



*Love with the heart of Christ, think with the mind of Christ, and act in the world as the Body of Christ.*

## **Holy Trinity Vestry Meeting Minutes**

**January 17, 2021** 7:00 PM, Zoom Video Conference

**Present:** Suz Cate (Rector), Noah Stansbury (Asst. to Rector), Bill McDaniel (Senior Warden), Bob Taylor (Treasurer), Cary Berkeley Kaye, Bob Green, Mary Lou Sigsby, Bill Purkerson, Ellen Haase, John Warner, Joe Yanes, Clem Watson, Sarah Maiberger, Lynn Luszcz, Margaret Edie, Jan Cribb, Doris Von Kaenel, Harry Morse, Bill Hurst (Junior Warden), Samantha Murphy, Jack McKenna

**Absent:** Shannon Quattlebaum

Due to the COVID-19 Social Distancing requirements, the meeting was held via Zoom.

Discussion of prayer requests and reflection followed by a prayer offered by Mtr. Suz.

### **Old Business:**

**Approval of December 2020 Minutes** – Motion to approve the Vestry Meeting Minutes from the December 2020 meeting was made by Mary Lou Sigsby and seconded by Bob Green. The minutes were approved unanimously.

### **New Business:**

- 1. Vote to approve Jack McKenna as new Treasurer and Ellen Haase and John Warner as members of the Finance Committee.** Bill McDaniel requested a motion to approve Jack McKenna as the new Treasurer and addition of Ellen Haase and John Warner as members of the Finance Committee. Motion to approve Jack McKenna as Treasurer and Ellen Haase and John Warner as members of the Finance Committee was made by Mary Lou Sigsby and seconded by Cary Kaye. The motion was approved unanimously
- 2. Treasurer's Report Discussion:** Report by Bob Taylor (See ATTACHMENT A).
  - Bob reviewed key points of the Treasurer's Report in ATTACHMENT A. The December 2020 financials as presented show that we collected \$552,000 in Pledge income versus \$574,000 pledged in the budget for the year ended December 31, 2020.
  - Expenses for 2020 were below budget by \$66,123 due to lower salary expense caused by some positions not being filled during the year. Facilities and Mission expense was less than budget due to the COVID shut down.
  - Overall Surplus for 2020 was \$44,003.

Motion to approve the Treasurer's Report for December 2020 was made by Mary Lou Sigsby and seconded by Bill Hurst. The motion was passed unanimously.

3. **Discussion of 2021 Statement of Mission:** Bob Taylor reviewed the Draft 2021 Statements of Mission (SOM) for Trinity Place and the Operating Fund and provided background on the Finance Committee recommendations for achieving a balanced budget.
- **Update on Anderson Fund** – The Finance Committee recommends deferring the 2021 Anderson Fund restoration fund payment of \$24,000 until 2022. Following an incorrect disbursement from the Anderson Fund the Vestry developed a plan to restore the fund to follow the original terms of the estate.
  - **Statement of Mission for Trinity Place** - The 2021 Statement of Mission for Trinity Place is based on conservative projections of what is expected to be received in 2021 for Doors pledges and somewhat reduced football parking. The budget does not include any pavilion rental income. The Trinity Place SOM shows projected revenue of \$178,018. The 2021 combined Loan payment is \$180,246. With current the budget, the Trinity Place fund should be able to cover the Loan payment. The income will need to be diligently monitored to assure that income remains on track.
    - Bill Purkerson asked when downtown merchants parking income would begin. Mtr. Suz said that it has started.
    - Mary Lou Sigsby asked about the amount of the outstanding mortgage balance. Bob Taylor referred us to the three FCB Notes payable on the Balance Sheet totaling \$1,598,556. with \$15,000 per month debt service.
    - Query about the amount of interest in the Trinity Place SOM versus the total loan payment. Discussed that starting in 2021, the interest and principal are payable on all the loans based on the bank amortization schedule. All loans were refinanced in Feb. 2020 with approximately 3% interest rate.
  - Motion to approve 2021 Statement of Mission for Trinity Place was made by Mary Lou Sigsby, motion was seconded Lynn Luszc. The motion was unanimously approved.
4. **Operating Fund Statement of Mission for 2021 discussion** – Bob Taylor presented the draft Operating Fund Statement of Mission for 2021. He discussed how the Stewardship shortfall of \$34,746 and expected reduction in plate offerings results in a deficit of \$67,464. After considering several options, the Finance Committee made the following recommendations to balance the 2021 Operating Fund SOM -
- The Proposed SOM provides for funding the Family Minister Coordinator for 4.5 months. To meet the budget in 2022, Stewardship will need to raise an additional \$90K to keep the Family Minister position.
  - Bob Taylor also noted that there may be other areas of discretionary spending in the budget that can be further reduced. Determining the Discretionary expenses requires discussion with each budget manager so further time is required to complete that task.
  - Finance Committee recommends deferring the \$24,00 Anderson 2021 restoration payment and using the 2020 Operating Fund Surplus of \$43,547. The Pledge number in the budget is based on actual pledges as of 15 January 2021. Clergy Salary and Benefits increased due to Noah being on board for the full year. Contract Labor has been reduced for nursery workers not being needed for the first half of the year. A few small reductions for events that will not occur in 2021 were included. The SOM assumes church facilities will be open in the second half of 2021. Maintenance expense budget

has increased due to more to maintain. The bottom line shows that 2021 SOM deficit of \$43,464 and the 2020 Surplus of \$43,547 somewhat offset.

Vestry Discussion –

- Harry asked about the reason for the Anderson Fund deficit. Bob discussed that it was a legal obligation per the estate trust. John Warner noted that the Anderson Fund obligation could be extended under a typical mortgage loan. Cary Kaye agrees.
- Mary Lou – Expected additional pledges would be received at the end of the year so concerned if there are other reasons for the reduction in 2020 pledge income. Bob noted that IRA Required Minimum Distributions (RMD) were suspended for 2020 so some pledges that are normally made through RMD were not received. Bill McDaniel said there are 15 people that pledged in 2020 have not yet pledged in 2021. People have been nervous about furloughs and other COVID related economic issues.
- Stewardship needs to be aware that many of the people that give a lot to the church are in the older age bracket so they will not be there in the future. Bill McDaniel noted that in 2008 pledges were reduced due to the economic recession, but as the economy improved so did church finances.
- General concern was voiced about filling the Family Minister position if we hire and may not be able to sustain the position. Bill Purkerson. noted that the Family Minister position is important to growing the church for the future and replacing the natural attrition that will occur. Cary Kaye noted that Committee for Vestry members found that there are younger members interested in being more involved in the church.
- Jan Cribb believes that when we resume in person service, plate offerings should increase. She agrees that Family Minister position will attract younger families along with the lovely Trinity Place space.
- Bill McDaniel explained that plate offerings are people that do not pledge but give regularly. He noted that special in-person church services events also bring in increased plate offerings, but those have been suspended due to COVID restrictions.
- Joe Yanes asked about the Trinity Place Doors campaign reduction in pledges. Bob said the reduction is due to some people paying pledge in full in year one.
- Clem Watson asked about Page 10 (Family Minister Salary) which shows 38.5 hours to get benefits, but it should be 28.5 hours – Suz agreed. In spreadsheet on PPT minor error to be corrected. Supports deferring Anderson payment.
- Samantha Murphy agrees with deferring the Anderson fund restoration payment for 2021. Vestry violated fiduciary obligation to the Anderson Fund in 2005 and that the likely reason to repay quickly was due to concern about that violation of the fiduciary obligation. She also echoed that we need to fill the Family Minister position. She advised that the Vestry be prepared for 2022 if there may be places that need to be cut to maintain a balanced budget in the future.
- Mtr. Suz concurs with summary from Samantha about the Anderson fund restoration.

- Bob Taylor feels we have a tremendous congregation. When we have needed funds, the congregation has stepped up when there is a need. So, we need to have faith and communicate the deficit to get our congregation's help.
- Harry noted that he was glad that we have not discussed using the Outreach budget to cover the 2021 deficit.
- Jack McKenna noted that we should be cautious about taking on additional expenses if we cannot be assured of sustainable additional funds. He is very nervous about taking on the Family Minister until later. Clem Watson agreed that we should plan now for opportunities for revenue generation and cuts.
- Mary Lou Sigsby noted that we need to get ahead of the shortfall by communicating the deficit and needs at the annual meeting and throughout the year.

Motion to approve the Operating Fund Statement of Mission for 2021 as adjusted for the Anderson Fund deferral and use of the 2020 surplus. – Motion to approve was made by Mary Lou Sigsby and seconded by Joe Yanes. The 2021 Operating Fund Statement of Mission for 2021 was unanimously approved!!

#### **Final Comments on Operating Fund and Finances-**

John Warner reiterated the need to communicate to the Congregation the churches financial needs. Mtr. Suz and Ellen Haase noted that Stewardship Committee has sent a letter to the parish about the results of the Stewardship Campaign that asks for any additional help. Stewardship Committee plans to continue its work throughout the year to help stay on track with Pledges and help connect people with opportunities to serve.

Sarah Maiberger noted that the lack of a Family Minister has produced part of the surplus in the past 2 years so it seems reasonable that the surplus should be used to help cover the cost of filling the position. Cary Kaye said we should look at the package being offered to the Family Minister to determine the gap needed to get the position filled.

**5. Nominations for 2-Year Unfilled Vestry positions.** Following Clem Watson moving into Junior Warden position and Shannon Quattlebaum's early departure from the Vestry, we have two 2-year unfilled Vestry positions. Peter Sparks and Beth Kunkel have agreed to fulfill the remainder of these two terms. A motion to accept the nomination of Peter Sparks and Beth Kunkel to fill the remainder of the terms for two Vestry positions was made by Mary Lou Sigsby. Motion was seconded by Bob Green. The motion was passed unanimously.

Bill McDaniel thanked all the departing Vestry members for their faithful service.

Deacon Noah offered a closing prayer.

Respectfully Submitted,  
Ellen Haase for Rebecca Eidson

Additional Information Provided by Vestry Liaisons:

Attachment B: Pastoral Care  
Attachment C: Adult Formation

Attachment D: Junior Warden

ATTACHMENT A

**Treasurer's Report to the Vestry  
Bob Taylor, January 17, 2021**

**The 5:00 pm, January 12, 2021 Meeting of the Finance Committee was an electronic Zoom Meeting arranged by Rector Suz Cate. Participants were Treasurer Bob Taylor, Senior Warren Bill McDaniel, Junior Warden Bill Hurst, Phil Maiberger, Hap Wheeler, Jack McKenna, Clem Watson, Ellen Haase, Rector Suz Cate and Noah Stansbury.**

- **Quick Overall Review of December 31, 2020 financial statements, pages 1-5 follow: (the amounts listed below will change slightly as final 2020 expenses and income are recorded and the final financial statements for 2020 are completed).**
  1. Income \$22,120.77 below budget (page 3)
  2. Expenses \$66,123.70 below budget (page 4)
    - i. Salaries and Benefits \$50,334.63 below budget (approx. 76%) (page 3)
    - ii. Facilities \$5,003.84 below budget (approx. 7.5%) (page 3)
    - iii. Mission and Program \$7,131.91 below budget (approx. 11%) (page 4)
    - iv. Mission/Program Support \$3,002.95 below budget (approx. 4.5%) (page 4)
  3. Overall surplus \$44,002.93 (page 4)
  
- **An update on Anderson Fund Restoration was provided (page 6) which showed a slight amount (\$1,287.65, amount to slightly increase with final investments numbers) ahead of the plan approved by the Vestry, June 19, 2018. There was a consensus in the Finance Committee to recommend to the Vestry to defer restorations to the Anderson Fund to help bridge the deficit in projected operating income and projected operating expenses in 2021.**
  
- **The Finance Committee voted unanimously to recommend to the Vestry the 2021 Trinity Place SOM (page 7). The discussion prior to the vote included:**
  1. the very tenuous nature of the short-term income projections, especially full collection of 2021 Doors pledges and 2021 football parking income, should COVID impose curtailments on the 2021 football season and on parishioners' ability to meet pledge payments
  2. Careful monthly monitoring early in 2021 will be needed to ensure projected Trinity Place income and expenses are on track or whether adjustments are needed.
  
- **An extensive discussion of the 2021 SOM included many topics with the main points of essential information for the Vestry in recommending the 2021 listed on page 8&9 being:**
  1. The current stewardship total of \$486,454 presents a tremendous deficit of approximately \$67,464 for the between projected operating income and projected operating expenses for the 2021 SOM.
  2. The proposed SOM provides sufficient funding for the Family Ministry Coordinator's position, possibly for the last 4.5 months of 2021. The proposed funding is based on a 9-month position and the possibility for this position to have sufficient employment hours to qualify for full benefits. The cost of this and other employment compensation models are presented on page 10.
  3. ***The Finance Committee unanimously recommends using a \$24,000 Anderson restoration deferral and the projected 2020 surplus of \$43,547 to balance the 2021 SOM.*** The use of other funds in the Operating Fund could be used if necessary, but it is not recommended by the Finance Committee.

4. While acknowledging that the current pandemic times are very unusual, ***the Finance Committee and Vestry need to be acutely aware that, without increases in income, Holy Trinity's financial path based on this proposed SOM is not sustainable.*** If the Vestry believes that the shortfall in 2021 Operating Fund pledges is an isolated event due primarily to COVID related factors, deferment of the Anderson Restoration payment and the use of the 2020 Operating Fund surplus to balance the 2021 budget is reasonably justifiable. On the other hand, if the shortfall is due to factors that could persist into 2021 and possibly beyond, the Operating Fund deficit would also persist and likely would become more severe in 2022. Factors of concern with the 2022 SOM are:
  - ☐ the Family Ministry Coordinator position would need to be funded for all of 2022, not just 4.5 months.
  - ☐ the \$67,464 deficit in the 2021 SOM would continue into the 2022 Operating SOM operating unless major reductions are made in variable/discretionary expense categories. Without major reductions in variable/discretionary expense categories, the 2022 Stewardship Campaign would need to net approximately \$91,000 more than 2021.
- **Finally, the Finance Committee will compose of list of expenses which are the most discretionary for the Vestry's consideration if future reductions in the operating budget need to be made by the Vestry.**

## **ATTACHMENT B**

### **PASTORAL CARE COMMITTEE**

Pastoral Care Committee Meeting 01/05/2021

Zoom Video Conference 5:00 PM ATTENDEES Lynn Luszcz, Suz Cate, Judy Surak, Shari Jung, Serena DuBose, and Pam Mack

#### **AGENDA**

The meeting was opened with prayer of St. Francis in unison.

The minutes for December were approved

#### **BUSINESS OLD AND NEW**

1. Gift Bags for our fellow parishioners were greatly received
2. Discussed our folks with concerns: a. Liz Halpin has requested a hiatus from the sending of cards b. Eunice Waddington and Myra Gildersleeve will be asked if they might be interested in helping c. Rector Suz recreated December's List of Concerns. The committee discussed each one's concern individually, from the new list, and what could be done for them
3. The Living Alone Group
  - a. Pam Mack notified the committee that gatherings are on Thursdays at 12:30 pm. Pam posed a thought that perhaps the original list of individuals could be contacted on an individual basis. An increase in the group's number might evolve from that effort.
4. Valentine Gift Bags The folks that received little Christmas bags with cards, cookies, and an ornament, might like to receive Valentine Cookies and a Card
5. The Shepard Fund
  - a. Fund is solvent and the committee was informed of the balance, and encouraged to take advantage of the fund as certain needs arise. It has provided emergency transportation and living expenses in the past
6. Prayer Lists The prayer lists have been reformatted with folks that included in the Prayers for the People along with those folks that are on our concern lists.
7. Recent Widows and Widowers
  - a. Suz carried flowers to Eleanor Hare. Pam will ask Sharon Lane if she would become a widow buddy for Eleanor.
  - b. Suz does virtual visits for some of our shut ins
  - c. Carolyn Foster needs cards of encouragement during her time at Brookdale in Anderson
  - d. Downs Residents information may be given by Fiona Neill
8. Health Tips are running smoothly We need to place Kathy Hunter's name on list for prayer while she is in Mobile AL caring for her dad

Meeting concluded at 5:55 pm Next meeting 02/02/21



**ATTACHMENT C**

**Adult Formation Report  
January 17, 2021**

Adult Formation opportunities continue by Zoom for the foreseeable future according to the schedule below. Mtr. Suz and members of the current EfM class will host an exploration of Biblical scholar John Collins's *What are Biblical Values? What the Bible Says on Key Ethical Issues*, and Suz will present her research on St. Paul's, *Making Room for Every Body: The Stories We Tell About St. Paul's* in two parts in February. The Lenten offering will be *Becoming Beloved Community* presented by Suz and Noah. Tentative plans are to have another book exploration, Presiding Bishop Curry's new book, *Love is the Way: Holding on to Hope in Troubling Times*, beginning in mid-April. EfM on Monday nights and Suz's Bible Study on Tuesday mornings continue.

January 7 at 7:00 pm *Biblical Values*

January 14 at 7:00 pm *Biblical Values*

January 21 at 7:00 pm *Biblical Values*

January 28 at 7:00 pm *Biblical Values*

February 4 at 7:00 pm *Biblical Values*

February 7 at 4:00 pm Making Room for Every Body: The Stories We Tell about St. Paul's pt. 1

February 11 at 7:00 pm *Biblical Values*

February 14 at 4:00 pm Making Room for Every Body pt. 2

February 18 at 7:00 pm *Biblical Values*

February 21 at 4:00 pm Becoming Beloved Community Lenten Program

February 25 at 7:00 pm *Biblical Values*

February 28 at 4:00 pm Becoming Beloved Community

March 4 at 7:00 pm *Biblical Values*

March 7 at 4:00 pm Becoming Beloved Community

March 14 at 4:00 pm Becoming Beloved Community

March 21 at 4:00 pm Becoming Beloved Community

April 15-... at 7:00 on Thurs. *Love is the Way*

Respectfully submitted,  
Bob Green, Vestry Liaison

## **ATTACHMENT D**

### **Junior Warden Report-1-17-2021**

Maintenance has continued for December. Budget is well over as we continue primarily with electrical and lighting issues. The Fire Marshall pointed out several units that needed replacing. Lighting was added to the stairwells in the Parish Building to allow light for anyone entering the building from the basement entrance. Various lights were replaced around the bell tower and a bad circuit was found that powers the new canopy lights and the bell tower spotlights. The spotlight circuit and the addition of a component for the new carillon controller are slated to be fixed/installed.

Trinity Place-Drainage around the pavilion was improved. We are awaiting a final invoice, but a pedestrian gate on the back fence, finishing out some landscaping (boulders), finishing the old light post with a fixture etc., and a pavement curb on the University entrance are the majority of the work remaining. Trehel is looking at the efflorescence on our retaining wall to see what remedy there may be.

Signs-Tommye Hurst and Cara Robb have collaborated on final thoughts for the designs and documents are going around this week for any further thoughts and approval. Smash Inc. will finalize their work afterwards. There is much attention being paid to this process as it is a mark to be viewed for generations to come.

Canterbury facility-All painting, flooring, and lighting is complete. The door security system is awaiting a computer to operate.

Parking-Merchant parking should be getting wound up, but that remains slow.

Carillon-Our new carillon control is slated to make it through manufacturing by mid-February. An installer will schedule a visit for the installation at that time.

New Junior Warden, Clem Watson, has been given a general tour and introduction to our facility. We are trying to have him up to speed soon. He has reviewed the ledgers of the maintenance and maintenance contracts for the year. Any support needed will be available as we establish the Buildings and Grounds committee as a functioning entity again.

Respectfully Submitted  
Bill Hurst-Junior Warden