



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

August 15, 2021

The meeting was held via Zoom.

The meeting was called to order. Mtr. Suz asked everyone to share special concerns and request for prayers. She then offered an opening prayer.

Present: Mtr. Suz Cate (Rector), Fr. Noah Stansbury (Asst. Rector), Bill McDaniel (Senior Warden), Jack McKenna (Treasurer), Clem Watson (Jr. Warden), Peter Sparks, Harry Morse, Bill Purkerson, Ellen Haase, Beth Kunkel, Mary Lou Sigsby, Jan Cribbs, Ellen Haase, Peter Sparks, Samantha Nelson

Absent: Margaret Edie, Lynn Luszcz, John Warner

Approval of Minutes from June 2021 Vestry Meeting:

One correction noted changing the date of the Bishop's visit to August 22, 2021. Motion to approve the minutes with the correction by Mary Lou Sigsby, seconded by Harry Morse. Motion passed unanimously.

Reports:

1. Junior Warden's Report - Clem Watson

- a. Clem discussed several upgrade expenditures that are needed.
 - i. **Fire Panel** –See page 1 of the Junior Wardens report. Fire Marshall inspection noted fire panel for the Parish Hall are dated and parts are not available (replacement cost is \$5,114). EDS cannot use the nursery room without a fire panel. Kitchen needs a magnetic door holder that triggers release upon fire detection (Cost \$1,845). Note that the Parish Hall Fire Panel needs to be upgraded to allow the Kitchen door upgrade.
 - ii. **Fence along Addison** –\$2,000 Approved by the Finance Committee. Pedestrian and vehicle using shortcut that is damaging the landscaping so fence along Addison recommended to prevent further damage.
 - iii. **Replace old grill** that is not functioning and rarely used with a (gently used) griddle at approximately \$1,500.
- b. **Trinity Place Usage Policy Update** – Clem has seen the usage policy like St. Peters. Policy is in the DropBox. Also asking for insurance review to check for liability insurance coverage. Please review the updated version. City permitting currently is for parking and for church functions. Outside use for non-church functions will require an additional city permitting. The permitting process seems onerous. Mtr. Suz noted that we have latitude regarding how

we define church functions and church sponsored functions. Samantha recommends getting the insurance legal guidance. Please send additional comments to Clem.

2. **Treasurer's Report** – Jack McKenna, Treasurer

- a. **Overview of June, July financials.** New format for balance sheet shows prior months balance fluctuations. SOM for June, income down slightly, but YTD we are ahead of budget. Nothing else to note as within YTD budget except for fluctuations that are understood to be uneven monthly expenses. Trinity Place finances look good. July looks good with no items of note. Some of the uneven items that are still within YTD Budget. Printing & Publication is overbudget but that is because Zoom is included but was not part of the 2021 SOM budget. Mtr. Suz recommended moving some expenses such as Zoom to Communication line item. YTD \$4,386 net income versus YTD budget loss of <\$12,675.>. As we begin incurring Family Minister position expense, the budget may begin to show a loss more in line with the SOM budget. The Trinity Place Principal Loan line item on the July Trinity Place statement is transitory and will be reversed.
- b. **Email Votes by Finance Committee.**
 - i. Voted to spend up to \$3,500 to clean floors and carpets in the Day School and Canterbury areas.
 - ii. Voted to prepay \$5000 principal on loan to save interest expense.
 - iii. Finance Committee approved Fr. Noah to participate in Vinery Program for \$2,400.
 - iv. Recommended approval of the EDS budget for 2021/22 with recommendation to build up reserves. Vestry approved EDS budget by mail.
 - v. Voted to pay final \$5,000 to Trehel for Trinity Place for final 'punch list'.
 - vi. Approved replacement of the warming oven at cost of \$650.
 - vii. Voted to spend up to \$2,000 from Trinity Place Funds to install chain link fence along Addison Lane.
- c. Fire Panel – recommend replacing Parish Hall Fire Panel (\$5,114) and install Kitchen Door Magnetic Door (\$1,845)
- d. Unrestricted Donation of \$15,000 – Finance Committee recommends the Building Maintenance Fund.
- e. Finance Voted to spend \$1400 for Choir Scholarships from Contract Labor budget.
- f. Approved \$700 for Bishops Luncheon.

New Business

1. **Fire Panel Replacement-** discussion of the options presented by Clem. Motion to spend \$6,959 for Parish Hall Fire Panel and Magnetic door for the Kitchen made by Marylou Sigsby, Seconded by Harry Morse. Motion was passed unanimously.
2. **Unrestricted Gift of \$15,000.** The Finance Committee recommended replenishing the Building Maintenance after cost of Bats, air conditioners, etc. has depleted the fund to below the recommended balance. Bill mentioned that Family Ministry could use a dedicated fund. Samantha agreed about Family Ministry, but also people in Haiti. Possibly use 10% of the Funds for Haiti. Clem noted that Building Maintenance should be at least \$15,000. Jan would like to see part go to Haiti Outreach.
 - a. Motion by MaryLou Sigsby to use \$4,225 to get Building Maintenance Fund to \$15,000. Portion to Haiti relief of \$2,500, and balance of \$8,275 held in reserve pending 2022 SOM. Motion seconded by Samantha Nelson. Unanimously approved.
3. **Finance report,** Motion to approve the June and July Finance Reports was made by Harry Morse. Motion was seconded by Beth Kunkel. Unanimously approved

4. **Vestry Elections.** Ask for those leaving the Vestry to come together to form committee to recruit and select candidates for their replacements. The departing members are Beth Kunkel, Samantha Nelson, Bill Purkerson, John Warner and Bill McDaniel. Samantha volunteered to chair the committee.

Reports - Continued

1. **Rectors Report –**
 - a. Worship – with change in CDC guidance Mtr. Suz has asked for all to mask for worship. The change has gone well.
 - b. Organ installation continues albeit slowly.
 - c. New head usher to replace Peter Sparks is Beth Newton.
 - d. Staff – ministry reviews have been completed except for Lynn due to scheduling. Quarterly follow-ups occur.
 - e. Jerae Wallace has agreed to be our new Family Ministry Coordinator. Hope to complete paperwork this week.
 - f. EDS started first day of class on Friday. One of the EDS parents is an epidemiologist and met with the EDS Board on how to handle COVID. He was very comfortable bringing his child to EDS. Only recommendation is encouraging all children wear mask. All staff are vaccinated
2. **Asst. Rector Report –** Clemson Students have returned. Tiger Prowl tomorrow will have Canterbury presence. Event planned in evening with food and games. Have 23 new students' names for the new year. Vinery is a campus ministry development program Fr. Noah has applied for. It is a 2-year program to help congregations to improve their campus ministry programs. Interview is Tuesday. If approved, begins in January for a 2-year program.
3. **Jack McKenna** discussed a new means of budgeting by building bottoms up needs. We will start working with each ministry to determine what is needed.

Meeting Closed with prayer from Fr. Noah.

Additional Reports Submitted Prior to Vestry Meeting

ATTACHMENT A: Stewardship Report

ATTACHMENT B: Pastoral Care Report

ATTACHMENT C: Finance Committee Actions Summary

ATTACHMENT D: Junior Warden Report

ATTACHMENT A

Stewardship Committee Meeting Minutes - 12 July 2021

Thank you again for serving on our Holy Trinity Stewardship Committee.

The minutes of our meeting which was held on July 12th are as follows:

- As part of our year round Stewardship Messaging, Jim Reed is continuing to provide Stewardship messages for our monthly Tempo issues. Thanks again Jim.

- Lynne Farmer included a "Thank You" note from our Stewardship Team in the email that was sent out with our second quarter Giving Statements. This was a recommendation from our Project Resource Training.

- We received sixty six responses from our parishioners on The Stewardship Survey. Ellen Haase is currently summarizing the survey results for discussion and use at our August 7th Stewardship Retreat. Jody Hunter will create a letter thanking parishioners for their response and how we are utilizing their responses to this survey. This letter will be emailed to all parishioners as well as included in HT Notes.

- We discussed the in-person Stewardship Team retreat and confirmed the date of August 7th for our retreat. We will begin at 1:00 p.m. and finish at 5:00 p.m. We have adjusted the time from our original plan to allow attendance and support for Liz Halpin's funeral which is that same date. We will send each Stewardship Team member the agenda for this meeting and survey results prior to our meeting for your review. The focus will be on our learning points from Project Resource Training, Survey Results and year round Stewardship Planning. Mtr. Suz will send a link to a video for your viewing prior to our retreat. We will have a social time after the meeting with beverages and snacks provided.

- Our next Stewardship Committee meeting will be our Retreat on August 7th, at 1:00p.m.

Thanks again for your work and commitment to a successful Holy Trinity Stewardship Campaign.

Sincerely, Jody

ATTACHMENT B

Pastoral Care Committee Meeting

DATE: August 3,2021 TIME: 5:00 pm PLACE: Zoom Meeting

ATTENDEES: Noah Stansbury, Suz Cate, Lynn Luszcz, Serena DuBose, Eunice Waddington, Judy Surak, and Pam Mack Committee opened with Prayer of Saint Francis

1. Business was opened by Pam Mack and the presentation of the spreadsheet. Lots of updates for our needy parishioners which included, surgeries, deaths, and illnesses Happy Notes: Noah stopped by to visit Bill Clayton on his 90th Birthday Dottie Carter has a brand new great Granddaughter Judy Surak will check in on Judy Barton at the Dominion Facility
2. Discussion of the upcoming fall season, and the delivery of Goody Bags Cookie Bakers are in place for the bags Novelties for autumn season, school and football themed are appropriate
3. Five Wishes.org was discussed. This program has been put on the back burner for now
4. Our prayer list has been updated. Members of the Daughters of the King have been delivering flowers.
5. The need for more prayer shawls was mentioned.
6. Bethany Henry works with Suicide programs for the teenaged population Mentioned that perhaps she could write something to be noted in the Tempo at some point.

Closed Meeting at 5:51pm

Next meeting : September 7,2021

ATTACHMENT C

Action Items of the Finance Committee

b. By an email vote, the Finance Committee voted to recommend to the Vestry that we prepay the \$5,000 extra principal payments for the Trinity Place mortgage for August-January, which would be a total of \$30,000. Since this is a recommendation of the Finance Committee, it will need approval by the Vestry. Bob Taylor sent an email indicating that the early payment of \$30,000 in August rather than each month for August through January saved us \$337.05 in interest and reduced the payoff by another month (August 2038 to July 2038).

c. By an email vote, the Finance Committee voted to approve a request by Fr. Noah to participate in the Vinery Program. The program requires a financial commitment of \$2,400 for 2022 and a similar amount for 2023. The ecclesiastical staff are in favor of participating in the Vinery program. Since Fr. Noah is planning on using existing funding sources, it appears to have little or no financial impact on the parish. This does not need approval of the Vestry. The Finance Committee also recommends that while Fr. Noah's willingness to use his professional development funds to supplement the travel costs is admirable, we feel that it would be inappropriate for Fr. Noah to commit his professional improvement funds to support an activity of the parish and we should find a way to fund it. Additionally, we recommend that when the 2022 SOM is developed, consideration is given for funding any potential travel expenses that the Vinery program may incur so Fr. Noah is not required to use his professional development funds.

d. By an email vote, the Finance Committee has voted to recommend to the Vestry to approve the EDS budget approved by the EDS Board. The budget does not appear controversial and shows that for the 2021-2022 academic year there will be a budget surplus (largely due to the DSS Emergency Operations Grants and the PPP loan which has been forgiven). In our motion to recommend approval, we suggested that the anticipated surplus from the 2021-2022 academic year be used to rebuild the EDS reserves so there is at least three months funding in reserve. Additionally, we suggested that next year the EDS attempt to build a budget based on the anticipated revenue expected because it is unlikely that additional grants and loans will be available in the future and depending on them may make the program unsustainable. Since this is a recommendation of the Finance Committee, it will need approval by the Vestry.

e. By an email vote, the Finance Committee voted to pay the \$5,000 to the Trehel Corporation that was withheld until the completion of the final 'punch list' for Trinity Place. This does not need approval from the Vestry since the action to hold back the \$5,000 until the 'punch list' was completed was an action of the Finance Committee. The funds for this should come from the Trinity Place Fund.

f. By an email vote, the Finance Committee voted to purchase a used warming oven to replace the one currently in the kitchen at a cost of \$650 with the funds coming from the maintenance fund. This does not need approval from the Vestry.

g. The Finance Committee voted to spend up to \$2,000 from Trinity Place Funds to install 100' of 5' high black chain link fence along Addison Lane to prevent people walking and riding bicycles through the shrubbery. This does not need approval from the Vestry.

h. The Fire Panel in the Parish Hall (\$5,114) can no longer be repaired (parts are no longer available) and the door from the kitchen to the hall should have a magnetic release (\$1,845) so that if a fire starts in the kitchen the door will close automatically. The Finance Committee voted to recommend to the Vestry to replace the Fire Panel and install a magnetic door closer with funds from the Building Maintenance Fund. Since this is a recommendation of the Finance Committee, it will need approval by the Vestry. [NOTE: The Fire Panel in the Parish Hall can no longer be repaired since parts are no longer available. This will cost an additional \$5,114.]

i. We received an unrestricted donation of \$15,000. Several possibilities were mentioned—the Anderson Fund, banking for the Family Minister position, increase outreach, or make a principal payment for Trinity Place (Bob calculated that applying the donation as a principal only payment would save \$9,590.76 over the life of the loan and reduce the mortgage by three months). After discussion, the Finance Committee recommended to the Vestry to put the donation into the Building Maintenance Fund. Since this is a recommendation of the Finance Committee, it will need approval by the Vestry.

j. The Finance Committee voted to spend \$1,400 from Contract Labor to pay high school choral students to sing with the choir due to the shortage of male voices. Contract Labor is \$2,450 under budget YTD because we have not been paying nursery workers. This does not need approval from the Vestry.

k. The Finance Committee voted to approve spending up to \$700 for the luncheon during the Bishop's visit on August 22, 2021 to come from Fellowship Funds. This does not need approval from the Vestry

ATTACHMENT D

**Junior Warden Report
8-15-21**

Trinity Place: Trehel has complete the all work and final payment has been made. The warranty period varies based on item and install dates. A summary is listed below.

<u>Warranty item</u>	<u>Warranty Ends</u>
General Warranty - Trehel	January 26, 2022
Awning - Greenville Awning	July 1, 2021
Doors, Frames, Hardware - Cook and Boardman	November 11, 2021
Electrical - Johnson Controls	November 11, 2021
Landscaping - Thomas Brothers	September 18, 2021
Metal Building (roof) - McElroy Metal	10-40 years variable
Painting - Eagle Interiors	November 11, 2021
Playset - PlaygroundEquipment.com	1-100 years variable
Waterproofing - Alewine Waterproofing Solutions	June 1, 2025
Windows - Trulite	November 11, 2030
Window installation - City Glass	November 11, 2021

Church Signage: All signs except for the monument sign out front are in production. Installation is expected to begin late September. In addition, supplementary signs designating Holy Trinity parking in front of the office and at Trinity Place are scheduled to be put up by August 15th.

Building & Grounds: Carpets and floors were cleaned in the Day School and Canterbury sections of the parish hall. (EDS and Canterbury assisted with funding) We were successful in updating the claim for the additional cost associated with the bells and received a \$1095.00 from insurance. We have acquired a new warming oven to replace the old in need of repair.

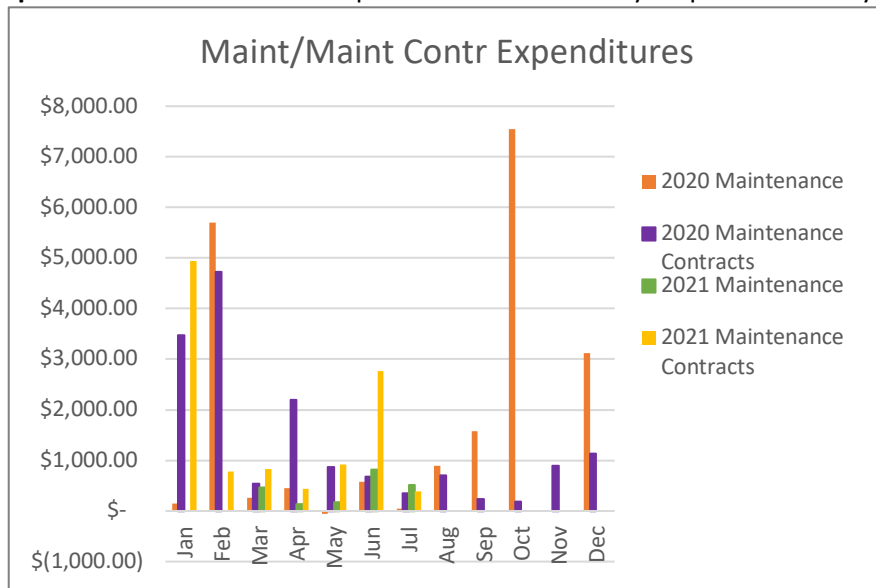
Beth, Byron, and Greg continue their magic around the grounds. New bulbs have been installed in the hallway lighting on the 3rd floor of the parish hall. The FC has approved procuring a new fence to be placed along Addison and the new parking area to prevent traffic from crossing through the grassed and shrub area. We are in need of over \$13,000 in upgrades to our fire alarm system which will be discussed during this month’s Vestry meeting. We have identified additional expenses and prioritized them as noted below.

<u>Upgrade</u>	<u>Cost</u>	
Parish Hall Fire Panel	\$ 5,114.00	
Magnetic Door Holder - Kitchen	\$ 1,845.00	
Fire Pull in Day School/Nursery	\$ 1,253.32	
Office Fire Panel	\$ 5,114.00	
	\$ 13,326.32	
Fence along Addison	\$ 2,000.00	
Replace grill with a griddle	\$ 1,500.00	approx.
Approved/Recommended by FC		

Nave enhancement: Lincoln Pipe continues work on the organ installation with a target completion date of prior to August 22nd.



Maintenance Expenditures: Maintenance expenditures are currently on pace with last year.



Submitted by Clem Watson