



**Vestry Meeting 18 September 2022/ 7:00 pm / via Zoom**

**ATTENDEES:** Mtr. Suz Cate, (Rector), Ellen Haase (Senior Warden), Jack McKenna (Treasurer), John Warner, Jan Cribb, Harry Morse, Betty Snowden, Mel Harriss, Mark Stokes, and Mary Lou Sigsby

**ABSENT:** Jenn Ellison, Lynn Luszcz, Jean Ellen Zavertnik, Clem Watson (Junior Warden)

**GUEST:** Rev. Lynn Sanders

**OPENING PRAYER:** The meeting was opened by prayer and a spiritual exercise that was used at the recent women's retreat.

**SPECIAL NEW BUSINESS:**

**Introduction to Mtr. Lynn Sanders, Mutual Ministry Review facilitator:** Mtr. Suz introduced the Rev. Lynn Sanders, a priest who has a great deal of experience in the Mutual Ministry Review process. She talked about her background and life experiences, as well as her expertise in the Mutual Ministry Review process. There was a period of questions and dialogue.

Harry Morse and Lynn Luszcz have volunteered to help with the Mutual Ministry Review process. We need one more volunteer – Betty Snowden volunteered to assist.

**OLD BUSINESS:**

**Approval of August 2022 Minutes** – Betty Snowden made a motion to approve the minutes of the August 2022 meeting; seconded by Jan Cribb. Motion passed unanimously.

**Email Votes – See ATTACHMENT A:** Approval of rental of portable toilets for football season parking.

**Hearing Assist Devices** - John Warner reported that they are still researching the use of cellphones as hearing assist devices in church. They plan to go to a church that uses the technology next Sunday.

**NEW BUSINESS:**

**Treasurer's Report – Jack McKenna –See ATTACHMENT B:** Jack McKenna reported that we are still having problems with the balance sheet and sorting through the old accounting procedures to bring them up to date. Attachment B provides a three page summary of our current status. Some points of discussions included:

- We are expanding the number of authorized signatures from two to four on our Edward Jones account.
- The Finance Committee will put together an analysis of salary and benefits to help us determine a stewardship goal. They will send a recommendation to the Vestry. We may need to take a vote by email in order to keep on schedule with the stewardship campaign timeline.

- Earlier this year, the Vestry voted to pay an additional \$5000 per month on the principle of the loan for Trinity Place if funds were available. This additional principle was not paid in August, and won't be in September or October. If funds are available in November, we may be able to catch up.
- Dorothy Meeks on the Finance Committee will meet with Evyone Washington, our new Finance Administrator, to work through some of the accounting issues we are trying to resolve.
- We expect to fall below our budget projections for football and merchant parking revenue.
- We are behind \$24,000 in pledges to the Doors Campaign. We are \$5000 under budget in our merchant parking revenue, and \$7,000 under budget in our football parking revenue. We will not have any surplus.
- We will likely have to carry our demolition note until next spring if we can't make the additional principal payments. We had hoped to pay it off by the end of this calendar year.
- If people have questions or concerns about church finances, please ask them to talk to Jack directly.

Harry Morse made a motion to approve the Treasurer's Report; seconded by John Warner. Motion passed unanimously.

**Stewardship Update – See ATTACHMENT C.** Jean Ellen Zvertnik was unable to join the meeting but provided a written report. Ellen Haase reminded the Vestry that the Finance Committee will recommend a pledge goal, hopefully this week. We may have to call a special session or have an email vote. She asked the Vestry to think about what we want to pledge as individuals and family units, and asked everyone to pledge early. The pledge goal for 2022 was \$530,000 and actual pledges were \$488,044. Stewardship Sunday is 9 October 2022.

**Vestry elections for 2023-24 term.** Those rotating off the Vestry at the end of 2022 are Clem Watson, Mary Lou Sigsby, and John Warner. They will form the core of the nominating committee and include other parishioners in this effort. When Clem returns, we will ask him to convene the group. Mtr. Suz thanked the three outgoing Vestry members for their hard work and dedication. Once established, the Nominating Committee will start identifying potential Vestry candidates.

## **BUILDING AND GROUNDS**

**Nave Air Conditioner Compressor – Junior Warden – See ATTACHMENT D:** Clem Watson could not be present for the meeting, but submitted information about the need for a new Nave air conditioner compressor and other building/grounds detail in his report.

**St. Paul's Restoration** – As discussed at the last Vestry meeting, St. Paul's is in great need of a major renovation to its exterior. Mary Lou Sigsby, Vestry Liaison to the Committee and interim Chair, has been trying to determine what funds are available to undertake this effort. At this point, Mtr. Suz says that she has been working on this with the staff and believes \$40,000 is available in funds earmarked for St. Paul's. We have been quoted \$140,000 for the entire job of removing all the many layers of paint, repainting the exterior in its entirety, gutters, repairing and resealing the windows, etc. Work is slated to begin this fall and be completed in the spring, and we are concerned we will not have funding in place in time to begin. We will seek Diocesan assistance and appeal to parishioners to make contributions. We also will have members of the committee look for grant funding opportunities. **Also see the minutes of the September St. Paul's Committee meeting (ATTACHMENT F).**

## **VOLUNTEER OPPORTUNITIES**

**Football Parking Ministry:** Game day volunteers are needed. Vestry members are asked to please consider volunteering.

**Outreach presentation on 9 October and Summit's Fundraising Walk on 15 October – Harry Morse.**

Harry Morse reported that a fundraising walk to raise money for education in Haiti has been scheduled for October 15. He will work with Jerae Wallace, Bill Hurst, Canterbury, and others to encourage participation. Proceeds from the walk will go to the Summits organization, which administers the funds we contribute to support education in Haiti. The walk will be at the Botanical Gardens and Harry is trying to get a naturalist to lead the walk.

**REPORTS**

**Rector's Report:** Mtr. Suz share the following information:

- Divine Purpose Statement –Mtr. Suz & Vestry asked parishioners to provide feedback on the draft of our Divine Purpose Statement. We have only received a few responses. Mtr. Suz will put a summary of the responses together and send it out to the Vestry.
- Rev. Lynn Sanders will be a guest preacher in October and January. We also hope to have a seminarian as guest preacher in November.
- We are hosting Diocesan Campus Ministry Leaders meeting next Saturday. It will include orientation, training, and planning.
- The Worship Support Ministry Team met and made some solid plans for fall and winter. We are still in need of volunteers to assist with Worship services.
- We are planning to put together three groups to come together to talk about the Vinery and campus ministry. It will include a university panel and take place this fall.

**Senior Warden's Report (Ellen Haase) – See ATTACHMENT E**

- Ellen's report provided an update on Sunday School, breakfast teams, and Family Ministries.
- Betty Snowden and Jan Cribb are assisting with the Day School Welcome Back Party scheduled for Tuesday September 27 in Trinity Place. They would like for the Vestry to come.
- Vestry Day to cook for Canterbury is December 7. Volunteers needed for salad and dessert. Betty Snowden volunteered to assist.
- Next Vestry Meeting is 16 October 2022 at 7 PM

**Closing Prayer and Adjournment**

Respectfully Submitted,

Rebecca Eidson  
Clerk to the Vestry

## ATTACHMENT A

From: Jack McKenna clemson@me.com  
Subject: E-mail vote by FC authorizing expenditure for two portable toilets  
for football parking at Trinity Place  
Date: Sep 8, 2022 at 09:35:42  
To: Ellen Haase elleneddyhaase@gmail.com, Clem Watson  
clemwatson@bellsouth.net, Suz Cate  
scate@holyltrinityclermson.org, Bill Hurst hurst2@clemson.edu

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Ellen,

In an email vote by the Finance Committee on September 5, 2022, the Finance Committee approved a request by Bill Hurst for authorization for \$701.43 for two portable toilets for Trinity Place for football parking. The previous vendor's price has increased to \$1,786.75 so this new vendor is much less expensive. The funds will come from the Trinity Place Fund and there is sufficient revenue to cover the expense. This does not require action by the Vestry.

Jack F. McKenna  
123 Planters Dr  
Seneca, SC 29678-4239

There are three kinds of people in the world:  
Those who can count and those who can't!

## ATTACHMENT B

### Holy Trinity Balance Sheet

1. We thought we finally had our Balance Sheet in the form that we are more accustomed to seeing. However, there appears to still be some work that needs to be done because the "Amount Diff Period" is supposed to be the difference from the previous month's balance. However, if you look at the Long-Term Liabilities—it appears to show a one month decrease of \$167,303.28, which is simply not possible because our two mortgages plus the \$5,000 additional principal payment are approximately \$16,000.00.
2. A transfer from the Edward Jones Fund of \$40,000 was made—this is in addition to the \$50,000.00 made previously. Our budget was based on a deficit of \$79,440. This amount is slightly more than what would be required if we meet our budget.
3. The balance in the Reserve Fund has dropped to \$84,210.29. Normally, we try to maintain a balance of three months expenses (~\$150,000.00). We are now at a balance in the Reserve Fund of slightly less than two months full expenses. The good news is that it is extremely unlikely that our income will drop to zero so even if our expenses exceed our income for the next several months, we will still have cash available.
4. Most of the changes in our investments have not been entered since March so it is hard to know if these numbers are correct. Based on recent market trends, our funds probably have a value lower than what it shows on the balance sheet. Because of this I believe we need to take the information on the Balance Sheet with a grain of salt.

### Holy Trinity SOM

1. August was a good month for General Offerings (+\$4,279.31). Pledge Offerings exceeded our budget expectations (+\$5,913.38) while Plate Offerings were below budget (-\$1,952.07).
2. Overall, YTD we are \$3,468.34 above our projected revenue. This is very good!
3. There is a significant decrease in clergy salaries because August is the first month without Fr. Noah being on the payroll. The same is true for the Clergy Housing Allowance—there are significant savings. I'm not entirely sure why there is not also a decrease in clergy pension.
4. YTD salaries and benefits are \$10,309.74 over budget partly as a result of paying the Office manager's severance benefit (through October) and hiring a new person to oversee the finances. With Fr. Noah's departure and the resulting savings, plus the end of the severance benefit in November, this will turn around by the end of the year.
5. Facilities expenses for the month of August have turned around. However, we are still \$9,934.60 over budget YTD. Since our expenses were \$2,837.45 below budget in August, it is possible if this trend continues to come very close to the budget projection.
6. Christian formation shows an income of \$2,476.72. I believe that this is a reimbursement from the deposit for the women's retreat. Since it previously showed a debit, it is now a wash.
7. Overall, YTD we are \$6,166.99 under budget for Mission and Program Expenses.
8. Mission and Program Support Expenses were slightly under budget for the month and continue to be under budget YTD (\$2,480.23).
9. The item under Dues and Subscriptions of \$79.00 per month is actually an error because there is no monthly budget—it was likely part of Printing and Publications and should not have been separated out. Perhaps in next year's budget it might make sense to do so but you can't change the budget once it has been approved.
10. According to the latest YTD expenses, we are under budget by \$18,907.37. This is incorrect. Our total expenses for YTD are approximately \$420,000. We have taken in a little over \$354,000. As a result it appears that we have an operating deficit of \$66,000. However, our budget was based on an overall deficit of \$79,440, which for eight months would be \$53,000. As a result, we are over budget by just under \$13,000—this amounts to an average deficit of \$1,625 per month for eight months.

11. If we look at August alone, our income (\$48,123.31) exceeded our expenses (\$42,971.39) by \$5,151.92! It won't take many months like this to bring us right back on budget. Without Fr. Noah's salary (even with a supply priest to preach one Sunday a month), we will make significant progress towards meeting our budget. Once we get to November, after the severance package ends, we will have an additional \$11,000, which will almost, by itself, eliminate our deficit.
12. The \$40,000 transfer from the Edward-Jones Investment Account should not appear on the SOM. The transfer should show a decrease in the Edward-Jones Account and a concomitant increase in the checking account—similarly with the \$50,000 transferred previously.
13. As a result, I believe we are probably going to end the year very close to our proposed budget—perhaps just a few thousand dollars above or below budget. If I were a betting person, I think we are going to have a slight surplus.

### Trinity Place SOM

1. Merchant parking stands at \$9,381.56. The budget projection for YTD is \$10,000, so this looks pretty good. However, the budget projection was based on people paying quarterly and people are now paying annually for parking. As a result, even if the few remaining outstanding debts for parking are collected, we will not make our budget projection. Efforts to sell additional spaces still this fall will help but will not likely overcome the expected shortfall.
2. In the Treasurer's Report for June, it listed having received \$12,392.56 as of May 31 for Merchant parking. I am uncertain as to why there is a discrepancy. However, if the current number is correct, the annual deficit for Merchant parking will be approximately \$5,000.00.
3. We have received \$66,066.091 as of August 31 for Football parking. Our budget is based on \$80,000 in football parking revenue. While there may still be some checks to be recorded, it appears unlikely that we will be able to reach our projected football parking income target.
4. Although even with the additional game day parking revenue, it appears that we will not make our budget projection. Last year, the additional game day parking revenue (~\$3,000) was requested and approved to reduce the mortgage. This year, with an expected deficit in parking revenue and less than expected OUR DOORS contributions, it would be unwise to do this again. The prudent course of action would be to accumulate the additional revenue from game day parking in the regular football parking. The parking plan approved by the Vestry allocated game day parking to reduce the mortgage as a direct principal payment.
5. OUR DOORS pledges continue to come in. Y-T-D we have received \$29,180.53. Our budget projects \$80,000 in OUR DOORS pledges this year. Currently, we are \$24,153.47 behind expected budget revenue from the OUR DOORS pledges. Some people make their gifts later in the year so there is hope that we will approach our budget projection. However, I believe it is unlikely that we will meet our budget projection for this year. It is important to note that next year is the last year of the OUR DOORS pledge campaign.
6. Because of the transition in the office, the \$5,000 additional principal payment was not made for August—the regular mortgage payments are made automatically. The additional payment for September has also not been made. The Finance Committee has recommended to the Vestry not to make an additional principal payment for September or October. After the Finance Committee meeting in October, we will review the balance sheet and see if it is responsible to make the additional principal payment. Basically, this means that we will not retire our demolition mortgage in November and likely will carry a small balance into 2023. If we make the additional principal payments, it will certainly pay off the demolition loan sooner but will also leave us with little cash reserves because football parking revenue does not come in until May and June.
7. Once we have paid off the demolition loan, our indebtedness for Trinity Place will only be the construction mortgage, which has a \$107,805.24 annual payment. The 'good news' is that with merchant and football parking generating \$95,000, we are not too far from being self-funding from parking revenue alone. Hopefully, enough people will continue making OUR DOORS gifts (even

after the campaign has ended) and with a small increase in parking we may make Trinity Place self-sustaining.

## ATTACHMENT C

From: Jody and Kathy Hunter kjh1980@aol.com  
Subject: Holy Trinity Stewardship Ministry  
Date: Sep 16, 2022 at 16:37:41  
To: jerome\_cribb@yahoo.com, jrpsm@bellsouth.net,  
lynnsmith114@earthlink.net, jezavertnik@gmail.com,  
ccurtisjr@gmail.com, cdjpt@att.net  
Cc: scate@holyltrinityclmson.org, elleneddyhaase@gmail.com

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All,

I want to thank each of you for your faithful and dedicated service to our Holy Trinity Stewardship Ministry. This is an exciting and important time for our team as we approach our campaign kick-off.

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

- The dates for our 2023 Stewardship Campaign are:
  - October 9, 2022 - Campaign Kick-off
  - November 13, 2022 - Campaign In-Gathering
- We have established Faith, Hope and Love as the theme for our campaign. Our thanks to Mtr. Suz for her work on designing our campaign theme graphic.
- We reviewed, approved and signed the Stewardship Letter for our Stewardship Packets, We thank Paul and Cindy Thackham for their work in creating an excellent letter focusing on our Campaign Theme of Faith, Hope and Love.
- We discussed establishing our Stewardship goal for the campaign. After our discussion, we decided our goal would be the full funding of the "Statement of Mission" as provided by the Finance Committee and Vestry. This goal should be established at the Vestry meeting on September 18th.
- We will have a "Tailgate Party" to celebrate our Stewardship Campaign kick-off to increase parishioner awareness of our needs and goals. The following suggestions were made for supporting our "Tailgate Party"
  - Having a goal post set up with our financial campaign goal and allow parishioners to kick a football through the goal - Jim Reed will coordinate this display and event.
  - Having the Clemson Tiger in attendance - Jody Hunter is working on this.
  - Catered Barbecue Meal - Lynn Smith - Meal will either be boxed or served with volunteers. We will plan on serving 60 parishioners at this event.
  - We will also have Corn Hole and others games set up for play
  - Weather will determine location
  - Those available will meet on October 8th at the Church to prepare and set up for the kick-off celebration.
  - Potential casual dress day at Church for this event
  - We are suggesting parishioners bring their own chairs but will also have chairs available.
- Many thanks to Jim Reed for volunteering to write our Stewardship message which we will use in the September 15th "Tempo" to introduce our Campaign theme. We will also emphasize that "Every Pledge Counts".
- Our Stewardship Packets will support and be cohesive with our Campaign Theme. We reviewed the following assignments for completing the contents of our packets.

Lynn Smith - Ministry Guide Booklet and Ministries Volunteer Form  
Jerome Cribb and Jody Hunter - Funding of Mission and Ministry  
Paul Thackham - Stewardship Letter  
Vanessa Aoicello - Pledge Form

- We will utilize in person Ministry presentations during each week of the campaign and then e-mail the Ministry message to all parishioners on the Monday following the service. The e-mail will also include an update on our campaign progress. The following speakers have been suggested for our campaign presentations:

Jody Hunter  
Charlie Curtis  
Canterbury Representative  
Andrew Baker  
Martha Williams

- We will work on the speaker schedule and presentation topics at our next meeting.

- We discussed displaying a core board during the campaign which will show our campaign progress toward our goal.

Our next Stewardship Committee meeting will be in person at Holy Trinity on Sunday, September 25th at 12:00 p.m.

Thanks again for your work and commitment to our Holy Trinity Stewardship Ministry.

Sincerely,

Jody

## ATTACHMENT D

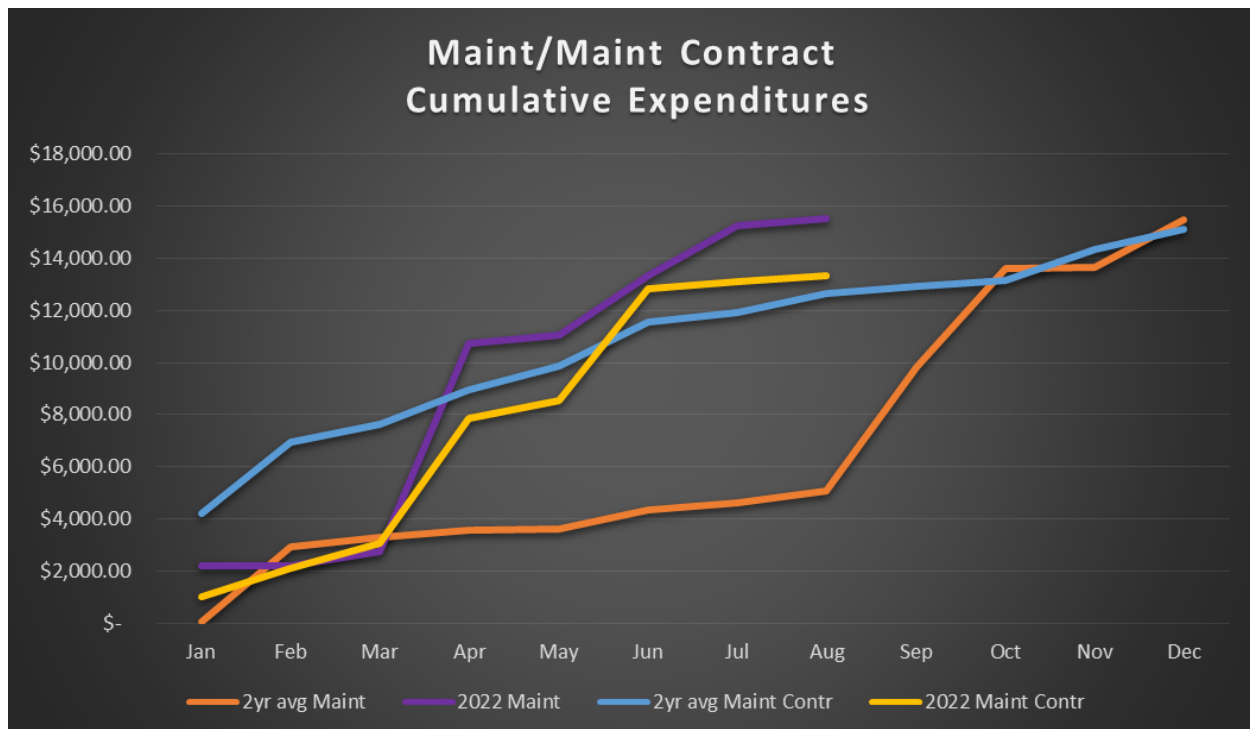
### Junior Warden Report, 9-18-22

**Buildings:** We contacted Electric City Heating & Cooling, who we have a maintenance contract with, to make a service call. The technician indicated that the system was low on refrigerant and also found the system has a leak in the evaporator coil. This will require replacement of the entire 20 ton system. As a short term resolution, the technician recommended adding refrigerant. We are still soliciting a second quote for the work.

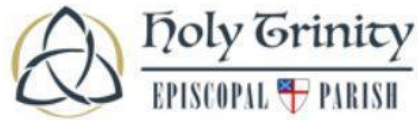
**Grounds:** A mowing schedule has been set up for Trinity Place. Many thanks to Greg Meeks, Jody and Kathy Hunter, Jim Reed, Michael Diemer, and Michael Walker for volunteering!

**St. Paul's:** The replacement of the alarm system at St. Paul's was completed on August 24. We have received an estimate from the painter for the exterior of the building.

**Maintenance Expenditures:** As noted below, Maintenance and Maintenance Contract expenditures are above the 2 year average. The Maintenance budget is \$20,000, while the Maintenance Contracts budget is \$15,000. We will need to carefully monitor expenditures and only perform necessary maintenance through the remainder of year.



Clem WatsonATTACHMENT



*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

### 18 September 2022

1. **Your Prayers** – Thank you all for your dedicated prayers as we get back into the Fall season. I feel the positive impact you are making each Sunday.
2. **Stewardship & Outreach Sunday - 09 October 2022.** We will have 2 important events this Sunday and need your support.
  - a. **Stewardship Kick-off.** Please consider your pledge so you can respond early! We will need everyone's support this year.
  - b. **Outreach presentation** – As Harry mentioned, during the Sunday School hour, he will present information on our important mission in Haiti.
3. **Family Ministry / Christian Education.** I am excited about the Family Ministry and Christian Education plans for this year. Please help support this important ministry.
  - a. **Breakfast teams** – Bill Purkerson has graciously volunteered to organize the breakfast teams. He has two (2) teams of volunteers and could use one more team. **Consider volunteering to cook and serve breakfast a few Sundays.**
  - b. **Sunday School** – The Family Ministry and Christian Formation Team has a wonderful curriculum for the fall along with Youth Outreach Activities planned. Rally Sunday was a little light, so please help us continue to contact families with children.
4. **Volunteer opportunities-**
  - a. **Canterbury Wednesday Supper on 7 December 2022**– Consider joining me to host the Canterbury supper. I can provide the entree if someone can provide salad or dessert.
  - b. **Reach out to a family** - If you have been praying for a family with children this summer, would you please volunteer to help contact them to bring their children to Sunday School?
  - c. **Youth Activities** – Bill would appreciate help with the youth activities. Let me know if you are interested or know a parent that would like to help Bill staff the Outreach Activities. See the chart on the following page for dates.
  - d. **Mutual Ministry Review** – We need one more volunteer to work with Harry Morse and Lynn starting in October to conduct the MMR.
5. Next Vestry Meeting is 16 October 2022 at 7 PM

Senior Warden's Report – Continued  
18 September 2022

6. Assignments.

- a. Pray for God's guidance for where you can get involved.
- b. Pray for us. Please keep our Vestry in your daily prayers.
- c. Pray for Mtr. Suz and Jerae. Offer them your support.
- d. Pray for our parish.
- e. Pray for our Stewardship Campaign

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 supplication with thanksgiving present your requests to God."* (Emphasis added!)

Fall 2022 Youth Events		
September 18, 2022	5:00 - 7:00	Food Truck - Support CCC with canned food drive
September 25, 2022	5:00 - 7:00	Potting Fall flowers for Shut-In parish members and delivering
October 2, 2022	5:00 - 7:00	Clemson Community Care- Work day at CCC to stock, deliver donations.
October 30, 2022	4:00 - 8:00 Trunk or Treat 4:30-6 Youth 6:30-8	Halloween Trunk or Treat for families. Followed by a Youth party and cookout on the lawn with area churches.
November 6, 2022	5:00 - 7:00	Christmas service project
November 20, 2022	5:00 - 7:00	Spaghetti Dinner to raise money for less fortunate in Community
December 4, 2022	5:00 - 7:00	Advent Party - Progressive Dinner at different houses

## ATTACHMENT E

### St. Paul's Committee Meeting Minutes Sept. 7, 2022, 1:30 PM

**ATTENDEES:** Mary Lou Sigsby (Interim Chair and Liaison to the Vestry), Iris Reed, Mike Diemer, Rebecca Eidson, Wendy Longo, Diana Manly, Clyde Gorsuch, Serena Dubose, Anna Tollison, Jim Reed, Sally Mathiasen, Clems Watson (Junior Warden), and Rev. Suz Cate

Mary Lou Sigsby called the meeting to order. Mtr. Suz opened the meeting with a prayer.

**APPROVAL OF MINUTES:** Minutes were distributed by Mary Lou prior to the meeting. There was no formal approval.

#### UPDATES:

- **Security Panel:** The security panel has been replaced.
- **Property Survey:** Jack Davis sent the committee all the information he has gathered. Once we know how much money we have available, we will revisit this topic and make a decision on whether to complete the survey or not. Because much of the property is overgrown, prior to a survey we may wish to consider hiring a company that brings goats onsite to clear the underbrush. The cost of renting and fencing the goats is expensive, although we don't know how much. Michael Diemer said a self-propelled, walk-behind "bush-hog" type mower can be rented from Lowe's very inexpensively.
  - *Mary Lou Sigsby will ensure that Holy Trinity has copies of the documentation and research completed by Jack Davis in its official files/records. Mtr. Suz suggested using Dropbox.*
- **Finances of St. Paul's:** Mary Lou reported she asked the Vestry to provide information about what funds we have in the budget for St. Paul's. Bob Taylor and Jack McKenna (Treasurer) are going to work on this. We have many needs at St. Pauls (exterior painting, surveying, grave conservation, etc.), but no budget to work with. Mary Lou Sigsby said once we get budget information from the Vestry, she will ask for the Finance Committee to give us a monthly report. *Mary Lou will continue to follow up as needed.*
- **Exterior Painting Project:** Now that fall is here, we need to get the exterior painting project underway. We don't yet know how much funding we have available, and even if we did, we know it isn't enough for the estimated \$140,000 cost.
  - Mary Lou Sigsby has drafted an appeal to the congregation to be published in Tempo and HT Notes. *Rebecca Eidson will edit and send to Mtr. Suz.*
  - Mother Suz confirmed she is still hopeful the Diocese will provide financial support for the care and upkeep of St. Paul's. The new Bishop has not yet visited.
  - *Diana Manly will find out what excess funds are available in the Thrift Shop budget for this project and report at the next meeting.*

- Once Diana Manly finds out what Thrift Shop funds are available, ***Wendy Longo and Anna Tollion will proceed with seeking grants. Most require matching fund.***
- ***Clem Watson and Jim Reed will try to get more detailed information from the painters, including a payment schedule and details about various line item costs in the project proposal.***
- **Loose-leaf notebook with St. Paul's documents, records, and history:** Mary Lou Sigsby and Mtr. Suz have followed up with Eric Naeseth about returning this resource to St. Paul's. He is still unable to locate it, but is now going through boxes in his garage. **Mary Lou and Mtr. Suz will continue to follow up with Eric.**
- **Lawn care contract:** Jim Reed drafted a scope of work for lawn care. The committee decided to send it out for bid after the mowing season ends. It was suggested someone be assigned to oversee their work. Mary Lou Sigsby said that she believes Eric Naeseth is currently overseeing their work.
  - ***The Committee is to review the lawn care scope of work provided by Jim and send him any suggested additions/changes before the next committee meeting.***
- **Grave Marker Cleaning Project:** Mike Diemer reported he has found an anti-biologic that is far less expensive for grave marker cleaning. ***Once tested, he and Rebecca will plan an "event" to have volunteers come out and clean tombstones.*** Funds may be solicited to pay for the cleaning, but it would be best to wait until after we raise money for painting. ***Mary Lou suggested we ask for help from a Clemson University Service Fraternity that is helping on other projects; Rebecca will follow up.***
- **Yard Work at St. Paul's:** At the last meeting, Mike Diemer presented a landscaping plan that includes planting foundation shrubs along the front fence and relocating the perennials in front of the foundation shrubs. The proposal included dwarf Japanese holly, ligustrum, and red diamond loropetalum, which will stay green all year long. The remaining juniper and azaleas will be removed. One of the fairly new cypress trees appears to be unhealthy. Again, concern was expressed about no irrigation system and the lack of water pressure. ***The Committee agreed for Michael to proceed with spearheading the plan to plant foundational shrubs and relocate the perennials. Michael will call for a work day to help with the plantings.***
- **Thrift Shop:** Diana Manly reported that the Thrift Shop is open again and all is well.
- **Security Safe under the Altar:** Iris Reed reported the vestry approved the purchase and installation of a security safe under the altar for the silver. She provided them the dimensions needed (14" X 12") and Jack McKenna (Treasurer) will proceed with the purchase.
- **Unmarked Graves at St. Paul's:** Rebecca Eidson presented a proposal for a grave marker for the unmarked graves of four African Americans. One marker will be purchased with all four names. It will likely take six months to be produced due to a backlog of work. The committee chose a design and wording from her recommendations.
  - ***Mtr. Suz will send Rebecca the names and dates of death.***

- ***Rebecca will confirm that the company wants 50 percent up front and Mtr. Suz will arrange for payment so the order can be placed.*** The remaining 50% will be due when installed.
- ***Once Mtr. Suz has a date for the tour by the Pendleton African American Heritage Foundation, she will let Michael and Rebecca know so they can place a temporary marker at the site.***
- **Power Lines:** Mike Diemer reported he has not yet contacted Duke Energy about burying the power lines running in front of the church that are going to be problematic as trees grow. Mary Lou said that Clemson is partnering with Duke Energy to match costs for burying power lines in the city limits. Perhaps the Town of Pendleton will do this. ***Michael will try to work on this before the next meeting.***
- **Churchyard Grave Marker Guidelines:** Rebecca Eidson has started some preliminary research. Mother Suz said she would like to work on this project with Rebecca; ***Rebecca will set up a meeting to draft guidelines.***
- **Taps on Memorial Day:** Mary Lou said we may wish to have Taps played in the St. Paul's Churchyard on Memorial Day to honor soldiers buried there. Perhaps it could be a small event. Michael Diemer contacted Doug Henry and arranged for him to play. ***Rebecca Eidson and Michael Diemer will follow up this spring and develop a plan.***

## **NEW BUSINESS**

**Cleaning Services:** Mary Lou and Mtr. Suz said that the hourly rate for cleaning needs to be reviewed. After some discussion about a range of pay, it was determined that this would be an administrative decision and not a committee decision. Mtr. Suz and Mary Lou will determine final pay.

**NEXT MEETING:** Wednesday, October 19, 1:30 p.m. Conference Room at Holy Trinity.

Minutes taken by Rebecca Eidson