

**Holy Trinity Episcopal Church, Clemson SC**  
**Vestry Meeting November 20, 2022/ 7:00 pm / via Zoom**

**ATTENDEES:** Mtr. Suz Cate, (Rector), Ellen Haase (Senior Warden), Clem Watson (Junior Warden), Bob Taylor (Acting Treasurer), John Warner, Harry Morse, Betty Snowden, Mel Harriss, Mark Stokes, Jean Ellen Zavertrnik, and Mary Lou Sigsby

**ABSENT:** Lynn Luszcz, Jenn Ellison, Jan Cribb

**OPENING PRAYER:** Mother Suz opened the meeting with a prayer dedicated to Beth Kunkle, who passed away earlier in the day.

**OLD BUSINESS**

**Approval of October 2022 Minutes:** Betty Snowden made a motion to approve the minutes. Seconded by John Warner. Motion approved unanimously.

**Treasurer's Report & Financial Motions:** All financial reports on the operating fund, Trinity Place, and St. Paul's were sent to Vestry members prior to the meeting. Ellen offered the following summary points:

- We are in sound financial circumstances.
- The Trinity Place demolition mortgage is down to under \$17,000.
- Combined pledge and plate offerings are slightly above budget. Salaries are below budget. The net effect is that we expect to end the year on budget.
- As reported last month, we had a significant anonymous donation of \$35,500 to help pay down our mortgage on Trinity Place. More on that topic later in the meeting.
- We have raised \$20,000 so far for renovation/painting of St. Paul's.

**Finance Update: (See ATTACHMENT A for Finance Committee Minutes)** Bob Taylor, who is replacing Jack McKenna as Treasurer, said the \$35,500 anonymous donation was designated by the donor to pay down the debt on Trinity Place. To start with, it will be used to pay off the demolition loan, which is approximately \$16,000. The balance of the donation can be applied to the construction loan. It is not advisable to apply the entire gift balance to the construction loan right away because we need to keep some on hand in case we need it to cover the monthly payments. There was some discussion on the merits of keeping part of the gift on hand rather than applying all of it immediately to the loans on Trinity Place. Since the entire gift ultimately will ultimately be used toward Trinity Place, it was deemed an acceptable plan. Mary Lou Sigsby made a motion that we adopt the recommendation of the Finance Committee to use the \$35,500 gift to pay off the demolition loan and have the Finance Committee determine the best way to apply the remaining funds to the debt on Trinity Place. Seconded by Harry Morse. Motion passed unanimously. Bob Taylor suggested that we let the parish know about this gift and how it is being used.

Related, Mtr. Suz said some pledge payments for the Our Doors Campaign (Trinity Place Construction) are in arrears. Harry Morse recommended we send a letter out to those who are behind on their

pledges to the campaign. Likely it is not a significant amount in relation to the overall debt, but it is important to try to gather those commitments. Bob Taylor and Mtr. Suz will work with Evyone to update the spreadsheet showing amounts owed (for confidentiality reasons, no names are on the spreadsheet - only amounts) and then have Evyone send letters to those who are behind in payments showing the balances due. It was noted that 2022 is the third year of the campaign; 2023 is the fourth year. The reminder letter could include information about how we are relying on the gifts and parking revenue to pay off the mortgage, rather than the operating fund. As such, it is important to fulfill all pledges to the Our Doors campaign.

**Adjustment to Family Minister Pay:** With transition of financial responsibility from our former Parish Administrator to our new Financial Administrator, a mistake was made in the salary payments of the Family Minister. She was paid during the two months she wasn't working (July and August). After discussion, a motion was made by Mary Lou Sigsby to have the finance committee rectify this overpayment by paying her at a rate of  $\frac{2}{3}$  of her salary over a six month period and then move her to a 12 month payment schedule at the appropriate time. Bob Taylor will work on this with Evyone.

**Call for Committee to explore options to fund Capital Needs – Nave HVAC and St. Pauls' renovation.**

Because of emerging capital needs, we need to form a Capital Needs Committee to discuss and determine the best options for meeting those needs, e.g., types of financing, loans from the diocese, fundraising, etc. If you are interested in serving on this committee please let Ellen know. We need Vestry and Finance Committee representatives to serve on the committee, among others. Mary Lou Sigsby suggested someone from the St. Paul's committee also serve on this committee.

**Vote for new Treasurer and Assistant Treasurer – Bob Taylor, Treasurer and Dorothy Meeks, Asst.**

**Treasurer.** Mary Lou Sigsby made a motion to appoint Bob and Dorothy to these positions; seconded by Clem Watson. Motion passed unanimously.

**Stewardship Update – Jean Ellen Zavertrnik:** The Stewardship Committee recently sent an update to the parish family on our status with the Stewardship Campaign. Currently, 80 pledges have come in. We are below where we were this time last year, but not significantly. The committee is considering various initiatives to encourage pledging, such as follow-up calls and letters. They will come to the Vestry if they need more ideas.

**Mutual Ministry Review Update – Betty Snowden and Harry Morris:** Betty reported that they have decided to try to work with everyone on Vestry and their committees in completing the Mutual Ministry Review. The consultant we met earlier in the year will lead the effort. Their plan is to look at what we have accomplished over the last five years: before, during, and after the pandemic. The pandemic has changed our lives and society, and we need to recognize that impact moving forward. We will look at our gifts, what we do well, what we may need to do more effectively, what we may need to stop doing, etc. It will be an exercise for the Vestry and Clergy to talk among themselves and look critically at the mission and vision of our parish, and how we are accomplishing both. We want it to be a constructive

exercise so we can celebrate what we are doing well and what we should focus on in the coming years. We expect to begin after the Stewardship Campaign is over – likely after the new year begins.

**Nominating Committee Update - Ellen Haase:** Ellen reported that Bill Hurst will run for Junior Warden. Others who have consented to be on the ballot for Vestry are Andrew Baker and Hap Wheeler. We are waiting for others to respond.

**Trinity Place Parking and Rental Update (See ATTACHMENT B):** We need to begin looking at ways to utilize Trinity Place to raise revenue for the church, as well as expand our parking efforts beyond football parking. Bill Hurst is beginning work on this effort.

## REPORTS

### **Rector's Report: Mtr. Suz**

- Update on Diocesan Convention: It was the 100th Convention of the Episcopal Diocese of Upper South Carolina, which was celebrated during the Convention. Mother Suz said the event was inspiring and the Bishop is launching a campaign asking everyone to “bring 10 this year” meaning each person should bring 10 people to some church service or event this year. The idea is to get people familiar with our church, worship, outreach, etc. The Keynote Speaker was noted historian Walter Edgar. Kirby Colsen was elected our diocesan trustee for the University of the South.
- Football parking: The Football Parking Committee has done amazing work. The whole process is seamless and organized. Merchant parking needs to be investigated, as mentioned above.

### **Junior Warden Report (Clem Watson):**

- **St. Paul's:** We need a water line replacement, and the job is too big for our regular plumber. We have contacted another plumbing company. Boring will be needed under the parking lot. We are waiting on a quote and believe a conservative estimate is \$10,000. The aforementioned proposed committee to address capital needs would be the best group to determine what funds to commit to the repair.
- **Holy Trinity:** BEST services gave the low bid to replace all four HVAC units at Holy Trinity, which is a better approach (if we can afford to) than piecemealing the repairs. Like the St. Paul's pipe repair, we should have a Capital Needs Committee (when/if formed) determine what funds to commit to the project. The bid is \$65,257. Clem recommends we authorize \$70K in case it runs over. The company is ready to move forward when Vestry approves it and if we identify funding.

**Senior Warden Report: (Ellen Haase):** Ellen talked about the success of our Family Ministry “Trunk or Treat” event – we estimate 70 children attended from the parish and community. Adult Sunday School attendance is growing; she estimates it has tripled in size.

**St. Paul's Budget - See ATTACHMENT C:** The Finance Committee has agreed to split St. Paul's and Thrift Shop budgets.

The next Vestry Meeting has been changed from the third Sunday to Thursday, December 15 so it doesn't conflict with Lessons and Carols at St. Paul's.

The meeting was closed with a prayer.

Respectfully submitted,  
Rebecca Eidson  
Vestry Clerk

## ATTACHMENT A



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

### Finance Meeting Minutes 08 November 2022 - DRAFT

#### 5:00 PM Zoom Video Conference

**Attendees:** John Warner, Dorothy Meeks, Jack McKenna, Bob Taylor, Mtr. Suz Cate, Clem Watson, Ellen Haase

**Absent:** Bill Hurst

#### Opening Prayer - Mtr. Suz

#### Old Business

- **Status of Church Audit** – Jerome Cribb, Bob Green, Jim Snowden and Anita Arms agreed to serve on the Audit Committee. Dorothy Meeks has worked with Evyone to gather information needed for the Audit. There will be addition items that need to be gathered based on the judgmental samples selected by the Audit team, so Dorothy recommended that the Audit be conducted either the week of 14 November or the week or 5 December to avoid Evyone's busy times.

**ACTIONS:** 1. Mtr. Suz will coordinate with the Audit Committee volunteers for the best time and reserve the Parish Office conference room for that time. 2. Dorothy Meeks agreed to help Evyone with the respond to the Audit Committee's requests.

#### Buildings & Grounds

- **Nave Air Conditioner Compressor Update** – Junior Warden. Bids ranging from \$58,000 to \$85,000 have been received. Clem believes the cost will likely be around \$70,000.
- **St. Paul's Restoration** – As previously discussed, the St. Paul's restoration and painting project can be done over time based on funding. The water supply to St. Paul's will also need "repair". Clem is awaiting an estimate on that cost. Mtr. Suz shared that it appears that Holy Trinity has financial responsibility for St. Paul's based on the transfer documents. St. Paul's has raised about \$13,000 to add to its approximately \$45,000 fund balance.  
**ACTION:** We need to research how the Endowment Fund for purchased Burial plots should be used for ground maintenance cost as the cost appears to be covered by the St. Paul's fund. Mtr. Suz will locate the Vestry Minutes from 2018 and 2019 so Ellen can check them.
- **Funding options:** The Finance Committee discussed options for funding all these capital projects. During the pandemic, less focus was put on our aging buildings as they were not in use. Now we need to get caught up. Mtr. Suz shared that the Diocese has funds available for interest free loans. Bob mentioned that First Citizens might be willing to loan the money to us.

## Finance Committee Meeting Minutes 7 Nov. 2022

Continued

○ **ACTIONS:**

1. A subcommittee of Finance needs to be formed to consolidate the investigation of funding options for St. Paul's renovations and the Nave HVAC.
2. Once we have all the bids, a total budget for all the capital projects needs to be prepared.

### New Business

#### 1. Review of October Financials -

- a. **Balance Sheet as of October 31, 2022** – Cash balances are adequate for current obligations.
- b. **Treasurer's Report for Operating through October 31, 2022**  
October Operating results added \$4,248 to the Operating Fund which was \$11,487 below budget expectations of a \$7,239 loss. Year to date results are \$9,591 over budget. With the end of our Severance Obligation, results from operations are on track to meet budget.
- c. **Treasurer's Report for Trinity Place.** Trinity Place October YTD results are under budget by \$75,025, largely due to two generous donations. Doors pledge income is below budget by \$36,053. Some donors may be waiting until year end to make their pledge payment.

#### 2. Trinity Place Donation – A generous parishioner donated \$35,500 for the Trinity Place loan. Bob Taylor presented analysis showing that \$17,922 of the donation will completely pay the remaining Demolition Loan balance. After considering a range of options, the Finance Committee agreed that the balance of the donation should be held in the Trinity Place Fund to make sure funds are sufficient to make future payments to the Construction Loan. It was noted that the Vestry can authorize paying additional principle in the future if the funds are available.

**Motion:** Bob made a motion that the Finance Committee recommend to the Vestry that \$17,922 of the donation be used to pay off the Demolition Loan with the remainder to be held in the Trinity Place Fund to make monthly payments on the Construction Loan. The motion was seconded by John Warner and **passed unanimously**.

#### 3. Request from St. Paul's.- See request to separate St. Paul's and Thrift Shop financial information and funds. The Finance Committee agreed with the request to separate the financial reporting for St. Paul's and the Thrift Shop. Dorothy Meeks recommended that the separation be done by year end, but after the Church audit.

#### 4. Trinity Place Parking and Rental Project – See notes from first meeting. Progress on enhancing revenue from Trinity Place were shared with the Finance Committee.

#### 5. Communications - Financial Committee / Treasurer's monthly reports to the Parish. The Finance Committee agreed that more regular communications of financial matters of the parish are needed now that Tempo is only published bi-monthly. We agreed that a

## **Finance Committee Meeting Minutes 7 Nov. 2022**

Continued

financial update will be included in the HT Notes immediately following the monthly Vestry meeting. The generous donation of \$35,500 to Trinity Place mortgage will be included in the November update with an expression of gratitude for this blessing.

- 6. 2023 SOM Operating Budget** – Discussion of plans for developing next year's budget. Bob Taylor will refine the 2023 budget estimate as we continue to plan for Holy Trinity's finances in the new year.
- 7. Message from Jack McKenna** – After serving 20 months as Treasurer of Holy Trinity, Jack McKenna has taken the difficult decision to resign from that position to focus on health and personal issues. The entire Finance Committee expressed our gratitude to Jack for his tireless work during the difficult pandemic period. Jack will continue to serve on the Finance Committee providing his institutional knowledge.
- 8.** The next Finance Committee Meeting will be 13 December 2022 at 5 PM.

**Closing Prayer-** Ellen closed the meeting with prayer.

## ATTACHMENT B

Dear Ellen,

Thank you so much for pulling all this together and trying to pull us together! I am not available on Monday, October 24. Monday or Thursday of the week on 11/7 would be best for me.

Peace,  
Suz

Mtr. Suz Cate, Rector *(Friday is my day of rest)*

*"Let us love, not in word or speech, but in truth and action." 1 John 3:18*

### HOLY TRINITY

*Episcopal Church*



*Seeking to **love** with the heart of Christ, to **think** with the mind of Christ, and to **act** in the world as the Body of Christ.*

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On Thu, Oct 20, 2022 at 2:20 PM Ellen Haase <[elleneddyhaase@gmail.com](mailto:elleneddyhaase@gmail.com)> wrote:

Greetings - Over the past several months at Vestry meetings and in other conversations, the need to better organize the way we handle parking and use of Trinity Place has emerged. You are included on this email because you have knowledge or expressed an interest in Trinity Place. First and foremost, the mission and ministry of Holy Trinity must guide our decision-making. With Trinity Place, we have an opportunity to provide a safe, Christian place for groups to gather and park near Clemson University and downtown. While we would like to help cover the cost of Trinity Place, we want to make sure people have an opportunity to "bump into Jesus" and have an uplifting experience when they visit our campus.

Here are the areas i thing we need to address -

1. **Football Parking** - There are 3 remaining home games that need coverage. I would like to understand if it is feasible to have volunteers for 2-3 hour blocks of time to give the core parking team some relief. Other ideas are also welcome. Then, we need to understand the process for taking reservations for 2023 season football parking so more of the administration can be done



by the church office.

2. **Merchant and event parking** - Let's look at what we have and how we can expand utilization of our available parking facilities. One of the challenges may be how we handle enforcement. Event parking is another opportunity, but we would need to brainstorm how to manage that.
3. **Trinity Place Rental** - Earlier this year, the Vestry reviewed a draft rental policy (see attached). Currently, we only appear to have approval from the city of Clemson to use Trinity Place for church functions and the draft rental policy was never finalized. So, it seems we may need to go through the city approval process to be allowed to rent Trinity Place for outside functions. We also need to close the loop regarding liability insurance. We have a responsibility to the community to allow our lovely space to be used more broadly for a modest fee. We are not trying to get rich; we just need to help cover the cost of maintenance and help with the mortgage. More importantly, we would have an opportunity for community outreach by having groups come to Holy Trinity and find a loving, Christian environment for their event.

I need your help. Let me know if you would be available for an initial Zoom meeting for fact gathering and to prioritize needs. There will be no obligation beyond this first meeting. However, we will need to have volunteers willing to get involved in moving things forward. Also, let me know if there is anyone else that you think would like to be included in our first meeting.

Let me know if you are available on Monday, 24 October at 4 PM. Otherwise, we will need to find a time starting the week of 7 November, after I return from vacation.

In the meantime, feel free to share any relevant information that you feel may be helpful.

Peace,  
ellen

## ATTACHMENT C

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October 24, 2022  
Mary Lou Sigsby  
Chair St. Paul's Committee

Holy Trinity Financial Committee:

I am writing to make a formal request on behalf of the St. Paul's Committee that the financial fund balance information for the Thrift Shop and St. Paul's be separated and shown thusly on the Holy Trinity balance sheet. Our committee has broad representation from both groups and unanimously feels this request is necessary to give an accurate representation of the financial situation of each entity.

We are trying to raise the funds to complete a thorough renovation of the exterior of the church. As of September 30, the balance sheet shows the St. Paul's Fund – Thrift Shop Fund YTD Balance is \$109,872.02 but the St. Paul's Fund Balance is \$36,586.00 and this is not shown anywhere. The difference between these 2 is the sum of the various Thrift Shop Funds. After repeated requests I was given this data which allows us to request funds from the Diocese.

It is unnecessarily difficult to convince donors of the need with this confusing financial data. An annual list of expenses for St. Paul's is readily definable but there currently is not an income stream for St. Paul's; a partial Statement of Mission is therefore possible.

Thank you for your consideration of this request.

Mary Lou Sigsby