



*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**

**February 20, 2021**, 12:45 PM, Zoom Video Conference

**Present:** Suz Cate (Rector), Noah Stansbury (Asst. to Rector), Bill McDaniel (Senior Warden), Jack McKenna (Treasurer), Clem Watson (Jr. Warden), Doris von Kanel, Margaret Edie, Peter Sparks, John Warner, Harry Morse, Bill Purkerson, Ellen Haase, Samantha Nelson, Beth Kunkel

**Absent:** Mary Lou Sigsby

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

Mother Suz opened the meeting with a prayer.

### **Old Business**

- **Approval of January 2020 minutes:** Bill Purkerson made a motion to approve the minutes. The motion was seconded by John Warner. The Motion was approved unanimously.
- **Outreach Budget:** During the week prior to the meeting, the Vestry voted via email to approve the Outreach Budget of \$29,000. Eleven voted in favor, two abstentions.

### **New Business**

- **Update Finance Committee Meeting Expenditure Policy:** A proposal to amend the Expenditure Policy to change the date of the Finance Committee meeting from the second Wednesday of the month to "The Finance Committee generally meets on the second week of the month (time and date may vary depending on members schedules)." Doris von Kaenel made a motion to approve the amendment to the Expenditure Policy as stated. The motion was seconded by Peter Sparks. The motion was approved unanimously.
- **Co-chairs for Outreach and Engagement Committees:** Mother Suz proposed co-chairs to serve two-year terms. The Vestry voted unanimously to approve the following appointments:
  - Outreach Committee - Rachel Mayo and Rachel Rowe
  - Engagement Committee - Lynn Smith and Robbie Crider
- **Treasurer's Report:** Jack McKenna reviewed the format he will be using for his reports, including the nuances of interpreting the balance sheet. He said he would also email a summary of the Treasurer's Report. He reviewed current cash and liabilities. We have a fair amount of assets, e.g. our physical property, buildings, etc. We also have about four months cash in reserve for payments on the Trinity Place loan, which we hope to refinance due to the availability of lower interest rates – we are waiting to hear back from the bank on the details. We are still waiting on final keypunch items before closing the books on the Trinity Place construction loan. Harry Morse asked about the available balance in the Haiti line item. Mtr. Suz said she believes it has already been expended. Jack offered to check with Lynn Farmer, adding that there are two Haiti line items that need to be consolidated. Clem Watson made a motion to approve the Treasurer's Report; seconded by John Warner. Motion approved unanimously.

- **Senior Warden Report:** Bill McDaniel did not have a formal report. He mentioned that the co-chairs of the Outreach Committee may wish to meet with the Vestry.
- **Junior Warden Report** (also see ATTACHMENT A): Clem Watson gave an overview of the report he submitted to the Vestry prior to the meeting. The Trinity Place construction project still has some punch list items that need to be completed before we give them the final payment. The Nave Enhancement Project is underway. We had some expected annual expenses hit in January. The Building and Grounds Committee met, assumed roles, and established goals for the year - he will share the committee minutes next month. Bill Purkerson asked about progress on the signage project – Clem said they are still finalizing the design.
- **Rector's Report:** Mtr. Suz reported we are in the process of refining a plan for resuming indoor worship in the Nave. The Worship Support Ministry Team will meet this Tuesday to discuss those plans. She asked for Vestry input, which included the following points:
  - Continue other worship options (outdoors and online) for those who do not wish to worship indoors.
  - Maximize safely with mandatory masks, social distancing, and available hand sanitizer.
  - Consider morning prayer rather than Eucharist (with no singing).
  - No singing or sing with masks; maybe piano instead of singing.
  - Follow Diocesan guidelines.
  - Use a reservation system.

Mother Suz mentioned that resuming indoor worship will potentially change the character of our online services. It may be difficult to produce a robust online service and indoor worship at the same time. Additional assistance would likely be needed.

Mtr. Suz closed her report by commenting on how well the Vestry Retreat went and what a fine new Vestry we have in place. She is looking forward to working with everyone.

- **Assistant Rector's Report:** Fr. Noah reported that Canterbury is going well. On Ash Wednesday, he had six students. He has some opportunities to make good connections for programming in the near future. We are still waiting for furnishings for the downstairs Canterbury area to be delivered. We hope to receive the furnishings in March or April. He continues to assist Mtr. Suz as needed.

Bill McDaniel reminded everyone of the reception tomorrow in honor of Fr. Noah's ordination. He also asked those who were notetakers in the small group breakouts during the Vestry Retreat to send their notes to him and to Mtr. Suz. The two of them will look for themes and bring those themes back to the Vestry at next month's meeting. We will review and determine what we want to undertake this year and involve appropriate groups. He thanked everyone for participating in the Vestry Retreat and is looking forward to working with the new Vestry this year.

Fr. Noah closed the meeting with a prayer.

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

#### **ADDENDUM to MEETING:**

During the week following the Vestry meeting, Bill McDaniel sent an email to all Vestry members asking for approval to sell the church organ, which is being replaced as part of the Nave Enhancement Project, for \$15,000 to a buyer who has made a \$2,000 down payment. The Vestry voted to approve the sale.

**ATTACHMENT A**

Junior Warden Report 2-20-21

Trinity Place: The construction activities are winding down as the contractor has performed the majority of the punch list items with only a few items remaining. The Vestry will review final payment and how much retainage can be released to the contractor during this month's meeting.

Nave enhancement: The contractor performing the organ replacement, Lincoln Pipe Organs, will be demoing the existing organ the week of February 22nd. At that time, any additional demo work that will need to be completed by HT will be discussed. It is anticipated the new organ will begin installation during the April/May timeframe.

Annual Inspections: Annual elevator, fire protection, and termite bond inspections have been completed and no major issues were found.

Building & Grounds: The Building & Grounds Committee met on February 11th and discussed member roles and identified goals for 2021.

Maintenance Expenditures: Maintenance expenditures are on pace with last year. Maintenance Contract expenditures outpaced last January, however that is due to the termite and pest inspections invoices coming a month early this year.

Submitted by Clem Watson