

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Dec. 13, 2022



Present: Rev. Julie Fisher, priest in charge; Dave Guilfoyle, deacon; John Harper, sr. warden; Rosalyn Benson, jr. warden; Jim Michael, treasurer; **Stacey** Peterson, clerk; Vestry members: Jennifer Blair, Glenn Julian, Kathy Mohylsky, Alex Nyquist, Karen Shilling, Margaret Smith, Stephanie Southard and Bill Ubbes; Guest: Elaine Brandner

Absent: Jessica Sparks

Spiritual reflections led by Kathy

Agenda for the 12-13-2022 meeting was accepted – Karen moved; Stephanie seconded.

Minutes for the 11-09-2022 meeting were accepted as edited – Stephanie moved; Rosalyn seconded.

Building and facilities – Elaine

Door project update

Elaine reported the following:

- We received three estimates and are likely to accept the \$77,000 Ferguson Construction bid.
- The city requires drawings for project. Maria Schertler is handling that.
- We are hoping to get \$10K from the Diocese's Energy Grant and the remainder of the funds from a Church Foundation grant. Holy Trinity will have to contribute 20% of the amount funded by the Church Foundation Grant.

Vestry members unanimously passed the following motions:

The Vestry of Holy Trinity Episcopal Church passed a motion to accept a bid from Ferguson Construction for \$77,306 to complete the New Door Project – Bill Ubbes moved; Stephanie Southard seconded.

The Vestry of Holy Trinity Episcopal Church passed a motion to authorize Building Committee chair, Elaine Brandner, to complete the following: 1) a Church Foundation grant application and 2) an Energy Efficiency grant application to the Diocese of Southern Ohio for the New Door Project – Bill Ubbes moved; Stephanie Southard seconded.

B&B Plumbing estimate for garbage disposal

Elaine reported that the garbage disposal in the church kitchen must be replaced. She shared B&B Plumbing's \$3,865 bid for the work with Vestry members.

Vestry unanimously voted to authorize the replacement of garbage disposal as indicated in the B&B Plumbing & Heating bid – Bill moved; Stephanie seconded.

Financial update – Jim

Financial resolutions

Vestry unanimously approved the following resolutions:

1. Resolution for First Financial Bank is attached – Stephanie moved; Jennifer seconded.

2. Resolution to authorize the Treasurer to open a new investment account at Merrill Lynch to be held in the name of Holy Trinity Episcopal Church and used for holding reserve funds at low investment risk. Authorized persons to be Jim Michael and Jack Southard.
– Stephanie moved; Rosalyn seconded.
3. Resolution to authorize the Treasurer to transfer all unrestricted funds received from the late Frank Jordan's retirement accounts with STRS and Valic, totaling \$129,906.13, to the Holy Trinity Investment Account (to be established).
– Jennifer moved; Bill seconded.
4. Resolution to authorize the Treasurer to hold the gift of \$5,000.00 received from the Frank Jordan Trust; and to authorize the Arts Committee to apply the funds to the purposes specified in the Trust: "organ concerts, or concerts that feature the organ, performed by visiting artists."
– Bill moved; Rosalyn seconded.
5. WHEREAS the Rev. Julie Blake Fisher is employed as a minister of the Gospel of Holy Trinity Episcopal Church, Oxford, Ohio, which does not provide a residence for her,

NOW THEREFORE, THE VESTRY RESOLVES that, of the total annual compensation of \$83,967.00 to be paid to Rev. Fisher during 2023, \$25,190.10 be designated as Housing Allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986. This Resolution shall remain in effect until a new one is adopted.

– Stephanie moved; Bill seconded.

November Financial Report

Jim reported that the church is doing fine financially, and cash pledges are exactly where you'd expect.

A motion to accept the November Financial Report was unanimously approved – Bill moved; Margaret seconded.

Preliminary 2023 budget

Vestry members received a copy of the preliminary 2023 budget before the meeting. Jim reported that the church is projected to be \$10K in the red. He noted that Other Grants income (line 4720) is zero, but that will change after the New Door Project grants are approved.

Rosalyn let Vestry know that she and Lisa Herrmann will work on securing a \$2,000 grant for the 2023 Food Ministry.

Vestry unanimously passed a resolution to approve the proposed Preliminary 2023 Budget as described by the Treasurer – Stephanie moved; Bill seconded.

Deacon's report –Dave

Dave reported he has received verbal approval from Bishop Smith to continue working at Holy Trinity and to change his canonical home to southern Ohio. The letter of agreement between Dave, the bishop and the priest in charge stipulates that the majority of Dave's work should be outside the parish. As a result, Dave will stop doing administrative tasks at the end of December and will transition to community-focused work.

Dave asked that the church reimburse him for certain expenses associated with his work, such as clergy clothes; books; membership, subscription and professional development fees.

Vestry unanimously approved a motion to add an \$800 budget item to the 2023 budget to cover Dave's expenses and support his work for the parish – Stephanie moved; Bill seconded.

Priest-in-charge report – Julie

- Julie expressed her thanks for the support provided during her illness; she is back full time now.
- She met with the youth minister at the Oxford Presbyterian Church and plans to help him with winter and spring programs for middle and high school kids from both churches.
- The search for a parish administrator is underway. The application is updated, and the position has been posted on various job boards. John will update the parish on the status of the search.
- The 2023 Liturgy plan is in place. A list of the services is on the Google drive, posted in the Sacristy and available in the office. Work is underway to plan upcoming Christmas services.
- Julie and Dave are working on defining Dave's role. She commended him as a hero through the pandemic in his support of the parish. He will move into a more Deacon-focused role in January.
- Julie continues to work with the Outreach Committee on leadership transition. Sally and Jim Gieringer will take on the Community Dinners.
- She has made multiple pastoral care visits and is planning a funeral for March.
- She thanked all who helped make the recent Chidebe baptism a success.
- She plans to start a Lent devotional list.
- She noted she gives a personal gift each year in honor of her parish to Episcopal Relief and Development; this year it will be earmarked for Ukraine.

Old Business

New Holy Trinity directory – John

Photos are complete; layout and design will be done after January 1.

Creation of a discernment committee for the Frank Jordan bequest – John

John wants this committee in place by the March Vestry meeting. Vestry members were asked to send suggestions on the committee's mission and make up.

Endowment annual funds transfer – Jim

Jim noted in recent years the Finance Committee has transferred \$15,000 annually from endowment proceeds to pay down the capital loan. Now that the loan is retired, the Finance Committee suggested rethinking this; the 2023 preliminary budget includes the \$15,000 expected from the endowment.

New Business – John

Diocese's transition committee – John

The application to serve on the Transition Committee for the Tenth Bishop of Southern Ohio can be found at: <https://southernohiobishop.org/2022/12/application-to-serve-on-the-transition-committee-for-the-tenth-bishop-of-southern-ohio/>

New baptismal font

Rosalyn reported Rob Abowitz has agreed to make a new baptismal font bowl. He would like to do this in honor of Peter Dahoda, who made the one that was broken. Rosalyn will gather a small group to meet with Rob to discuss the new bowl.

Comments for the good of the parish

John said the following:

- RESOLVED, that the Holy Trinity Vestry recognizes with love and appreciation all those who prepared and participated in Lessons and Carols, and our gathering afterward. There was the infectious spirit of conviviality. An astonishing abundance of heavy hors d'oeuvres and desserts surrounding the room. The decoration of the tables was beautiful and festive. And we got to meet once again [the sister of] Old Befana, and again perform a rousing chorus of our favorite Christmas carol, That's Amore.
- He thanked everyone involved in the Chidebe baptism.
- He provided a Senior Warden Resolution of Thanks to the Vestry and Interview Committee in 2022. He noted that this year has gone smoothly with the hiring of Rev Julie and transition to a new priest in charge, and he thanked everyone on Vestry and the Interview Committee for the hard work of the last three years.

Karen thanked John for his work.

Rosalyn thanked the following:

- everyone who helped with Lessons and Carols, particularly those who stayed through clean up;
- Jennifer and Ryan Dye for helping with the baptism coffee hour.

John noted Jennifer's report from the Diocese Convention was provided ahead of this meeting to Vestry members.

Closing prayer led by Kathy

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk

Attachments:

- New Door Project bids
- B&B Plumbing's bid for garbage disposal replacement
- First Financial Bank account resolution

AUTHORIZATION CERTIFICATE

First Financial Bank ("Bank")

Client Name ("Entity"): Holy Trinity Episcopal Church
Type of Entity: Unincorporated Organization
Principal Address: C/O Treasurer Oxford, OH 45056-1892
Tax ID: 31-0594655
Account: 5314598391

THE UNDERSIGNED HEREBY CERTIFIES TO BANK:

- 1) That he or she is authorized, in his or her position as Secretary/President/Member/Manager/General Partner (as applicable) of the Entity, and directed to execute this Authorization Certificate on behalf of Entity.
- 2) Entity:
 - a. Is duly organized, validly existing and in good standing in its state of organization as well as in all jurisdictions where Entity operates.
 - b. Has the power and authority to provide this Authorization, to confer the powers identified in this Authorization Certificate, and to carry on its business as currently conducted.
- 3) That the following resolutions were duly adopted by the directors, trustees or other governing body of Entity in accord with and pursuant to the charter and other organizational documents of Entity and applicable law, and are in full force and effect and have not been modified or revoked:

RESOLVED:

- a. That Bank is hereby designated as a depository of Entity and that funds of Entity may be deposited in accounts at Bank in the name of Entity. All such accounts shall be subject to Bank's terms and conditions governing deposit accounts, as well as any other agreements applicable to deposit accounts issued by the Bank and accepted by Entity.
- b. That the following persons ("Agents") are hereby authorized to act on behalf of Entity and exercise the powers indicated below and that the signature opposite each individual's name on the Signature Card is that individual's true signature:

	Name	Title
A.	James E. Michael	Signer
B.	Julie Blake Fisher	Signer
C.	David M. Guilfoyle	Signer
D.		
E.		

AUTHORITY GRANTED. Place the letter (A, B, C, D, and/or E) corresponding to the Agent's name next to the description of authority granted:

- ABCDE
- (1) Exercise all of the powers listed in these Resolutions.
 - (2) Open any deposit accounts in the name of Entity.
 - (3) Endorse checks and orders for payment or otherwise withdraw, transfer or deposit funds, whether through written or other physical instrument or by electronic means, including but not limited to wire transfer, online, computer or mobile banking services, or by automated clearing house transaction, into or from any deposit account held in the name of Entity at Bank.
 - (4) Identify and/or remove agents and/or additional persons (each, an "Additional Authorized Signer") authorized to exercise specified powers with respect to such accounts maintained with Bank, including to endorse checks and orders for payment or otherwise withdraw, transfer or deposit funds in any deposit account held in the name of Entity at Bank by the delivery of a properly completed signature card, or other separate document in the form required by the financial institution, executed by said Agent.

- (5) Enter into any agreement for the use of any other deposit-related products or services offered by Bank, including, but not limited to, night depository services, electronic funds transfer services, online or electronic banking services, overdraft arrangements, or treasury management services.
- (6) Execute and terminate a safe deposit box lease on behalf of Entity, and maintain, access and grant access authority to other Agents.
- (7) Other:

a. **LIMITATIONS ON POWERS.** That the following are Entity's express limitations on the powers granted under these Resolutions:

- b. That, if Entity elects to enroll in online, mobile or electronic banking services offered by Bank, each of the above Agents are further authorized to appoint an Authorized User(s), as defined in, and with all rights and responsibilities as defined in, the Online Banking and Bill Payment User Agreement of Bank.
 - c. That Bank is authorized to honor, receive and pay all instruments when signed in accordance with these Resolutions, without inquiry as to the circumstances of their issue or the disposition of their proceeds. All checks, drafts, or other orders for the payment of money may be endorsed in blank, or otherwise, by a written or stamped endorsement and Entity hereby guarantees payment of all such instruments so endorsed as well as those instruments deposited on behalf of Entity for collection or credit without its endorsement appearing thereon.
 - d. That Entity has informed each of the Agents and Additional Authorized Signers of any limitations, restrictions, or other requirements on the authority of such persons contained within these resolutions or in other organizational documents or policies of the Entity and, as between Bank and Entity, Entity assumes all responsibility with respect to any Agent or Additional Authorized Signer exceeding such limitations, restrictions or other requirements.
 - e. That Bank is authorized to rely upon and to accept as genuine and authorized the facsimile signature of any Agent or Additional Authorized Signer or such signatures that resemble facsimile signatures on any check, draft or other order, without any duty to determine the genuineness of such signature or whether it was authorized by Entity.
 - f. That Entity agrees to the terms, conditions, and applicable rules or regulations of Bank governing accounts, as may be amended from time to time pursuant to their terms or as permissible by applicable law or regulation.
 - g. That the foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescission shall have been received by Bank, and that receipt of such notice shall not affect any action taken by Bank prior to its receipt of such notice. Entity shall indemnify and hold harmless Bank from any loss or damage arising out of any action by Bank in reliance on, or in furtherance of, these resolutions. All transactions, if any, conducted with Bank prior to the adoption of these resolutions are hereby ratified, approved and confirmed.
 - h. That these resolutions supersede all prior resolutions delivered to the Bank, if any, concerning the above referenced accounts.
4. The preceding resolutions and the powers granted therein conform to the organizational documents of Entity now in effect and said resolutions are in full force and effect and have not been amended or rescinded.

I have subscribed my name to this document on

11/23/2022


Signature of Authorized Entity Official

**ENTITY SEAL
(optional)**