



Vestry Meeting 16 October 2022/ 7:00 pm / via Zoom

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

ABSENT: Lynn Luszcz

OPENING PRAYER: The meeting was opened with prayer using feedback from Vestry members.

Old Business

1. **Approval of September 2022 Minutes** – Mary Lou Sigsby made a motion to approve the minutes, seconded by Mel Harriss. Motion passed unanimously.
2. **Email vote** to approve Stewardship Goal for 2023 of \$530,000. **See ATTACHMENT A.**
3. **Hearing Assist devices** - John Warner. Using cell phones as listening devices in church. Technology test completed. **See ATTACHMENT B.**
 - a. John Wilson and John Warner visited the church using the assistive technology and were very pleased. Afterwards they consulted with Mark Stokes, who believes the system would not be a problem to install. We need a commercial grade WIFI router to work with the listening technology system. Phones and hearing aids that have bluetooth built in will work. We already have the WIFI access point in the sanctuary, as well as in the offices and parish hall, which can be used for as many as several hundred people. All we need to do is purchase the listening device technology. Users need to download the free app and use their personal device (e.g., cell phone). The users can control volume through their devices. There is no lag time. We can solicit devices that people don't use anymore (e.g. old ipods) if needed. Harry will check to see if Safe Harbor will use any extra devices we collect.
 - b. Harry Morse made a motion to approve using the Nave Enhancement Fund to pay for the listening technology, assuming the Nave Enhancement Committee agrees. Motion seconded by Mel Harriss and passed unanimously. Mtr. Suz said in her conversations with Nave Committee members, they seem to favor use of committee funds for this purpose. She will ask them to make a decision and we will move forward.
4. **Divine Purpose Statement** – Mtr. Suz is still working on a summary of comments received from the parish. She hopes to send the summary out to the Vestry within a few days. Once she sends it out, she would like the Vestry members to add their comments and send them back to her. She

emphasized that the Divine Purpose Statement is an aspirational statement of who we want to be.

New Business

1. Treasurer's Report –See ATTACHMENT C. Jack McKenna highlighted a few key points:

- a. In September our income was below budget, but YTD we are very close to our projected income levels.
- b. We need to correct the way the Edward Jones money transfers are shown in our financial reports.
- c. We have a budget deficit of \$71,862, but we approved a budget with a deficit. We aren't as far off as it seems.
- d. The reason he feels optimistic about our finances is because we no longer have to pay the salary of Fr. Noah. Additionally, we have finished paying for the severance agreement with our former parish administrator.
- e. At the end of this year, revenue will be close to or ahead of what we budgeted, despite having a deficit budget. (Deficit will be covered by carryover from prior years, which was planned.)
- f. Trinity place numbers more concerning. We are below projections for football and merchant revenue. We aren't able to make the additional principal payments we previously approved to pay down our debt. We are way behind in what we thought The Doors campaign contributions would be at this time. We are expecting the same will be true for next year.
- g. We have some great news to share: We received an anonymous contribution from a parishioner to retire the demolition loan.
- h. We need to revitalize our parking ministry. We rely on these funds to service our Trinity Place debt. We have to have more people help. What strategies can we employ to attract more help? He will make an appeal in HT Notes. (More about this topic was discussed later in the meeting.)
- i. Mary Lou Sigsby said she has received some information about funds available for repainting and renovating St. Paul's Church. She says we need to have a monthly report of the St. Paul's budget so we know what money we have to work with moving forward. Bob Taylor has put together a fund balance. Ellen will send this report to Mary Lou.

Betty Snowden made a motion to approve the Treasurer's Report; Seconded by Jean Ellen and Jean Ellen Zavertrnik. Motion passed unanimously.

2. Stewardship Update. –Jean Ellen Zavertrnik reported that we had about fifty people attend the Stewardship kickoff luncheon. We are off to a good start and plan to have speakers in church each week. She reminded Vestry members to submit their pledges. We hope to wrap up the campaign by November 13.

3. **Buildings & Grounds - Clem Watson: Also see ATTACHMENT D.** Clem highlighted the following:
 - a. **Nave Air Conditioner Compressor** – Clem Watson reported we have a leak and it needs to be replaced. Electric City has the contract to maintain the system. We have received a quote. Additional investigation shows the new unit is larger than the existing unit, which is in a very tight space. Additional compressor units have been placed sporadically throughout the years. There is no room for the new unit, so we have to relocate 20-plus year-old units, which could cause them to fail. He believes we need to put thought into what we choose so units can function optimally. Doing so may cost more than the anticipated amount, but will serve us better in the long run. The Finance Committee will need to look at it. We may have to tap into other funds such as the Nave Fund. Bill Hurst has been helpful with quotes and trying to get the best price to help us manage cash flow. Bob Taylor is looking into whether we can finance the cost.
 - b. **St. Paul's Restoration** – The painter is now booked the rest of the year. He understands how the funding works and he knows we won't have all the funds available at the start. We are making progress on determining available funding and raising more funds. There will be a meeting of the St. Paul's Committee next week. We hope to learn more about where we may be able to get funding and/or grants from the Diocese.
4. **Mutual Ministry Review Update** – Betty Snowden and Harry Morris reported they will work with the consultant to come up with questions to ask as part of the MMR process. The purpose of this effort is to get positive, constructive feedback to strengthen our parish. We know disgruntled parishioners will share their concerns, which also will be considered. It is then up to the Vestry to come to consensus on how we believe things are for us as a parish. We have let parishioners know this is going to take place, so a communication, including a timeline, needs to come out from the Vestry. Our plan is to start the first of the new year and wind up before Easter. The work of this falls to those of the Vestry. Our consultant will collate and prepare a report of the feedback. The report is confidential and published only to the Vestry. It will be up to the Vestry to share with the Parish what we are doing well and where we want to see improvements. It is also important to recognize the impact of Covid on our parish. We also need to set expectations for our ministries and what we hope to do in light of what we have been through during Covid. Betty and Harry and the consultant will put together a program for the work we will do as a group, which also will involve new Vestry members. Harry asked those going off Vestry to continue to work on this effort.
5. **Nominating Committee Update** – The Committee has compiled a list of parishioners they are interested in contacting to serve on the Vestry. Please let the committee know of other potential candidates.
6. **Volunteer Opportunities:** Funds raised through our Parking Ministry (football, merchant) are vitally important to paying off the mortgage debt we have on Trinity Place. We need to reorganize this ministry with more volunteers and a business plan. Jenn Ellison spoke about the challenges she and Bill Hurst face with no volunteers on Gameday mornings. She believes the

office staff could handle the business part of the effort that she is currently handling, and are willing to do so. She also believes we are missing many opportunities to gain additional parking revenue with soccer games, weekday parking, Friday/Saturday night parking, etc. However, we can't take advantage of those opportunities unless we have a business plan and more volunteers. Part of what we need to do is actively market the weekday parking we have available. Mtr. Suz mentioned we lost one merchant who reserved 10 spaces, which was a big blow to our budget. There also was some discussion about whether or not football parking revenue is below what was projected this year. There may have been a miscommunication.

7. Reports

a. Rector's Report:

- i. **Attendance:** Mtr. Suz reported that Sunday attendance is steady, ranging from 80-100 people. We are down about one third from pre-Covid days. About fourteen households participate online. We need to be sure we are welcoming those who come and inviting others. More details to come on how we might improve these efforts.
 - ii. **New "Safe Church" requirements** - The Episcopal church has changed the Safe Church certification period from three years to five years. The program is easy to complete online. The Vestry is required to complete the training. Vanessa will send out invitations to those in need of renewal. The Vestry should be in compliance by the end of November. Hopefully we will be caught up on all certifications by the end of January 2023.
- b. **Junior Warden's Report:** Part of this report was given earlier in the meeting. Reminder to see **ATTACHMENT D** for additional details.
- c. **Senior Warden's Report: See ATTACHMENT E.** Ellen reported that Mark Stokes and Mel Harriss will lead the Vestry Breakfast Team. Our next assigned date is October 30. Please pitch in if you can. The time needed is from 7:30 - 10 am on Sundays, but if you can't arrive that early, come anyway to pitch in with serving and cleaning up afterwards.

8. Next Vestry Meeting is 20 November 2022 at 7 PM

Mother Suz praised the Vestry for their hard work and said it strengthens the parish to have such strong leadership.

Closing Prayer and Adjournment

Respectfully Submitted,

Rebecca Eidson
Clerk to the Vestry

ATTACHMENT A

From: Ellen Haase elleneddyhaase@gmail.com
Subject: Approved - Stewardship Goal for 2023
Date: Sep 26, 2022 at 13:01:01
To: Ellen Haase elleneddyhaase@gmail.com, Betty Snowden bettrysnowden@bellsouth.net, Clem Watson clemwatson@bellsouth.net, Jen Ellison jendeco@gmail.com, Harry Morse hgmorse@gmail.com, Mary Lou Sigsby marylou.sigsby@gmail.com, Jean Ellen Zavertrnik jezavertrnik@gmail.com, Lynn Luszcz lynnluszcz@gmail.com, Mark Stokes m.stokes@ieee.org, jan cribb jg_cribb@yahoo.com, mel Harriss melharriss@bellsouth.net, John Warner jtwarne@clemson.edu
Cc: Suz Cate scate@holyltrinityclemson.org, Rebecca Eidson rweidson@gmail.com, Jack F McKenna clemson@me.com, Jody Kathy Hunter kjh1980@aol.com

Dear Vestry - Thank you all for your quick response. By majority vote, the Vestry has approved the Stewardship Campaign goal of \$530,000. Keep our Stewardship Ministry and campaign in your prayers.

Peace,
Ellen

Ellen Haase
Mobile - [917.972.6062](tel:917.972.6062)

On Sep 23, 2022, at 13:32, Ellen Haase <elleneddyhaase@gmail.com> wrote:

Dear Vestry - As we discussed at our meeting on Sunday, Bob Taylor worked with Jack and Evyone to prepare a draft 2023 SOM Budget to help us recommend the goal for the Stewardship Ministry campaign. The recommendation is a Stewardship goal of \$530,000.

Here are the factors used to in developing this recommendation -

1. Last year's Stewardship campaign goal was \$530,000
2. The 2021 pledge campaign resulted in total pledges of \$480,524 for the 2022 year. There were a few pledges received after the end of the year.
3. The draft 2023 SOM Budget can be fully funded with \$525,000 in pledges and

ATTACHMENT B

From: John Warner jtwarne@clemson.edu
Subject: Visit to Boulevard Baptist Church
Date: October 1, 2022 at 1:12 PM
To: elleneddyhaase@gmail.com, Mark Stokes markstokes71@gmail.com, johnwilson4110@gmail.com
Cc: Will Cate cate.will@gmail.com, Suz Cate scate@holyltrinityclemson.org

JW

Dear Ellen,

John Wilson and I had a nice visit to BBC last weekend to check out their Listening Technologies system. BBC is a very large church-- congregation is about 1,000 and their sanctuary seats about 600. We sat in the back as we thought that would give us the best test of how well the LT system improved our ability to hear.

What we found was that the volume on their sound system was turned up so high that it overpowered the LT system during hymns and music. During the sermon (and once we turned up the volume on our phones), we were able to tell that we were hearing through the LT system (our phones with Bluetooth devices -- hearing aids for John and AirPods for me) and not the church sound system. John, especially, felt that hearing through the LT system improved the clarity of the sermon. Lags occurred once in a while, but for the most part we heard the spoken word almost simultaneously.

We had a nice talk about our assessment of the LT system with our host Bobby Rettew after the service. Then on Thursday we met with Mark Stokes to go over what we learned Will was unavailable due to Dr appt). Mark thinks the problem we experienced was mainly getting the balance right between the HT sound system and the volume on the LT system.

We are all of the opinion that we should proceed with the acquisition of the system. We will need to purchase a single channel LT server costing around \$900 (see my earlier memos with name and model number) plus another piece of equipment that Mark identified that is relatively inexpensive (e.g., \$150).

I can't remember whether the Vestry approved this purchase conditional on our recommendation or whether another vote will need to be taken to approve the purchase. (I don't think we need to go back to finance committee, which has already recommended the purchase.) I'll leave all that to you.

John, Mark, and Will, please correct me if I have misstated anything. Thanks to all.

Best,

John

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ATTACHMENT C

Holy Trinity Finance Committee Discussion

On 12 October 2022

Attending: Ellen Haase, Bob Taylor, John Warner, Bill Hurst and Mtr. Suz Cate

Whilst Jack is traveling, we held a Finance Committee Discussion to gather information regarding a few matters.

- **September 2022 Financials** - Although the Operating Statement is \$14,151 below budget, the trends for Salary & Benefits and Outreach should level out by year end. If Offerings continue to stay on track, year end results are projected to come in close to budget.
- **Trinity Place Financials and Loans.**
 - Since a generous parishioner plans to designate their RMD to pay off the Demolition loan, Bob recommends that the Vestry be notified that only regular payments be made on the loans. So, the additional \$5,000 will not be made so that amount can be saved to cover future loan payments.
 - Mtr. Suz and Bill Hurst both recommended that the Vestry help form a more robust Parking Committee to organize parking tenants and football parking. The revenue stream potential is significant and vital to Holy Trinity being able to pay the loan.
- **Nave HVAC Replacement Funding.** As Clem's email detailed, Holy Trinity is facing up to \$70,000 to replace 3 HVAC units. At the moment, Holy Trinity may be able to use some of the Nave Enhancement Fund and the Building Maintenance Fund. However, that means we only have about \$35,000. Bill Hurst explained that moving the 2 old working units would be ill advised. The good(ish) news is that the failing unit is still cooling with occasional additions of coolant and we are entering the winter months. Bill kindly offered to get additional quotes and use his considerable charm to try to negotiate the best deal possible. Bill will also investigate the cost of ordering the equipment now since the supply chain lead time could be 6 months. Bob suggested considering financing options if needed. This makes sense given this is a significant capital cost.
- **St. Paul's Restoration.** St. Paul's Committee has applied to the Diocese for help with the project. The Diocese may also be able to provide an interest-free loan. Clem spoke to the contractor about options for doing the project in stages. This is an important project. However, the significant cost dictates that we explore options for funding as St. Paul's only has about \$25,000 available.
- **Diocese Audit** - Dorothy Meeks will help Evyone start working on gathering the information needed for the checklist. Jack has already contacted an audit committee so we just need to check schedules. Bob and I will help if needed.
- **2023 SOM Operating Budget.** The 2022 Operating Budget relied on use of \$71,000 in reserves to balance. The 2023 Stewardship goal will fully fund the SOM Operating budget. However, if we would recommend that if we do not reach that Stewardship goal, the 2023 budget needs to be set based on what we raise

ATTACHMENT D

Junior Warden Report

10-16-22

Buildings: We contacted Electric City Heating & Cooling, who we have a maintenance contract with, to make a service call regarding the HVAC in the Nave. 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 added refrigerant. After further consultation with Electric City, they found that the footprint for the outside portion of the new HVAC is larger than the existing. There are 3 additional smaller units that are sporadically placed in the same area, making for an inefficient use of the limited space. The units are 20+ years old, so moving them to accommodate the larger unit poses a risk of them failing as well. The cost for replacing the large (failing) unit is \$40,442.00. In addition the total cost to replace the other 3 units is \$30,537.00. That would be a total cost of \$71,000 to perform all the work. The Finance Committee and Vestry will consider options for replacement of the unit(s).

Grounds: With the cooler temps that have arrived, the Trinity Place grass is going dormant. Therefore the mowing season is winding down around Trinity Place. Many thanks to Greg Meeks, Jody and Kathy Hunter, Jim Reed, Michael Diemer, and Michael Walker for volunteering! Byron is continuing his incredible work with the upkeep of the church yard!

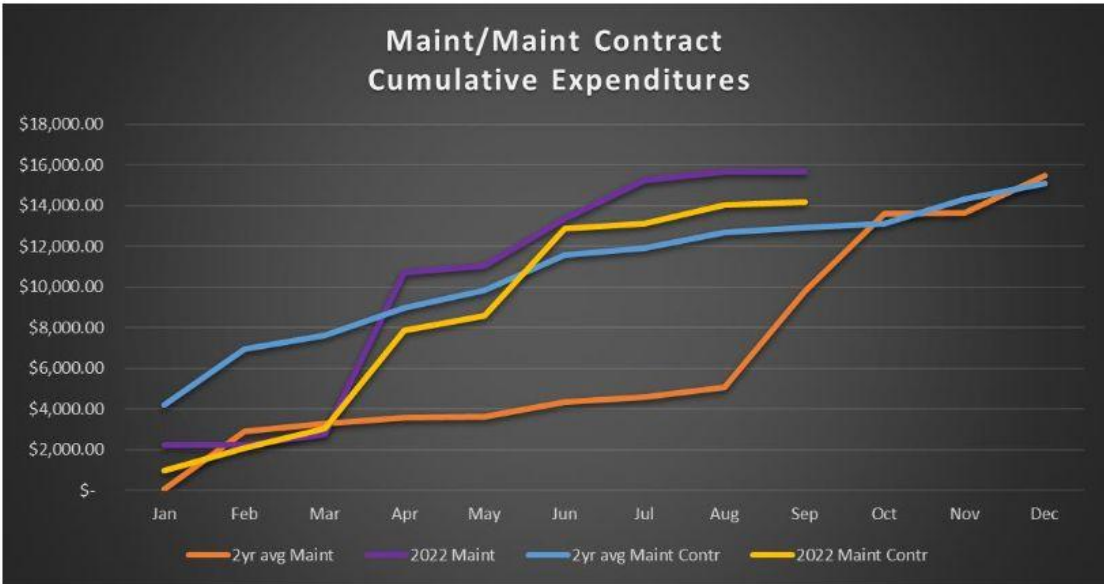
St. Paul's: A water leak developed in the church yard of St. Paul's. The Pendleton Water Department had to install a second meter to allow for shut off of the water to repair the leak. The new meter is now located across the parking lot from the church.



This new meter will shut off water to the church and the Thrift Shop. The City indicated verbally, that they will now read from the new meter going forward and that we would be responsible for anything

beyond the new meter. Around the Clock Plumbing has been contacted to repair the leak. The painter indicated that his schedule is booked for the remainder of 2022, but would continue to touch base if there are any changes. He also indicated a willingness to work as funding allowed.

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.



Submitted by Clem Watson

ATTACHMENT E



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

16 October 2022

1. **Your Prayers** – Thank you all for your dedicated prayers. I feel the positive impact you are making each Sunday.
2. **Stewardship.** We had a wonderful start to the Stewardship campaign. Please submit your pledge as soon as you can.
3. **Thank You for your continued support.**
 - a. **Breakfast teams** – Mark Stokes and Mel Hariss have volunteered to lead the Vestry breakfast team. Our next Sunday assignment is 30 October. If you arrive early, stop by the kitchen to see if you can lend a hand.
 - b. **Family Ministry** – The Family Ministry and Christian Formation Team have a wonderful curriculum for the fall along with Youth Outreach Activities planned. Please help encourage our families to attend.
4. **Volunteer opportunities-**
 - a. Family Ministry Halloween activities –
 - i. Downtown Clemson Halloween Table – Tuesday, 25 October from 3:15 to 6:30 PM. Jerae needs volunteers to help set-up and host the table.
 - ii. Trunk or Treat – Sunday, 30 October from 4 to 6 PM in the church parking lot. Host a trunk or donate supplies. This is a wonderful ministry and great way to reach our community.
 - 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?
5. Vacation. I will be on vacation from 27 October to 4 November.
6. Next Vestry Meeting is 16 October 2022 at 7 PM
7. **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

Senior Warden's Report – Continued
16 October 2022

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