



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

Vestry Meeting Minutes April 15, 2018

Attending: Suz Cate (Rector), Christopher Wilkerson (Assistant Rector), Hap Wheeler (Senior Warden), Kathy Crouse (Junior Warden), Bob Taylor (Acting Treasurer), Shannon Quattlebaum, Meredith McTigue, Bill McDaniel, Earl Burch, Kathy Hunter, Byron Harder, Cary Kaye, Tommye Hurst, Jack Davis

Excused: Bob Green, Sarah Maiberger, Lori Graham

Opening prayer

Opening Reflection: Cary Kaye shared highlights from her spiritual journey.

Old Business

1. **March Meeting Minutes:** Minutes from the March meeting were unanimously approved.

New Business

1. Administrative

- a. **Ministry team norms reminder (Hap):** Reminded Vestry liaisons to have their committees keep a notebook that can be passed on to help with the continuity of committee work. It should include vision statement, goals, members, agenda, and minutes. Also, any operating principles or membership criteria would be good to include.
- b. **Status of Anderson Fund (Hap):** The Finance Committee has asked the Vestry rescind its approval to use remaining balance in the Anderson Fund to fund the architectural design for the initial planning phase of Trinity Place. The Anderson Fund stipulations require that only income from the principle be used, not the principle itself. Instead we will use Trinity Place monies to fund the initial planning phase for the architects. Cary Kaye made a motion to approve this action; seconded by Tommye Hurst. Motion passed unanimously.
- c. **Trehel/Signature Architect contract-vote required (Hap):** See ATTACHMENT A. The Statement of Understanding for Vision and Master Planning for Trinity Place presented by Trehel will cost \$7,000. Likely there will be a small additional charge for a topographical map of the property which will be needed for the planning phase, which Tommye Hurst believes will be less than \$2,500. We have approved \$25,000 for Phase One overall, and we are well below that amount. Kathy Hunter made a motion to approve the contract; seconded by Bill McDaniel. Motion passed unanimously.
- d. **Updated code understanding with city-vote required (Hap):** SEE ATTACHMENT B. In order to meet the original covenant with the City of Clemson, we need to have a plan in place for Trinity Place by February 2019. The start date to begin work on Phase One has been deferred until December 2019, which will allow us an additional full year of parking income from Clemson

University and the 2019 football season before we start work. The minimum requirement is for us to bring the parking lot to code. Tommye Hurst made a motion to accept the agreement; seconded by Cary Kaye. Motion passed unanimously. Hap reminded Vestry Liaisons to have their Trinity Place surveys completed as soon as possible.

e. Vestry Goals for 2018 – update and timeline

- i. *Increase engagement and participation in the life of the parish (Shannon):* Waiting for Tom Whitmire to get back in town and they will work with neighborhood leaders.
- ii. *Decide on long-term use of Trinity Place (Tommye):* Reported earlier in the meeting. Additionally, Tommy asked the vestry to complete a short exercise regarding space utilization. The Design Team has all the work of the Vision 20-20 Team and the architecture group to add to the feedback currently being collected.
- iii. *Communicate the work of the ministry teams so members of the parish are aware of their program of work and accomplishments (Kathy C.):* This work includes all communications functions of the parish, and Kathy reported she needs to get with Chloe and get things started. Currently, they are organizing communications around our key ministry areas.

2. Sharing Time: Vestry Comments, Concerns, Observations:

- a. Kathy Crouse reported that Col. Ben Skardon plans to participate in the Honor Flight to see the WWII War Memorial on April 28.

Reports

1. Senior Warden (Hap)

- a. *Fund raiser for Haiti-vestry participation.* This event hopes to raise \$25,000 for the Haiti University thirteen students we have committed to for this year. He encourages the Vestry to attend.
- b. *Mutual Review of Ministry planning:* During this process, the Vestry and Mtr. Suz will review the effectiveness of our ministries. Hap will contact the Diocese to get the details and protocol. We need an outside facilitator for the process, which we hope to complete this summer.

2. Junior Warden (Kathy)

- a. *St. Paul's update:* Renovations are moving along quite nicely, with special thanks to the work and support of Jack Hunter. We hope to finish by summer. Sheldon Farmer will paint the more intricate work behind the altar.
- b. *Founders Day Service:* Once again this year, this event will take place at St. Paul's on Pentecost.
- c. *Bell tower:* The work on the bell tower is completed and looks great. Insurance paid for the repairs. Regarding the new roof, one shingle has blown off and a gutter needs to be looked at.
- d. *Meeting with Insurance Agent:* Reminder about the April 25 meeting with our insurance agent to talk about our coverage. This is an opportunity to gain a better understanding of our coverage, particularly in the context of our continuity/resilience initiative.
- e. *Dinner with Clemson Churches:* Church leaders from all Clemson churches will be invited to Holy Trinity for a dinner and an opportunity to get to know each other. This is the initial phase our church resilience initiative. The dinner is scheduled for Tuesday, May 29.

3. Treasurer (Bob)

- a. *SOM details and narrative:* See ATTACHMENT C. Income is exceeding expenses, both are ahead of budget. Nothing recommended for action.

4. Rector (Suz)

- a. *Holy Week/ Easter report with suggestions for changes:* All services were well attended except for Maunday Thursday and Good Friday evening. She is considering having all the evening services at a consistent time next year - probably 5:30 PM. Next year on Good Friday she would like to

begin a procession in our parking lot and move along the sidewalk to the sanctuary. She said it is a powerful way to begin the Liturgy, and a good public witness. She also reported we had 336 people attend services on Easter Day.

- b. *Report on Diocesan meeting and upcoming General Convention:* The Bishop shared with diocesan clergy that Prayer Book revisions may be considered at General Convention for the purpose of creating an option that includes non-gendered language.

5. Ministry Teams

- a. *Day School* (meeting postponed)
- b. *Outreach* (Earl): Update on Haiti fund(s) planning. The Outreach committee has accepted the responsibility of managing our three Haiti Funds.
 - i. Pastoral Care (Kathy H.): Update on pastoral care strategy: The committee has started preliminary discussions about forming a home care team to make regular visits to shut-ins. They are looking at a model used in California called Love is the Answer.

Closing Prayer.

Meeting Adjourned: 8:40 PM

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

PROPOSAL



March 27, 2018

Tommye Hurst
Holy Trinity Episcopal Church
193 Old Greenville Hwy,
Clemson, SC 29631

RE: MEMORANDUM OF UNDERSTANDING

Dear Tommye,

Thank you for considering our proposal for visioning and master planning design services. After reviewing this document, we hope that Holy Trinity Episcopal Church will proceed with our team as your design and construction partner. During our meeting, it was exciting to hear your vision for the future, and we would welcome the opportunity to help you navigate through the challenges associated with your expansion plans. As an integral part of this endeavor, our role is to serve the church with the wisdom and experience to allow your leadership team to be good stewards.

The most exciting and fulfilling work that we do is for churches and the furtherance of the Gospel. Part of our ministry is to help congregations just like yours to bring their ideas and visions to reality. We will interact with church committee members as necessary to grasp your thoughts and plans for the future then investigate the design and construction possibilities that best meet your goals.

Over the years, Trehel Corporation has been privileged and honored to worked with Holy Trinity Church on two previous projects. We will assist you in making informed decisions for the future by providing accurate and insightful information. For your project, we have once again partnered with Signature Architecture, to provided visioning and master planning design services.

Visioning and Master Planning

Trehel Corporation and Signature Architects propose to provide visioning and master planning services for the sum of **\$7,000**.

Visioning

- Report showing existing spaces and required new spaces
- Areas that need remodeling or renovations

Master Planning

- Two or three concepts that represent the 25-year vision of Holy Trinity

Holy Trinity will provide a two-foot topographical survey showing rear alley, Clemson property down to Highway 93 and setbacks required by zoning, finish floor elevations of existing buildings, easements, all utilities and boundary survey. Should Holy Trinity select to move beyond Master Planning, the next phase would be schematics and budgeting. A separate quote will be provided at that time for these services and cost will depend on the scope that is determined after the visioning phase.

Thank you again for this opportunity. Contact me at any time on my cell at (864) 710-8509 or via my email address at nworkman@trehel.com with any questions or concerns. I look forward to your reply.

Sincerely,

Neal Workman
Founder and Chairman, Trehel Corporation

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ATTACHMENT B

Re: 195 Old Greenville Highway

<https://outlook.office.com/owa/projection.aspx>

Reply all | Delete Junk |

Re: 195 Old Greenville Highway

JP Jacob Peabody <jpeabody@cityofclemson.org>
Thu 3/29, 10:43 AM
Alfred Wheeler



Reply all |

Inbox

You replied on 3/29/2018 10:52 PM.

That is accurate we expect the plan to be approved by the city by February 2019 so that means submitted before February 2019 and work to commence no later than December 1st 2019

On Thu, Mar 29, 2018 at 10:33 AM, Alfred Wheeler <wheeler@clemson.edu> wrote:

Dear Jacob:

Thank you for taking the time this morning to listen to my explanation about the zoning variance request from Holy Trinity for the property at [195 Old Greenville Highway](#). It is my understanding that we agreed that Holy Trinity will abide by the original covenant with the city to have a plan for the property in place by February 2019 and will start construction no later than the week of Nov. 26, 2019. This will allow us time to raise funds for the first phase of construction, which will include either removing or bringing up to code the current gravel lot. It will also assure us that we can collect the much needed parking revenue during this period.

Please confirm this understanding so that I may take it to the vestry of Holy Trinity for their approval.

Again, I am most grateful for the city's patience as we go through our discernment, planning and fund raising steps for this property.

A.P. (Hap) Wheeler
Senior Warden
Holy Trinity Episcopal Parish

ATTACHMENT C

Treasurer's Report to Vestry

April 7, 2018

Bob Taylor



The overall financial report is that Holy Trinity is good as income (\$136,596) exceeds expenses (\$134,463) with both over budget by \$5K and \$3K, respectively. The April 2, 2018 financial statements are presented for information with no action items being recommended at this time. However, the following observations are pertinent for these financial statements

- The Edward Jones MMKT account (rf: 1.99.100.106, page 1) is \$40K less than last year, but an insurance reimbursement check for \$25,000 will somewhat counter this decrease.
- It is important to remember that the Edward Jones MMKT is a holding account for funds designated for other use, for example, the monthly payments on the Trinity Place loans of approximately \$8K per month. The First Citizens checking account and money market accounts are intentionally kept low (near minimum balances) because of the lower interest rates.
- Total Investments (page 1) appears to be down (\$522,912 current, \$533,930 previous year) but will change with the additional \$25,000.
- Fund balances slight fluctuations from last year for most accounts but still healthy (bottom of page 1 and top of page 2 of Balance Sheet).
- Utilities (\$7,352.95, page 4) continue to exceed budget (\$5,500) with the main causes being an extremely cold January and a leaky commode (repaired after being identified). Unless we are lucky with some very moderate weather, utilities will most likely end the year above budget.
- Vestry Retreat (page 4) will probably be \$1K less than budgeted but that Telephone and Internet may be \$1.3K greater than budgeted. Lynne will investigate bundling possibilities to reduce the cost.
- The special expense of \$5,080 (bottom of page 4) consists of the \$5,000 was attorney retainer fee and \$80 which was misclassified and has been corrected.
- The Trinity Place Fund (page 5) and Episcopal Day School Funds (pages 6-9) continue to be healthy. Hap and Bob will meet with Suzanne Watkins to discuss the EDS budget for the upcoming year.

The Finance Committee recommends that the Vestry withdraw its December 2017 motion to use the remaining balance of the Anderson Fund for the Trinity Place's short term design plan and to endorse a substitute motion of using Trinity Place funds for this purpose.