

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Jan. 12, 2021



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 Margaret

Agenda for 1-12-2021 meeting: Unanimously approved

Minutes for 12-8-2020 meeting: Unanimously approved with one change -- Bonnie moved and Margaret seconded.

Upcoming activities:

Wednesday, February 17 -- Ash Wednesday
Sunday, March 21, Annual Parish Meeting on Zoom
Sunday, March 28, Palm Sunday
Sunday, April 4, Easter
Sunday, May 30, Trinity Sunday

January-December Financial Report -- Jim

Jim noted the following:

- There will be minor revisions to this report to reflect end-of-the-year income and expenses, but it is essentially what will be presented to the auditors and at the annual meeting.
- We ended up with positive net ordinary income relative to what was budgeted because expenses were more under budget than income.
- Page 5 shows negative fundraising income on the Capital Project because we wrote off one of the pledges.
- Also, page 5 shows payments made to the bank to pay down the capital project loan.
- The balance sheet makes year-end adjustments for 2021 expenses paid in 2020 and pledges received in 2020 that apply to 2021.
- Line 2820 on the Balance Sheet shows the note to Bath State Bank is now just over \$65,000.

A motion to accept the January-December 2020 Financial Report was unanimously approved – Martin moved and Margaret seconded.

2021 Budget Proposal – Jim

Jim presented an updated version of the preliminary 2021 budget. Pledge income on this version reflects income received as of January 11. Actual pledge income for 2020 was \$223,000; pledge income budgeted for 2021 is \$149,000. Some people who send pledges every year

haven't done so yet. The budget is \$28,000 in the red. If all people who are expected to pledge do so, that deficit will nearly or entirely be erased.

A motion to accept the Preliminary 2021 Budget was unanimously approved – Ken moved and Ellen seconded.

Stewardship Report – Pete

Pete noted that 21 people who usually pledge haven't done so yet. Long-term support of the church is an important area that needs to be addressed as we move forward.

Outreach Report – Margaret and Bonnie

Bonnie reported the December 16 Community Dinner served nine people food and toiletries. Leftover meals went to Parkview Arms apartments. More publicity is needed for these events in the future. Dave noted that several churches and community organizations will be helping increase awareness of these dinners.

Margaret reported the following:

- She and Judith de Luce took about 200 pounds of mittens and scarves collected from the Mitten Tree to the Talawanda School District. Any subsequent donations will go to the Family Resource Center.
- The next Community Dinner is Wednesday, January 27. Rosalyn will handle the publicity.

Rosalyn reported on the successful Greening of the Church effort. Seventeen people visited the church on Christmas Eve. Rosalyn, Elaine and Pete took down all the decorations except the candles, greens and the tree. The greens may be incorporated into the Easter decorations.

Rector's Report – Terri

- **Parochial Report** to the National Church is due March 1. The plan is to fill it out by February 9, so it can be voted on before the deadline. It requires information on attendance (with new ways to calculate virtual attendance), clergy and leadership. There's a section on how churches responded to virtual capabilities and one on racial justice and reconciliation.

Average Sunday attendance is more complicated to calculate now that we're virtual and people view the service at different times. Holy Trinity has an average of 20 views by Sunday noon, but by midnight, there are 45-115 views, which translates to 63-157 individuals. People are viewing at their convenience, and many are viewing multiple services.

- **Christmas Eve open house** was an important time for parishioners to see that the church was lit up and open. The church looked wonderful; The music was great. That event plus Lessons and Carols, with the cookies and coco, were a good celebration of the season.
- **Epiphany** is underway and planning for **Lent** has started. In-person worship is allowed, and that could affect plans for Ash Wednesday. The tentative plan is to do an ecumenical program called Ashes to Go in a drive-by setting, but we could also do something inside.

- **Palm Sunday, Holy Week and Easter Sunday** are being planned. Outside is an option for the Easter service. Terri is looking for ideas on how to do these
- The **Bishop search** is underway. Parishioners in the Diocese will be asked to fill out a survey.
- **New audit procedures** are in the works. Jim said the Diocese is making changes to the audit process. In addition to looking through a year's worth of financial transactions, auditors -- who are volunteers -- must check that the parish is complying with laws – Canon and others.

New Business

- **Nominating and Leadership Development Committee – Pete**

Four people are needed to replace retiring Vestry members Karen Ander Francis, Martin, Lisa and Ellen.

A motion to appoint Martin Ganev, Ken Grabach, John Harper, Lisa Hermann and Toni Saldivar to the 2021 Nominating Committee was unanimously approved – Glenn moved and Ellen seconded.

A motion to appoint John Harper as chair of the 2021 Nominating Committee was unanimously approved – Ellen moved and Margaret seconded.

- **IT Upgrade Proposal – Pete**

IT services company, **Robinson Communications Services**, reported that Holy Trinity's router is nearing the end of its life. Robinson proposed a router and network switch upgrade that will make the system more reliable. Vestry members asked for an itemized proposal that specifies what the various items do and raised the following questions of which Terri will follow up with Robinson:

- Will these changes address the lack of full Wi-Fi coverage throughout the building?
- Do we need six access points and do we need the backup capability?
- Do we need all of this right away?
- Will these upgrades support livestreaming requirements?

- **Annual Meeting – Pete and Jim**

Date. A motion to have the Annual Meeting on March 21, 2021, was unanimously approved – John moved and Margaret seconded.

Bylaw amendment for remote attendance and electronic voting. Jim shared language the Diocese has suggested be used to amend parish bylaws to enable virtual meetings. Parishioners will vote on this at the Annual Meeting, but we may have to revote on it at the next in-person meeting. Terri added that we're waiting for clarification from the Diocese on how parishes handle virtual voting

Annual Meeting planning. Pete suggested ministry reports include what group's mission is, guiding principles and highlights of the year's accomplishments. Terri noted it's a good time to tell our stories. Ministry and committee reports are due March 7. Pete will solicit volunteers to help plan the Annual Meeting.

- **Scheduling additional Vestry and sub-group work meetings – Pete**

There are six areas where Vestry will have small group and additional meetings to get ready for the transition process:

- A healthy church for a healthy search
- Statistical overview of parish history, status and health
- Budget development and planning
- Visioning and Planning
- Vestry Leadership Development
- Organization Development and Health

January 26 and February 23 were chosen as the dates for the first and second of those.

Closing prayer was led by Margaret

Addendum: Vestry meeting Jan. 26, 2021

A motion to have the Senior Warden apply for a loan as part of Phase 2 of the Paycheck Protection Program under the same protocol as the first PPP loan was unanimously approved – Bonnie moved and Ellen seconded.

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk

Attachments:

January-December 2020 Financial Report

January-December 2020 Expense Detail Report

2021 Draft Budget

Proposed Bylaw Amendment for Virtual Annual Meeting