

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Sept. 12, 2022



Present: Rev. Julie Fisher, Priest in Charge; Dave Guilfoyle, Deacon; John Harper, Sr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry members: Jennifer Blair, Glenn Julian, Karen Schilling, Margaret Smith, Stephanie Southard, Jessica Sparks and Bill Ubbes

Guest: Elain Brandner

Absent: Rosalyn Benson, Jr. Warden; Vestry members Kathy Mohylsky and Alex Nyquist,

Spiritual reflections led by Margaret

Agenda for 09-12-2022 meeting was unanimously approved with the addition of signing authority new business item – Bill moved; Stephanie seconded.

Minutes for the 07-18-2022 and the 08-09-2022 meetings were unanimously accepted as amended – Bill moved; Stephanie seconded.

Presentation of gift to Holy Trinity – Elaine Brandner

Sarah Pace, daughter of the late Eleanor Vail, would like to give the parish her mother's copy of Sadao Watanabe's "Adoration of the Magi." It can be displayed or sold with the money going toward something related to music.

A motion to accept the gift was unanimously approved – Stephanie moved; Bill seconded.

August Financial Report – Jim

Jim reported the following:

- Net income is \$58,249 over what was budgeted.
- There is \$192,801 in the bank – the highest that figure has been in years.
- All categories for salaries are under budget
- The Restricted Fund balance includes \$10,000 from grants for audio-visual equipment.
- The Unrestricted Fund balance is \$158,495, which provides a significant financial cushion.

A motion to accept the August Financial Report was unanimously approved – Karen moved; Jessica seconded.

Annual Audit Report recap – Jim Michael

Jim summarized the Annual Audit Report conducted by Mary Bausano and Steve Elliot, presented to the Financial Committee and sent to the Diocese. Some recordkeeping and administrative issues were raised in the report that, Jim said, would be reviewed and addressed where necessary.

Contribution to Church Pension Group for Dave – Julie

If Holy Trinity pays \$25 a month into the Church Pension Fund in Dave's name, he will get access to the fund's services. Vestry members unanimously approved a motion to support Holy Trinity's participation in the Church Pension Fund for Dave – Bill moved; Jennifer seconded.

Parish administrator – Julie and Karen

Julie reported the following:

- The official title of the office assistant will be Parish Administrator.
- Vestry members were provided with a copy of the revised position description.
- Based on Karen's research of comparable positions at Miami, the church should consider paying \$19.10 an hour for this position and plan on having the person work 19 hours a week.

Jim confirmed that the rate and hours per week are within the 2023 budget.

The Finance Committee has approved this proposal. In answer to Vestry member's questions, Julie said the position could be split, candidates should not be members of the parish and we should consider enabling the person to work remotely some of the time.

John said Vestry would vote on the proposed wage rate and weekly hours by email within the next two days.

Priest-in-Charge Report – Julie

Julie thanked Vestry for the welcome basket and made the following comments:

- Office volunteers are briefing Julie on how things are currently handled. Jim is helping Julie understand the annual schedule.
- Julie is trying to meet as many people as possible; She has a house blessing and home visit scheduled.
- She is working on compiling and revising funeral planning guidelines, including the form used for advance planning.
- The safe has been opened and old church record books were found but not more recent ones. It was subsequently determined that more recent record books are with Rev. Terri Thornton.
- Julie met with Sally Southard and Alex to discuss Christian Education and the possibility of following a new intergenerational, interdisciplinary model.
- Julie has discussed outreach with Margaret and will meet with the committee on Sunday.
- She's met with the Finance Committee.
- Julie attended meeting with Family Resource Center staff, the Talawanda-Oxford Pantry and Social Services and Campus Ministry, and will soon visit McCullough-Hyde Hospital.
- Julie met with Bishop Smith; he will visit Holy Trinity Oct. 2.

Old Business – John Harper

Media tech upgrade

Robinson Communications will be here next week to run cables. Robinson said its quote may increase a bit. TCP said it is sticking to the amount it previously quoted.

New Parish yearbook

John and Julie will meet with the directory sales rep this week to go over plans.

New contract for landscaper

A new lawn care and snow removal contract was signed with with Chuck Edmonds for same rate \$205 per month.

New Business

Bishop Smith visit – Julie

Bishop Smith will visit on Oct. 2. He will lead Adult Forum, attend coffee hour after the service, meet with Vestry for lunch. Vestry members suggested some issues to talk about.

Signing authority for the church – Jim

Vestry unanimously approved the following resolution – Stephanie moved; Bill seconded:

BE IT RESOLVED, that the following corporate officers are authorized to sign legal documents on behalf of the Corporation:

John Harper, Senior Warden

Rosalyn Benson, Junior Warden

James Michael, Treasurer

Comments for the good of the Parish

- John said Episcopalooza was a big hit; he thanked everyone for helping, especially Jennifer.
- Stephanie appreciated Julie's approach to encouraging people to contribute to the offertory plate and including the children.
- Dave and Julie will come up with a schedule for the rest of 2022 and 2023, including a date for Lessons and Carols.

Closing prayer led by Margaret

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk

Attachments:

Parish Administrator position description