 4 visit on calendar for now.
- **Spring confirmation:** Terri will let parishioners know to contact her if they are interested.
- **Music Ministry:** Rex Man started as Holy Trinity's choir director this month. Philip has arranged to record music and individual choir members for the Sunday service Gloria. This is a template for how we can do music. An outdoor concert is being considered.
- **Butler County** is back in the Covid red zone, Holy Trinity must go back to Phase 1 in the opening up plan. Staff can't be in the building, but service can be recorded on Saturdays.
- **Vestry workshop:** Terri will schedule one to discuss church size theory and the role of a transition team.
- **New work groups:** These groups will be part of the process to get a better handle on parish life. Vestry members will serve as liaisons to the groups, providing support and facilitating communication. Terri will send out the list of work groups; Vestry members should let Terri or Pete know which they'd like to be on.
- **Liturgy:** Holy Trinity is one of a few parishes in the Diocese doing Liturgy of the Word. Vestry members are interested in whether we can find out who's watching evening prayer.
- **2020 Diocese Convention** will be virtual on November 7. Terri needs names of delegates.

Rector's new Letter of Agreement finalized – Pete

The final version of the new letter of agreement with the interim rector was shared. Vestry discussed a few fine points, including that the Canon Johanssen's signature is missing.

A motion to accept a version of the Letter of Agreement with Canon Johanssen's signature was unanimously approved.

Various building issues – Pete

- Office space adjacent to the Bishop's Foyer will be used to provide an office for the Deacon.
- Rieck repaired a circuit board and new pipes were put in in the mechanical room.
- Pete, Elaine Brandner and Bill Ubbes met with Solarize Ohio for an energy audit. Solarize Ohio will suggest improvements to do along with the solar panels. There will be 2-3 more months of info gathering before a decision will have to be made on whether to go solar.

Vestry vacancies and Nominating and Leadership Development Committee – Pete

There may be 4-5 Vestry vacancies to fill. The Nominating and Leadership Development Committee must meet soon; it will need a new committee chair, as well.

Stewardship Campaign – Pete

Margaret, Ellen and Pete are on the Stewardship Committee. Ellen will be leaving by January 1. Pete went over steps for the Stewardship. Campaign. The following suggestions were made:

- Have Vestry speeches as part of service but also include them in a letter sent to the congregation.
- Everyone should have something in hand to look at.
- We should have a donate button on the Facebook page.

Congregation survey status – Rosalyn

Elaine and Rosalyn have tested out a survey that asks people five questions about how what parts of parish life they participate in and how we can do a better job. They're hoping to have 3-4 people help call parishioners.

Comments for the Good of the Parish

The first student Bible Study was help with three students in attendance.

Terri noted that a suggestion to move online Adult Forum before the Sunday service and then have coffee hour after the service, was not unanimously embraced by those queried. Some folks said they like Adult Forum after the service.

Closing prayer was led by Ken

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk