

Holy Trinity Episcopal Church, Clemson, SC

Vestry Meeting March 19, 2023, 7 pm via Zoom

ATTENDEES: Mtr. Suz Cate (Rector), Ellen Haase (Senior Warden), Bill Hurst (Junior Warden), Bob Taylor (Treasurer), Andrew Baker, Betty Snowden, Charlie Curtis, Chesley Rowe, Hap Wheeler, Harry Morse, Jan Cribb, Jean Ellen Zavertrnik, Jenn Ellison, Jody Hunter, Mark Stokes, and Mel Harriss.

ABSENT: None

OPENING PRAYER: Mtr. Suz led opening meditation and prayer based on Psalm 23.

OLD BUSINESS:

Approval of February 2023 Minutes: Harry Morse made a motion to approve the minutes.

Seconded by Hap Wheeler. Motion approved unanimously.

Thank you to Diana Manley for her years of service as Chair of the Thrift Shop: Mtr. Suz delivered a beautiful orchid and thank you note on behalf of the Vestry to Diana Manley for her work.

Acknowledgement letter to the Internal Review Committee sent by Ellen Haase, Senior Warden on behalf of the Vestry to Dorothy Meeks, Evyone Washington, Anita Arms, Jerome Cribb, Bob Green and Jim Snowden.

NEW BUSINESS

1. Treasurer's Report-Bob Taylor: The following topics were discussed.

- a. Review of the EDS budget request to Finance Committee by John Warner to add the full amount of the Technology Grant to the EDS budget and the Finance Committee voted 4 in favor and 3 abstentions to endorse the *"adding the full amount in the DSS grant not yet allocated to the line item for security expenditures. This would adjust the budget line in the 2023 EDS budget from \$20,000 to approximately \$41,000."* Following the Finance Committee meeting, the EDS board modified the motion of changes to the 2023 EDS budget to include the wording *"the EDS Board will communicate future intended expenditures to the finance committee and the vestry."*
- b. Review of February 28, 2023 financial statements:
 1. The annuity of \$89,916.86 from the Kunkel Estate was deposited in the First Citizens Checking Account increasing the balance to \$140,731.44. Since February 28, \$90,000 was moved from the First Citizens Checking Account to Edward Jones Money Market which has been earning about 4% annually for the past few months.
 2. The \$24,971.05 change in the Operating Fund is mainly pre-paid pledges.
 3. The increases in the Good Shepherd Fund (\$20.36), the Anderson Fund (\$234.19) and the Reserves Fund (\$831,32) are the proportional distributions of Edward Jones earnings for February.

4. For February, plate offerings were about \$1.3K above budget, pledge offerings were \$14K below budget and total income was approximately \$11.6K below budget.
5. Total income for the year to date is about \$17.6K below budget with plate offerings \$6.5K above year-to-date budget and pledge offerings \$25K below budget. This shortage will be somewhat negated with receipt of some more prepaid pledges in March which will be prorated into pledge offerings in future months.
6. Vanessa's departure is reflected in staff salaries being a few thousand dollars under budget as well as the negative Staff Health Insurance balance of (\$1,153) with the refunds.
7. The water damage insurance check of \$24K entered as a negative expense creating a misleading negative balance in maintenance and the much lower total expenses in February than is actually the case. Total expenses for February are only several thousand less than budgeted.
8. The summaries of Duke related electrical expenses over/less than reimbursements as well as the Frozen/Burst Parish Hall pipe expenses over/less than reimbursements will more accurately reflect expenses when all are completed.
9. With the assumption that the expenses and reimbursements in previous bullet point are equal (a questionable assumption), then \$15K behind budgeted funds for the first two months of 2023 is the best estimate. Although there was another opinion that \$20K behind schedule may be a better estimate.
10. Trinity Place Funds are close to budget thanks to January's merchant parking receipts and continued Doors Campaign gifts. Football parking revenues will mainly be collected April through July and will be carefully budgeted to cover the monthly construction loan payments to the end of 2023.
11. The change of \$20,341.41 in the construction loan payments reflects February principal only payment of \$15,00 and the principal portion of the \$8,983.77 monthly required payment.
12. Edward Jones earnings were 0.35% in February (4.2% annual rate). While January was a good month for ECF funds, February was a bad month. End of the month ECF reports are received around the second or third week of the following month. Hence, ECF updates for Holy Trinity's end of the month statements are generally one month behind the ECF entries.

Following the discussion of the February 28 financial statements the following two motions were unanimously approved with respect to items 7,8, and 9 above by the Finance Committee:

Motion 1. The Junior Warden is authorized and encouraged to complete all repairs to the water damages as quickly as possible (using his discretion), and when completed the listing of all necessary repair costs and insurance reimbursements be given to the Finance Committee for incorporation into the operating budget.

Motion 2. The Junior Warden is authorized and encouraged to finish completing all repairs related to December Duke electrical damages as quickly as possible using his discretion, and when completed the listing of all necessary repair costs and insurance & Duke reimbursements be given to the Finance Committee for incorporation into the operating budget.

Since Motions 1 and 2 may involve some expenditures over \$5,000, Vestry concurrence is needed for both motions.

Both motions were held at the Senior Warden's request until the Junior Warden's report.

The intent of the Finance Committee's review of the Vestry's subcommittee proposal for Kunkel Estate Dispersions was to examine the financial functionality of the proposed dispersions and advise the Vestry accordingly. After lengthy discussion, there emerged (without votes) the following consensus:

1. The sale of the house should proceed as quickly as possible to take advantage of the Spring housing market.
2. The Kunkel funds for dispersion will likely be several more weeks for total collection. Hence, the Vestry need not rush the decision process.
3. Vestry approved short-term Funds for specific projects should not remain active beyond their original planned purpose, an example being the Nave Enhancement Fund. Financial supervision by the Vestry is more effective when residue monies are returned from Funds originally established for short term projects.

Charlie Curtis made a motion to approve the Treasurer's Report, seconded by Jody Hunter. Motion approved unanimously.

3. Technology Budget for Episcopal Day School (See ATTACHMENT A): Hap Wheeler presented the motion to increase the technology budget for EDS previously provided to the Vestry. He reviewed the information previously provided and answered questions. Hap Wheeler made a motion that the EDS budget funds that arise from its technology grant be increased to the full remaining amount of \$48,052 from the current budget of \$25,490. It is further moved that the EDS Board will communicate future intended expenditures to the Finance Committee and the Vestry. Harry Morse seconded the motion. Motion approved unanimously. Ellen thanked Hap and the EDS Board for their hard work on getting bids to provide increased safety to the EDS. Mtr. Suz also offered thanks to the Finance Committee and Bob Taylor for their wise counsel.

4. Outreach Budget for 2023 (See ATTACHMENT B): The Outreach Budget for 2023 was reviewed and discussed by Ellen Haase and Harry Morse. The current Outreach Budget approved by the Vestry for 2023 is \$22,900. The Outreach Committee submitted a budget based on 2022 of \$24,000 designated amount. Harry Morse requested that the budget of \$22,900 be approved with the Undesignated amount set at \$7,300. **Chesley Rowe requested that the minutes reflect that he has complete confidence in Harry Morse, Rachel Rowe, and Rachel Mayo and their work on the Outreach Committee.** A motion to approve the Outreach Budget as the expenditure policy states was made by Hap Wheeler and seconded by Chesley Rowe. Motion approved unanimously.

5. Mutual Ministry Study: Next meetings:

- a. Thursday, March 23: Mtr Suz and Mtr Lynn will meet for clarification only
- b. Sunday, March 26, after 10:30 AM service in Parish Hall: Vestry and Mtr Lynn meet for clarification only
- c. Saturday, April 1: Parish Hall-Rector, Vestry, and Mtr Lynn meet for facilitated conversation-details tbd

Deidentified responses will be sent to the Vestry prior to the March 26 meeting.

6. Holy Trinity Alcohol Policy (See ATTACHMENT C): Ellen Haase made a motion to draft the Holy Trinity Alcohol policy consistent with the Diocesan guidelines. Second by Hap Wheeler. Motion approved unanimously.

7. Neighborhood Groups: Jean Ellen Zavertnik brought forward a request from the Pastoral Care Committee to the Vestry to weigh in on the worth of reestablishing Neighborhood Groups for the purpose of connecting parishioners and providing more information for Pastoral care needs and concerns. Hap Wheeler, Jenn Ellison, Mtr Suz, and Betty Snowden stated that the groups were missed and those with information on the most recent groups based on Tom Witmer's work would be sent to Ellen Haase, Jan Cribb, and Jean Ellen Zavertnik to consider restarting at least some of the Neighborhood Groups soon. (Also see **ATTACHMENT D** for minutes from the most recent Pastoral Care Committee.)

9. Beth Kunkel Estate (See ATTACHMENT E): Ellen proposed that the Vestry listen to Harry Morse's report from the Subcommittee and take time over the next month to discern use of the generous gift that Beth left Holy Trinity with a plan for an in-person Vestry meeting in May.

Harry Morse reviewed the motions recommended by the Subcommittee for the disbursement of the funds from the Kunkel Estate. Harry Morse made a motion that the property at 111 Hillcrest be sold. Betty Snowden seconded the motion. Hap Wheeler called for discussion related to how the property could be used if it is not sold. After discussion, the motion was called and approved with one vote in opposition.

REPORTS

- a. **Rector (Mtr Suz):** Three new Eucharistic Visitors have received training increasing the Visitors roster to seven. Wesley Ramey has been on board since March 1 and is settling in nicely.
Jack McKenna has offered to take photos for a New Photo Directory after church in April on 4/16, 4/23 and 4/30. Rebecca Eidson will begin working with office staff to create new name tags for Parishioners.
- b. **Junior Warden (Bill) - See ATTACHMENT F:** Nave HVAC has been delayed due to supply chain issues. Construction will be avoided during Holy Week and Easter.
Adjuster has provided a check for \$24,900 for the water damage. Quote for \$14,000 to redo floors in hallway, EDS Director's office, Children's Chapel. Let Bill know if you have input about replacement flooring.
Duke Energy—new sprinkler heads are needed but due to high demand and supply chain issues they are not available at this time.

- c. **Sr. Warden (Ellen):** Help will be needed during Holy Week. Please respond to requests for help as able.

Hap Wheeler provided information to Ellen from previous Vestry service and she plans to have a Vestry Handbook in draft form for the April meeting.

Announcements:

April 20, Dinner in the Parish Hall in Support of Haiti to assist with agricultural initiatives. Don Campbell will be catering. Hap and Harry will be seeking our assistance and support.

April 23, Proper English Tea for St Paul's from 3-5 PM Proceeds will go to the St Paul's Renovation Fund.

Next Vestry Meeting is scheduled for Sunday, 16 April 2023 at 7 pm via Zoom

The meeting was closed with prayer led by Ellen at 9 pm.

Respectfully submitted: Mel Harriss (edited by Rebecca Eidson, Vestry Clerk)

ATTACHMENT A

March 19, 2023, **Motion:** A.P. Wheeler

It is moved that the EDS budget funds that arise from its technology grant be increased to the full remaining amount of \$48,052 from the currently budgeted \$25,490. It is further moved that the EDS Board will communicate future intended expenditures to the finance committee and the vestry.

Notes:

- The current budget was established before all the bids for security infrastructure were available. In particular, the EDS Board has deemed it advisable to add to our previous bids a magnetic lock to the double door entrance from the stairwell to the hall near the playground and an electronic lock the single door at the other end of the hall leading to the second stairwell.
- According to Signature Architects, the basement requires two egresses for fire and active shooter events, thus locking out access to the stairwell nearest the playground at the basement level would not be acceptable. The two egresses from the basement would be the main door to the back and out through the playground.
- In addition, we have obtained a bid from the elevator company to lock out access to the first floor during EDS operating hours.
- The total expense for the bids and recurring technology costs currently totals \$32,905.
- In light of classroom abuse issues at a day school in Anderson, the Board has agreed to pursue the addition of classroom cameras (for playback only).
- Any funds remaining at the end of 2023 would transfer to the following year.
- Funds from the grant are constrained by the DSS to technology-related purchases, and the Board will comply with these constraints.

Bids:

Carolina Burglar and Fire Alarm

Magnetic fob access main door with remote door release: \$5245

Flat Panel Monitor: \$1950

Eight cameras: \$4975

Magnetic or electronic fob activated locks for doors from stairwell to hall: \$11,245

Classroom cameras with separate monitor system: TBD

TK Elevator Corp.

Elevator lock out to first floor: \$4000

Recurring Expenses:

Copier lease: \$4000

Website maintenance: \$780

Telephone: \$710

Total: \$32,905

ATTACHMENT B

Direct OUTREACH

	<u>Total for 2023</u>
Clemson Child Development Center	\$ 1,200.00
Clemson Community Care	2,000.00
Clemson Free Clinic	100.00
MARYS House	
Our Daily Bread	1,200.00
Our Daily Rest	1,200.00
Safe Harbor II-Oconee	1,200.00
Episcopal Relief & Development	100.00
Family Promise	1,500.00
Haiti University Students	2,000.00
Shaw Center	100.00
Paw Pantry	500.00
Refugee Needs	
Priest Discretionary Fund	4,500.00
Undesignated	8,400.00
2022 SOM -Direct Outreach	\$ 24,000.00
2023 SOM Direct Outreach	
Budget	\$ 22,900.00

ATTACHMENT C



THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA STANDING COMMITTEE

STANDING RESOLUTION RELATING TO THE SERVING OF ALCOHOLIC BEVERAGES IN THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA

WHEREAS, in 1985, the Sixty-third Annual Convention of The Episcopal Diocese of Upper South Carolina adopted the following Standing Resolution relating to the serving of alcoholic beverages (the "1985 Resolution"):

RESOLVED, that the Sixty-third Annual Convention of the Diocese of Upper South Carolina discourage the serving of alcoholic beverages at church-sponsored social functions on church property.

and,

WHEREAS, in 2015, the 78th General Convention of The Episcopal Church adopted Resolution A158, establishing a policy relating to the serving of alcoholic beverages (the "TEC Policy"), and encouraged dioceses, congregations, seminaries, schools, young adult ministries, and affiliated institutions to update their policies on the use of alcohol and other substances with the potential for misuse, taking into consideration 14 enumerated factors; and

WHEREAS, the Standing Committee of The Episcopal Diocese of Upper South Carolina, pursuant to its interim legislative authority as set forth in Title III, Canon 2, Section 3 of the Canons of The Episcopal Diocese of Upper South Carolina, has determined that it is appropriate to repeal the 1985 Resolution, and, as encouraged by the 78th General Convention of The Episcopal Church, to adopt in its stead a Standing Resolution that substantially takes into consideration the 14 factors outlined in the TEC Policy, to be effective immediately and continue in effect until ratification, amendment or repeal of such Resolution at the 101st Convention of the Diocese of Upper South Carolina.

NOW, THEREFORE, BE IT RESOLVED, that the Standing Resolution adopted in 1985 by the Sixty-third Annual Convention of the Episcopal Diocese of Upper South Carolina relating to the serving of alcoholic beverages (the "1985 Resolution") be, and it hereby is, repealed; and, further,

RESOLVED, that the following Standing Resolution (the "2022 Resolution"), which substantially takes into consideration the factors outlined in the policy relating to serving of alcoholic beverages adopted in 2015 by the 78th General Convention of The Episcopal Church, be, and it hereby is, adopted:

STANDING RESOLUTION RELATING TO THE SERVING OF ALCOHOLIC BEVERAGES

1. The Church must provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.



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3. Some congregations, schools, young adult ministries, and affiliated institutions of the Episcopal Diocese of Upper South Carolina may decide not to serve alcohol at events or gatherings. Others may decide to permit a limited use of alcoholic beverages at church-sponsored events. Both can be appropriate if approached mindfully.
4. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, the rector, vicar, priest-in-charge, or person in charge of another organization must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served, a server who has successfully completed a training program recognized by the South Carolina Department of Revenue is required.
5. Serving alcoholic beverages at congregational events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.
6. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.
7. Whenever alcohol is served, equally appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.
8. Ministries inside or outside of congregations will make certain that alcohol consumption is not the focus of the ministry and that drinking alcohol is not an exclusively normative activity.
9. Food must be served when alcohol is present.
10. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy, the vestry, or other person in charge. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.
11. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the Church is being conducted.
12. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.

and, further,

RESOLVED, that congregations, schools, young adult ministries, and affiliated institutions of the Episcopal Diocese of Upper South Carolina are encouraged to update their policies on the



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use of alcohol and other substances with the potential for misuse consistent with the 2022 Resolution; and, further,

RESOLVED, that the Standing Committee submit repeal of the 1985 Resolution to the 101st Annual Convention of the Episcopal Diocese of Upper South Carolina (the "101st Convention") for ratification, amendment or repeal; and, further,

RESOLVED, that the Standing Committee submit the 2022 Resolution to the 101st Convention for ratification, amendment or repeal; and, further,

RESOLVED, that repeal of the 1985 Resolution and adoption of the 2022 Resolution be, and they hereby are, effective immediately and shall continue in effect until ratification, amendment or repeal at the 101st Convention; and, further,

RESOLVED, that the President of the Standing Committee serving at the time for proposal of Standing Resolutions at the 101st Convention be, and hereby is, authorized, empowered and directed on behalf of the Standing Committee to take all such actions as are necessary or appropriate to submit repeal of the 1985 Resolution and adoption of the 2022 Resolution to the 101st Convention for ratification, amendment or repeal.

Resolutions adopted by the Standing Committee of the Episcopal Diocese of Upper South Carolina as of December 10, 2022.

Date: _____

Secretary to the Standing Committee
The Episcopal Diocese of Upper South Carolina

ATTACHMENT D

Holy Trinity Episcopal Church Pastoral Care

March 7, 2023

Attending: Robbie Grider, Pam Mack, Eunice Waddinton, Serena DuBose, Mtr. Suz Cate, Kathy Hunter, Judy Surak, Jean Ellen Zavertrnik

- I. Opening prayer together from Book of Common Prayer
- II. No minutes
- III. Ongoing projects: Discussion regard viability of Neighborhood Groups. Jean Ellen will ask Vestry to weigh in on the worth of reestablishing Neighborhood Groups for the purpose of connecting parishioners and more information for Pastoral care needs and concerns.

- a. Concerns list-February/ beginning March Spreadsheet reviewed and revised

IV. Other Reports

- a. Prayer lists-if we hear of need for a meal train let Robbie know
- b. Pre-prepared frozen meal-we can place meals in church freezer with date prepared and ingredients. Meals would be available at short notice for needs that arise in the church family
- c. Connections group- no report from Pam Mack
- d. Prayer shawls- we have a few left, may need to send out notification for Knitters that we will need more
- e. Gift Bag delivery for spring will be determined at next month's meeting.

Next meeting: April 4 at 5pm via Zoom

Respectfully submitted,

Jean Ellen Zavertrnik

ATTACHMENT E

Estimated Bequest from Beth

Bequest	Amount
Estimated Sale of Home, net of sales cost	\$ 400,000.00
Annuity Distribution	89,916.86
Life Insurance distribution	73,938.75
Estimated Total Bequest	<u>\$ 563,855.61</u>

Some of Holy Trinities financial needs

		Amount
Building Maintenance Fund Reserve		
Consider up to \$50,000	(50,000.00)	(50,000.00)
St. Paul's Restoration		
St. Paul's Fund Balance	60,681.00	
Amount for operations	(15,000.00)	
Cost of Renovations	(140,000.00)	(94,319.00)
Diocesan Pledge		
Assessment	(88,567.00)	
Pledged	25,000.00	
Balance due of Assessment	(63,567.00)	
Estimated additional amount - to be negotiated		(20,000.00)
Approximate Financial Needs		(164,319.00)
Total Trinity Place Mortgage as of 28 Feb 2023	(1,261,427.00)	

Sub-Committee Ideas

Sub-Committee Ideas

Trinity Place Principal Payment	400,000.00
"Beth's Passions" via Outreach Committee	89,916.86
Legacy Trust Fund	73,938.75
Total Sub-Committee Ideas	<u>563,855.61</u>

See "Beth's Bequest-Draft for March 12 Meeting.docx"

Spiritual Needs of our Community

- Funding for Assistant Rector position
- Family Ministry programs
- Other thoughts from Mutual Ministry Study

ATTACHMENT F

From: William Hurst hurst2@clemson.edu
Subject: 3/19/2023 Jr. Warden
Date: Mar 19, 2023 at 23:47:03
To: Ellen Haase elleneddyhaase@gmail.com

Ellen. Please put these in the Dropbox as this month' report.

Nave HVAC:

We are preparing for installation. We are trying to avoid Holy Week construction. Supply chain issue has us behind. We have received machine specification submittals and planned layout. These are to be reviewed. Construction includes installation of new units indoor and out. There will need to be new lines run between the new units. As always, we will try to monitor weather conditions to get the best window for final swap over of machines.

Water Damage:

Finance recommends we proceed with repairs with the \$24,600 check insurance paid. So far no real damage to drywall has been noted. A few ceiling tiles are being replaced. Largest expense so far is the plumbing at less than \$300. Flooring is the large expense and areas affected have been looked at and new materials have been quoted. Replacing flooring has ranged up to around \$14,000 and we are getting choices on some material made. We are looking at post April 30 when day school is out. I am waiting on final ServePro invoice to clear with insurance before proceeding with further flooring.

Duke Power problem:

We have paid considerable money for damages to machinery and systems in the building. HVAC, lighting, fire and emergency services were affected. Insurance is awaiting our final invoices. Elevator repair was made last week, lighting and a number of electrical matters have been corrected, and HVAC and kitchen issues are completed. The sprinkler system people need to finish and all of that work should be done. Supply chain issue.

Sent from my iPhone