



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

Vestry Meeting 2/19/2022 (Hybrid Meeting: In-person and Zoom)

ATTENDING: Mtr. Suz (Rector), Ellen Haase (Senior Warden), Clem Watson (Junior Warden), Jack Mckenna (Treasurer), Jan Cribb, Jen Ellison, Betty Snowden, Mary Lou Sigsby, John Warner, Harry Morse, Mark Stokes, Lynn Luszcz, Mel Harriss, and Jean Ellen Zavertnik.

ABSENT: Noah Stansbury

Mtr. Suz Opened the meeting in prayer

OLD BUSINESS

- Approval of January 2022 Minutes – Motion to approve by Jan Cribb; seconded by John Warner. Minutes were approved unanimously.
- Recorded the email vote to approve a 2022 HT Parking Policy and Procedure and Parking Lease Agreement. **(See ATTACHMENT A)** Vote passed unanimously with minor grammatical changes.

NEW BUSINESS

Treasurer's Report – (See Attachment B for narrative points.) The Financial Report spreadsheets were distributed prior to the meeting. We are in good shape financially and on track with our budget. Lynn Luszcz made a motion to approve the Treasurer's Report; seconded by Mary Lou Sigsby. Motion approved unanimously.

Additional points of discussion and actions taken as part of the Treasurer's Report include the following:

- The Finance Committee approved the printing of the updated History of Holy Trinity Parish book. They will be sold for \$50 each. No action necessary by Vestry. Notification placed in Tempo.
- The Finance Committee recommended that a \$20,000 anonymous gift be applied to the demolition loan for Trinity Place. Bob Taylor's calculation shows there is no difference in the interest savings because the two loans are at the same rate and paying off the demolition loan will give us the greatest flexibility going forward. Additionally, with the demolition loan paid off, we will be much closer to parking covering the construction mortgage, which is a good thing with the Doors campaign ending in two years. ***Since this recommendation was requested by the Vestry, it did not require a vote for Vestry approval.***
- The Finance Committee recommended to the Vestry that the anonymous \$50,000 gift be applied to the demolition mortgage. Because the interest rate of the two mortgages is the same, there is no advantage in terms of interest saved by applying the gift to either mortgage. However, if the gift is applied to the demolition mortgage it will reduce the payoff date from August 2026 to June 2024. When the demolition mortgage is paid off, it will reduce our required

monthly mortgage payments by \$2,720.51 per month (\$31,646.12 annually). Once paid off, the money that would have gone to the demolition mortgage could then be directed to paying off additional principal of the construction mortgage. It will also reduce our required monthly mortgage for the construction mortgage to \$108,805.24 annually, which is getting closer to what parking revenue is expected to generate. The other main advantage of applying the \$50,000 gift to the demolition mortgage is that the payoff date is now within the time frame that the Doors Pledges are slated to end. As a result, it may be possible to pay the construction mortgage with income received from parking, eliminating the need to seek additional funding from the parish. ***No motion needed because it comes as a recommendation from the Finance Committee. Recommendation was seconded and approved unanimously by the Vestry.***

- The Finance Committee voted to recommend applying the \$5000 in additional principal payments to the demolition loan (rather than the construction loan) beginning with the March payment. Doing so means that the demolition mortgage will be paid off after nine payments (November 2022). As explanation, if the demolition mortgage is paid off, it will reduce our required orange patent by over \$32,000 annually. It will also make our required monthly mortgage payment for the construction mortgage approximately \$107,000 annually, which is getting very close to the expected revenue from Football Parking (\$80,000 annually), merchant parking (\$15,000 annually) and memorial gifts (\$5000) for a total of \$100,000. Thus we would only need \$8,000 from the expected \$80000 revenue from the Doors Pledge offerings to meet our mortgage payments on Trinity Place. Since the Doors pledges end in 2023, it is important for us to meet our required mortgage payments with revenue from parking. If there is additional revenue, we can continue to make additional principal payments to move the payoff date of the construction mortgage forward. ***No motion or second needed because it comes as a recommendation from the Finance Committee. Recommendation was seconded and approved unanimously by the Vestry.***

Proposed monument sign - Clem Watson:

The Signage Committee met and reviewed the monument sign rendering developed by Trehel Corporation. On behalf of the Committee, Clem made a motion for the Vestry to approve having the committee move forward with the conceptual drawings of the monument sign and wording with the understanding that the final design and construction quote(s) will come before the Vestry prior to beginning construction. The next step of the Committee is to review the design with Clemson University (it likely will be located on University-owned property at the entrance to the front drive closest to the main intersection traffic light) and the City of Clemson.

Episcopal Day School application to SC DSS Building Blocks grant program - John Warner:

Under the Holy Trinity Grant Policy, a grant application can be submitted without Vestry approval if time is of the essence. Any application is subject to approval by Vestry for receipt of the grant. As such, we have submitted another grant application for the SC DSS Building Blocks program for the Day School. We have submitted and received these grants in the past; as such this submission continues us on the same pathway. No action is necessary at this time.

Endowment Committee Request for changes to Endowment Committee policies - See ATTACHMENT C:

The Committee would like to change the policies to remove the current two term limit, allowing committee members to serve indefinite terms. Currently there are three members of the committee with two vacancies. After discussion, the Vestry asked Mtr. Suz to have a member of the Endowment Committee attend a Vestry meeting to discuss in further detail. As information, Mtr. Suz informed the Vestry that we do not currently take draws on the Endowment. Ellen asked the Vestry to consider

potential members to add to this committee to fill the two vacancies and let her or Mtr. Suz know if they have any names to be considered.

REPORTS

Senior Warden (Ellen Haase) - See ATTACHMENT D

- Ellen thanked the Vestry for being a part of this group and agreeing to serve the parish in this important way. She looks forward to serving as Chair.
- The next Vestry meeting will be March 20 at 7pm by Zoom or in person.
- The annual Vestry Retreat is scheduled for Friday March 25 and Sat. March 26, all by Zoom. Details forthcoming
- Please email her dates and details for all committee meetings so she can try to attend as many as possible in person or by Zoom.
- She asked everyone to keep the Vestry in their prayers. We have a lot of work ahead of us, but we will do great things.

Junior Warden (Clem Watson) - See ATTACHMENT E

Clem shared that each month he sends in a written report prior to the Vestry meeting where he talks about issues and updates related to buildings and grounds. He invited questions and discussion. See Attachment E for the report.

Rector (Mtr. Suz)

Mtr. Suz asked for input regarding masking and social distancing related to Covid-19. Numbers of cases and positive test rates are coming down. We may be at a turning point and wish to revisit our mitigation procedures. At what point will we be ready to make masking optional? At one point are we going to be ready to open up more regarding hospitality, social gatherings, use of the kitchen, etc? Mtr. Suz does not wish to make those decisions unilaterally; she wants input and support from the Vestry. We expect new CDC Recommendations in the future. Currently there are no Diocesan directives. She believes the safest thing to do is follow the CDC guidelines. There was much discussion by the Vestry. We will have additional follow up and discussions before changes are made, after which we will communicate with the Parish as a whole.

CLOSING PRAYER

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

OTHER REPORTS/ATTACHMENTS:

- Stewardship Report (**ATTACHMENT F**)

ATTACHMENT A

Holy Trinity Parking Policy

Effective February 11, 2022

This policy is established to provide guidance for Holy Trinity leadership, membership, and staff in the daily use and special operation of parking facilities owned by the parish/diocese. Guidance provided herein is to allow adequate information for the use of the parking facilities in most foreseeable situations. This policy must be reviewed at least annually and approved by the Vestry and published with the Annual report each year.

Property subject to this policy: Parking spaces owned and controlled by Holy Trinity include 25 spaces in the rear of the church buildings adjacent to Addison Lane, 46 spaces established on the east end of the campus by the construction project completed in 2020, 24 spaces on the grass field adjacent to the Bishop Finlay Parish House and Trinity Place Pavilion, and 3 spaces near the entrance of the frontage road as established by agreement with Clemson University (this property is partially owned by Clemson University and partially owned by Holy Trinity). A total of 98 spaces are owned or controlled by Holy Trinity. Note: the three spaces on frontage road have been “traded”, by agreement with Clemson University, for three spaces, appropriately marked, in front of the Holy Trinity Church office entrance.

Frontage Road Parking: By agreement with Clemson University, parking spaces owned by the University are available for parking for church services and activity on Sundays only. At all other times, those spaces are under the jurisdiction of Clemson University Parking Services rules and restrictions.

Leased parking established by Holy Trinity: Holy Trinity has established that 33 of the spaces in the east campus parking lot, marked on the pavement as spaces 64-96, will be leased to individuals, 8AM-5PM, Monday through Friday, at a rate corresponding with the City of Clemson terms and fees. At the time of establishing this policy, income from this enterprise is anticipated to be \$15,840 per year. Holy Trinity will authorize this parking through registration and decals issued to lessees. The fees and issue of decals will be administered by the Parish Administrator and the office staff. Holy Trinity will authorize a towing company to patrol these spaces for improper parking during the leased hours stated. Lessees will be given authorization to interact with the towing company in the case an infraction is found by the customer. The lessees will sign yearly agreements that will include an understanding that Holy Trinity may request the lessee be asked to find alternative parking for times Holy Trinity may need the spaces for special events such as funerals or church events that may occur during normal leased hours. General

East Campus Parking: With the exception of leased hours stated above and football game days, parking spaces designated 64-96 are open to the general public. It is anticipated there will be adequate spaces available for overflow parking associated with Sunday services. Holy Trinity may close this lot as needed on weekends or any hours as needed for space or events.

Clemson University Football Season Parking: All spaces owned and controlled by Holy Trinity are subject to lease or rent on the days of Clemson University Football Games. The Parking Committee, as appointed by the Vestry, is charged with the leasing/renting of the spaces for game day and will be responsible for the operation of the facility on Holy Trinity Parking Policy game days. Fees for the season leases will be approved by the Vestry on a yearly basis at the recommendation of the parking committee. Fee increases or reductions will follow Clemson University IPTAY fee structure for the Gentry Hall parking lot. Income anticipated at the time this policy is established is between \$70,000 and \$78,000 per year. Any additional cash collected on game days will be consolidated and a payment

against the Trinity Place loan principal will be made each season in honor of the committee and staff that organize and operate the facility for the season. It is anticipated that at the end of the loan period, all funds will go to maintenance of the facility and Outreach.

Parking on Grass Field adjacent to Trinity Place Pavilion: In the event that it is determined use of the grass field is warranted or requested for an event, the event sponsor will be required to provide a responsible person to assure the gate is opened and closed properly and in a timely manner. The sponsor/responsible person will be responsible for the proper direction of parking placement required to realize the 24-space capacity of the field if required by the event. The sponsor shall be responsible to mitigate any damage to the facility or turf because of vehicle contact, rugs/mats left for too long, liquid spills (such as boiling water, hot frying oil, chemicals leaked by vehicles) that harm the turf, or burns from grills or fire pits. Any fees determined to be appropriate for the use of the grass field will be set by the parking committee and approved by the Vestry.

General church membership parking: With the exception of football game days, all church members with a valid sticker or decal may utilize parking spaces in the rear of the church buildings, the three designated spaces in front of the church office entrance, and spaces on the west side of the east campus parking lot numbered 52 through 63A, adjacent to the grass field and pavilion. Random patrolling by a towing company may be utilized to keep these spaces available for Holy Trinity parishioners. Guests of Holy Trinity must obtain a temporary parking pass to avoid towing. During all business hours, Holy Trinity staff will try to mitigate any towing situations that might involve church members or guests.

Summary: It is the intent that this document explains the locations and functions associated with parking on Holy Trinity property and that provided by Clemson University. Any modification must be approved by the Vestry and published so the parish is aware of the changes.

Holy Trinity Episcopal Church Parking Lease Agreement 2022-2023

1. This lease agreement is for parking **8AM thru 5PM-Monday thru Friday**, in the Holy Trinity Church Parking lot.
2. Yearly lease fee per space is \$480/year. Notice of any fee increase will be given 6 months prior to the increase.
3. For the period of January 1, 2022 thru July 31, 2022, the fee is \$280.00 per space, due upon execution and return of this agreement. For the year beginning August 1, 2022, a yearly renewal fee must be received in full, no later than July 31, 2022. Lease fees must be paid annually. Holy Trinity Church may lease any unrenewed spaces to another party on or after August 1, 2022.
4. During the hours covered by this agreement (8am – 5pm, Monday thru Friday) one appointed person per business will have authorization to call **Death Valley Towing at 864-985-0505** for any parking issues.
5. Holy Trinity reserves the right to request that our customers find alternative parking if the church requires parking spaces, during business hours, for funerals or special events.
6. Parking is not valid on Clemson University home football game days.
7. Holy Trinity Church may terminate this lease upon a 30 day notice with pro-rated return of the remaining months' fees.
8. The lessee may terminate this lease upon a 30 day notice. A \$25 administrative fee will be deducted from the pro-rated return of remaining fees.

Business _____

Number of Spaces Requested _____

Owner _____

Authorized contact's name _____

Authorized contact's phone number _____

Signed (Business Owner) _____

Date _____

ATTACHMENT A CONTINUED

Parking Lease Decal Procedure

- Holy Trinity Episcopal Church uses a numbered decal system to identify parking lease customers. Employers or individuals must display the decal on their car window as instructed.
- Employers may purchase as many parking decals as they need. Each decal is assigned to a specific car. The license plate number is used for identification. Holy Trinity will be able to make a specific decal active or inactive. The cost PER decal is \$10.00.
- Customers with more decals registered than the number of spaces leased must make all employees aware that if all the establishment's spaces are taken, they must find a space somewhere other than the Holy Trinity lot. Any habitual breaking of this rule may result in decal cancellation.
- Death Valley Towing Services will sweep the parking lot by 7am each weekday and will perform random sweeps throughout the day until 5pm.

Please Note: Holy Trinity Episcopal Church will not be held responsible for towed vehicle fees.

- Parking identification must be displayed properly to avoid towing.
- No appeals will be considered.
- Holy Trinity Episcopal Church will not refund any fees for towed vehicles.
- Employers are responsible for letting their employees know the regulations.

Please sign and return this form before requesting space assignments or registering any vehicles.

Register vehicles at <http://deathvalleytowing.net/permit-request/>

Instructions for Registration:

1. Submit signed agreement and fee
2. Contact Holy Trinity for space number assignments
3. On the Web site click "Parking Permits", scroll down to form
4. Supply required information
5. Choose Holy Trinity Clemson under "Property"
6. Enter parking space number you have been assigned.
7. Choose "permanent" sticker type
8. Complete information required
9. Once a vehicle is registered, Holy Trinity Church office will provide the customer an assigned decal.

ATTACHMENT B

Treasurer's Report

Holy Trinity Balance Sheet

1. The checking account balance at \$181,615 appears high. However, \$70,000 is due to two gifts. Additionally, some of the balance in the checking account is due to the receipts of prepaid pledges. So it is not as large as it appears. Based on the 2022 SOM budget, a month's expenses is \$50,463 so it is necessary to keep between \$50,000-\$100,000 in checking to prevent cash flow issues.
2. There are no significant changes in the balances of the assets except for the posting of a stock gift in transit of \$15,612.54.
3. Month-to-month change in Total Assets is up \$138,808.44. Up is always good!
4. The Current Liabilities looks like a large month-to-month change but this is really a reflection that a number of parishioners prepay their pledges for the entire year in January. It is better to compare with the previous year's balance which shows an increase in the amount of prepaid pledges. This is good!
5. The Long-Term Liabilities decreased by the amount of the reduction of the principal. The 'extra' principal payment of \$5,000 for January was made last August.
6. The Trinity Place Fund balance shows the increase of the two anonymous gifts that were received in January.
7. The Clemson-Canterbury Club is negative awaiting a transfer from the diocese.
8. The overall financial position of Holy Trinity Funds increased by \$69,758.23 in January. Holy Trinity

SOM

1. General Offerings are 96% of budgeted in January. YTD Total Income is \$1,711.39 below budget. This should not be a concern for one month.
2. In the YTD column, a "*" is supposed to indicate where the number is over budget. Clergy housing allowance was \$4,333.34 for January, while the budgeted amount was \$4,333.00 so it is marked with an asterisk for being 0.34 over budget. The actual number is the actual number, the budgeted number is the budgeted number for the year divided by 12 with fractions of dollars being dropped. As a result, it looks like the clergy housing allowance is over budget when, in fact, it is not.
3. Expenses for Salaries and Benefits are tracking very close to budgeted. The Clergy Pension are being paid, this is simply a reflection of the timing when things are posted.
4. Contract labor appears to be under budget. This is a reflection of the fact that with current operations, nursery attendants are not working during worship services.
5. The Diocesan Assessment is being paid in full. It is not over budget.
6. The Payroll Service Expense is 539% over budget because of the additional cost of preparing W2s. Additionally, some expenses will be reimbursed by the EDS. The expenses are comparable to last year's numbers and we are still on track for the year
7. Many other expenses for the month of January are listed as 0.

8. Overall, total expenses tracked at 97% of budgeted leaving expenses \$1,449.44 less than budgeted.
9. The carry forward from the surplus from 2020 and 2021, plus the amount removed from the Holy Trinity Reserve fund is listed under Special Expenses totaling \$6,620, which on a yearly basis will total \$79,439.
10. Overall, the income - expenses for January totaled a loss of \$259.95. Any time that you can be within 0.59% of a monthly budget, you are doing something right!

Trinity Place Budget

1. The numbers for Trinity Place don't mean much after only one month.
2. Football parking is prorated for twelve months so the anticipated revenue is \$6,667.00 per month. Thus far only one deposit of \$100.00 has been received so it looks like we are way below budgeted! Parking money does not come in regular even amounts.
3. Many people prepay their DOORS pledges in January and February so we normally are above budgeted early in the year. However, there is a slight concern because we are not as much over budget as we usually have been by the end of January.
4. The \$70,000.00 in Trinity Place gifts lifts our comparison with budgeted to 16,787% of budgeted. Too bad every month can't be like that!
5. Given one month of data, nothing can be determined for long-term trends for Trinity Place. We will just have to wait and see.

ATTACHMENT C

Endowment Committee Request

Send via email by Ron McGimpsey

I serve as the chair of the Endowment Fund.

Currently, the five member Board is comprised of Isabel Candela, Nigel Kaye and me, with two vacancies.

The Fund's by-laws provide for three-year staggered terms with a term limit of two consecutive terms. There is a provision allowing a former board member to hold a seat after a one year hiatus. Nigel Kaye had served on the board for two consecutive terms, then was re-appointed to the board in 2019. Isabel Candela and I completed our second three year terms in 2020, but have continued to serve on the Board.

The Board requests the Vestry to take two actions:

- 1) Amend the Fund by-laws to remove the two term limit.
- 2) Appoint two people to fill the vacant seats.

With respect to 1) above, permitting members to serve for longer periods provides more continuity and lessens the need to regularly recruit new members. For those willing to serve, the work of the Board requires minimal time commitment for two main reasons:

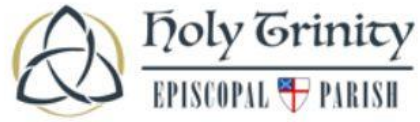
a) the long standing position of the Vestry to not make disbursements until such time that the Fund assets are significantly larger (currently \$128,000) and

b) the assets are held in two mutual funds offered through the national church, thus requiring no active management participation by the Board. [The Board regularly reviews fund performance.]

The Vestry would still retain discretion on Board membership as the appointer of members.

Ron McGimpsey ron.mcgimpsey@gmail.com

ATTACHMENT D



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

Senior Warden's Report

19 February 2022

1. Thank you

Thank you all for your dedication and service to our church.

2. March Vestry Meetings

- a. Vestry Meeting – Zoom, 20 March 2022
- b. Vestry Retreat – Zoom
 - i. Friday, 25 March 2022, 6 PM to 9 PM
 - ii. Saturday, 26 March 2022, 9 AM to 12:30 PM

3. Engagement, Family and Action Meeting

- a. Jerae Wallace and Bill Purkerson leading a meeting to develop ideas to improve engagement this spring. You are invited to attend or email me ideas you would like to share.
- b. Sunday, 20 February at 4 PM in the Parish Hall

4. Assignments

- a. Ministry Meetings –
 - i. Please send me your Ministry (Committee) meeting minutes or updates to share.
 - ii. Add me to your group's meeting email. I would like to occasionally attend them
- b. Pray for us. Please keep our Vestry in your daily prayers. Philippians 4:4-6 – *“Rejoice in the Lord always. I will say it again: Rejoice. Let your gentleness be evident to all. The Lord is near. Do not be anxious about anything, but in all things, by prayer and petition with thanksgiving present your requests to God.”*

ATTACHMENT E

Junior Warden Report

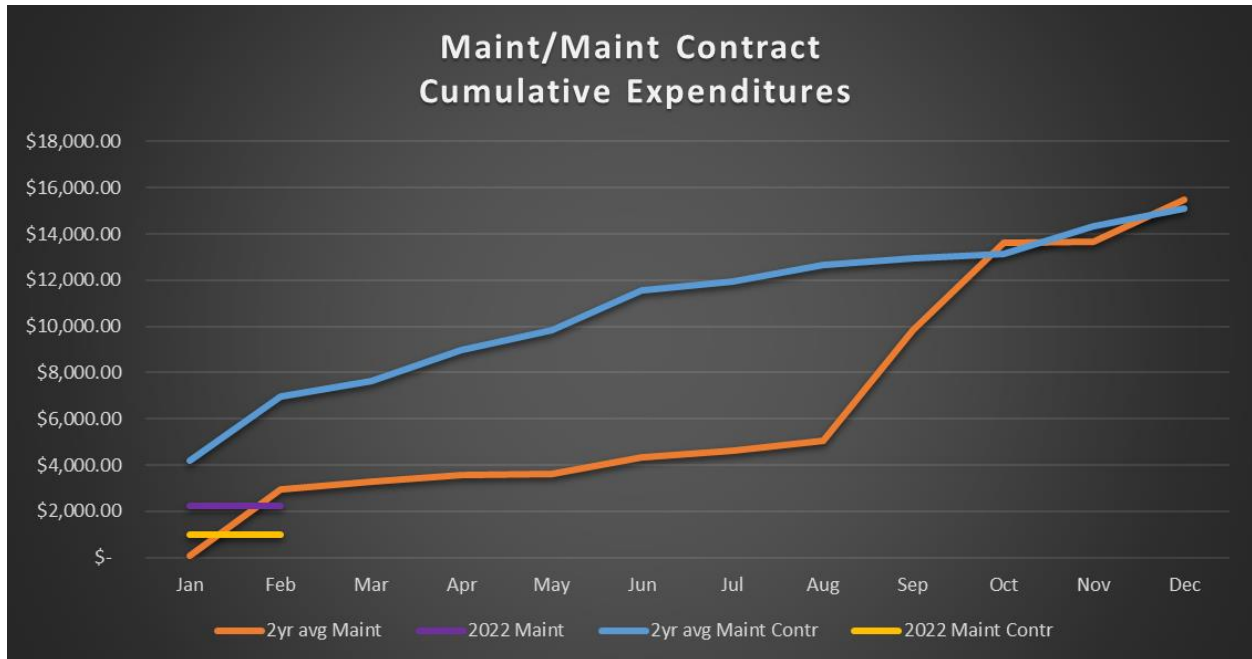
2-19-22

Trinity Place: An appeal for the additional fence along Addison Lane has been submitted to go before the City’s BAR for approval. It is currently scheduled for the March 1st meeting.

Building & Grounds: The sign committee has a proposed concept of the monument sign along Old Greenville Highway for Vestry approval. It will be presented during the meeting.

St. Paul’s: An assessment of the exterior condition has been reviewed and a SOW is being prepared.

Maintenance Expenditures: As noted below, Maintenance expenditures are slightly ahead of the 2 year average, primarily due to payment for the griddle installed in December. The Maintenance Contracts are currently under the 2 year average.



Submitted by Clem Watson

ATTACHMENT F

STEWARDSHIP REPORT

From: Jody and Kathy Hunter kjh1980@aol.com
Subject: Holy Trinity Stewardship Ministry
Date: February 9, 2022 at 3:05 PM
To: jerome_cribb@yahoo.com, jrpsm@bellsouth.net, lynnsmith114@earthlink.net, murphymomx3@gmail.com, joe.yanes@gmail.com, ellenedyhaase@gmail.com
Cc: scate@holytrinityclermson.org



All,

Thank you again for your continued faithful and dedicated service to our Holy Trinity Stewardship Committee. The minutes of our meeting which was held on February 3rd are as follows:

- Stewardship Results from the past five years:

2017 - 145 pledges, total pledged \$468,896, average pledge \$3233.76
2018 - 146 pledges, total pledged \$488,435, average pledge \$3345.44
2019 - 143 pledges, total pledged \$533,440, average pledge \$3730.34
2020 - 130 pledges, total pledged \$520,270, average pledge \$4002.07
2021 - 126 pledges, total pledged \$507,956, average pledge \$4031.39

- The goal we have established for our 2022 Stewardship Campaign is \$530,000.

- Stewardship Campaign kicked-off October 10th with the in-gathering on November 14th.

- Below is a summary of our campaign results to date.

November 30 - 96 Pledge Cards, \$442,616 pledged, \$4610.58 average pledge
December 14 - 105 Pledge Cards, \$456,404 pledged, \$4346.70 average pledge
December 21 - 112 Pledge Cards, \$477,524 pledged, \$4263.07 average pledge
January 3 - 114 Pledge Cards, \$480,524 pledged, \$4215.12 average pledge
February 3 - 119 Pledge Cards, \$488,044 pledged, \$4031.39 average pledge

- We sent out a letter on December 6th to 38 parishioners/families who have previously pledged that have not pledged this year or who have been regular donors. Since that mailing we have received 21 additional pledges from those that received letters. I continue to feel confident some of these will still make a pledge.

- Mtr. Suz continues to send out a "Thank You Letter" to all who have submitted their pledge.

- On January 24th, we sent out an email letter to all parishioners/families sharing our campaign results and that we have not reached our goal. The letter thanked those who have pledged and encouraged those that have not pledged to please submit a pledge regardless of the amount. In addition, the letter offered parishioners who have submitted a pledge an opportunity to submit a supplemental pledge. Our thanks to Ellen Haase for graciously writing this letter on behalf of our Stewardship Ministry.

- We discussed the need for further communications which would include the impact on Holy Trinity if we do not reach our Stewardship goal and the potential impact on our church activities. It was suggested that we work with the Vestry on a communication about how Holy Trinity is doing financially. We also discussed a "Special Stewardship Message" not associated with Tempo and getting the message out about supporting the main mission of our Church.

- We will have a Stewardship message in the February/March Tempo highlighting both Time and Treasure.

- Mtr. Suz will review the list of those who have not pledged during early February. After review of this list, we will decide the appropriate action we want to take.

I will continue updates on our Stewardship Campaign results.

Our next Stewardship Committee meeting will be March 3rd, at 6:00 p.m. Lynn Smith will review with us the results of the Ministry sheets we received as part of this meeting.

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