

**Vestry Minutes**  
**Holy Trinity Episcopal Church, Oxford, Ohio**  
**Jan. 10, 2023**



**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 Jessica Sparks

**Absent:** Bill Ubbes

**Spiritual reflections** led by John with devotional provided by Bill

**Agenda for the 01-10-2023 meeting** was accepted as edited – Rosalyn moved; Steph seconded.

**Minutes for the 12-13-2022 meeting** were accepted as edited – Rosalyn moved; Stephanie seconded.

**Reports and updates**

**Financial Report – Jim**

The 2022 Financial Report and the Expense Detail Report for 2022 were provided to Vestry members in advance. Jim described the 2022 Financial Report as positive, with the following comments:

- Cash-basis pledge income (line 4110) was only \$4,300 under budget.
- Total ordinary income (line 4000) was more than \$127,000 over budget because of the Frank Jordan bequest.
- Total expenses were nearly \$55,000 under budget due to lower payroll expense than expected.
- Net ordinary income on a cash basis was more than \$177,000 over budget.

A motion to accept the 2022 Financial Report was approved – John moved; Kathy seconded.

**Preliminary Budget for 2023 – Jim**

Jim reported that the preliminary budget for 2023 has been updated; the projected deficit is \$18,000 in a large part because of the removal of the \$15,000 transfer of funds from the Endowment Fund.

**Annual insurance review – Jim**

Jim provided a summary of insurance review and the church's insurance coverage. He noted most years, the insurance company (Church Insurance) and Holy Trinity have not increased coverage, but he will check with the Finance Committee to see if there is any reason to do that. After discussion and questions, Jim said the door replacement and the audio-visual upgrade could trigger a coverage review.

**Annual Parish Meeting (APM) – John**

The APM will take place February 26 at noon. Lunch will be provided; John will make the arrangements for lunch. John reviewed the agenda, which includes:

- financial, budget and state of the parish reports;
- election of Vestry officers, members and convention delegates.

Committee reports and the Parochial Report will be provided. John said the Nominating Committee will include Glenn, Margaret, Karen and Jim as chair.

After discussion, it was stated that nominations for Vestry and convention delegate positions would be solicited and vetted in advance of the meeting. There will be a call for nominees at the meeting. John said the notification of the meeting and call for nominations would go out shortly.

A motion to make Jim chair of the 2023 Parish Nominating Committee was unanimously approved – Rosalyn moved; Stephanie seconded.

### **Priest-in-charge report – Julie**

Julie reported the following:

- 2022 Christmas and Advent were lovely; it was her first in-person Christmas since 2019.
- She, Karen and Rosalyn have interviewed an excellent candidate for the parish administrator position; reference and background checks are in the works.
- Work on the Parochial Report is underway; records are in disarray so it's a challenge.

### **Old Business**

#### **Creation of discernment committee for the Frank Jordan bequest – John**

John said the following:

- The goal is to have this committee in place by March.
- Jim has volunteered to serve on the committee as member of parish.
- John will send an email inviting parishioners to join the committee.

### **New Business – John**

#### **Outreach and Eucharistic visitors – Dave**

Dave is reviving Eucharistic Visitors. He asked Vestry members to help identify people who might need these visits. Dave will also talk to the Pastoral Care Committee and the prayer group.

#### **Evening prayer and compline during Lent – John**

Vestry members expressed interest in having Lenten evening prayer and compline. John said he'll check with people who've done it in the past and put it out to the congregation, as well.

#### **CPR training – John**

Vestry members have suggested CPR training for parishioners and the purchase of an AED (automated external defibrillator). Legal issues must be checked. John said both items will stay on the agenda.

### **Comments for the good of the parish**

John noted that Hugo Olaiz has completed translating the Book of Common Prayer into Spanish; Vestry members discussed possible ways of recognizing this accomplishment.

Roz acknowledged Patsy Grabach's flower ministry and suggested she be recognized at the APM.

**Closing prayer** led by John with devotional provided by Bill

Respectfully submitted,

*Stacey Peterson*

Stacey Peterson, Clerk

Attachments:

Summary of annual insurance review