



*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 June 24, 2018**

**Attending:** Suz Cate (Rector), Kathy Crouse (Junior Warden), Bob Taylor (Acting Treasurer), Shannon Quattlebaum, Bill McDaniel, Earl Burch, Kathy Hunter, Byron Harder, Tommye Hurst, Jack Davis, Bob Green, Meredith McTigue

**Excused:** Christopher Wilkerson (Assistant Rector), Hap Wheeler (Senior Warden), Cary Kaye, Sarah Maiberger, Lori Graham.

#### **Opening prayer**

**Spiritual Journey:** Byron Harder shared highlights from his spiritual journey.

#### **Old Business**

1. Approval of May 2018 minutes: Tommy Hurst made a motion to approve; seconded by Meredith McTigue. Motion passed unanimously.

#### **New Business**

1. Administrative
  - a. Vestry Goals for 2018 – update and timeline
    - i. Increase engagement and participation in the life of the parish (Shannon): Engagement survey questions have been completed and approved. The survey will be sent out in the near future.
    - ii. Decide on long-term use of Trinity Place (Tommye): The architect is at work on plans.
    - iii. Communicate the work of the ministry teams so members of the parish are aware of their program of work and accomplishments (Meredith): The team has not yet had an opportunity to meet.
  - b. Sharing Time: Vestry Comments, Concerns, Observations:
    - i. Security: There was discussion about handling Sunday security duty in pairs for safety purposes and/or being sure to arrive to lock up the building before it is completely empty to avoid being alone. Additional discussion took place regarding safety-related observations and incidents in the facilities where no harm was done, but raised awareness about the importance of improving security.

#### **Reports**

1. Senior Warden (Hap Wheeler)
  - a. Personnel

- i. Hap reported that an office temp will start work this week.
      - ii. Hap emailed draft job descriptions for the part time Secretary and Family Ministries positions prior to the meeting. After much discussion, the Vestry decided to have the Personnel Committee do some additional work on the descriptions to ensure we have clearer roles and responsibilities for both positions.
      - iii. Additional discussion focused on possibly expanding the Personnel Committee, naming a Sunday School Superintendent to get Christian Education underway this fall. Specific short term goals need to be developed before asking someone to assume that responsibility.
      - iv. Related, Mtr. Suz reported that we have Sunday School teachers for all classes.
    - b. Mutual Review of Ministry
      - i. The survey will go out soon to current and recent Vestry members. There was discussion about the need to set goals and objectives prior to evaluating performance.
    - c. No meeting in July
      - i. There will be no Vestry meeting in July.
2. Junior Warden (Kathy C.):
- a. We are getting new doors (five pairs) for the parish hall; contracts have been signed and installation will take place in July.
  - b. The Day School is working on a keypad entry system for the door. Each student will have a unique pin to enter and exit the doors. Likely the choir and Vestry will also have pin numbers. Plans are for the system to be installed this summer.
  - c. Security Cameras: The Buildings and Grounds Committee met and are looking at a system of 13-14 cameras, which will cost about a \$20,000. It will cover the doors, playground, air handlers, a view of Trinity Place. A presentation to the Vestry will take place in the near future. If approved, it will be added to the Statement of Mission (budget) for 2019. Tommye suggested we consider implementing a smaller scale system when the Day School starts in the fall – something that could run on an app.
  - d. The Chapel door has been locked during the week during the past several weeks for security reasons.
  - e. General maintenance this summer includes cleaning the carpet and a soon-to-be scheduled kitchen cleanup.
  - f. St. Paul's renovation is complete and looks great. Once the thrift shop closes for the summer, the parking lot will be paved.
  - g. Bill Purkerson cut up a limb that fell near the Day School. Will Mayo has offered to take down the tree, but it was decided to have a professional handle it because of its location.
3. Treasurer's Report (Bob Taylor)
- a. See ATTACHMENT A. Byron Harder made a motion to approve the Treasurer's Report; seconded by Bill McDaniel. Motion approved unanimously.
  - b. Anderson Fund recommendation: See ATTACHMENT B. The recommendation comes in the form of a motion from the Finance Committee. We will restore the money to the Anderson Fund over a five-year period. Bob Green seconded the motion. It was agreed we should be transparent with the parish about this plan. An article will be put in Tempo.
4. Rector's Report (Mtr. Suz)
- a. Stewardship campaign planning – Meredith McTigue and Mtr. Suz are looking for someone to lead our annual stewardship campaign. The Finance Committee is working on the statement of mission now. We will need a strong campaign this year.
  - b. The Worship Committee is currently working on a redesign of the Sunday Bulletin.

5. Ministry Teams

- a. Day School (Cary)
  - i. Plans for expenditure of reserve funds are underway.
- b. Pastoral care
  - i. See ATTACHMENT C
- c. Adult Formation: Fr. Christopher and Bob Green need more committee members. They plan to develop a mission statement and establish goals.
- d. Engagement: As reported earlier, the Engagement Survey will be sent out in the near future. They hope to plan fellowship events for the entire year. Foyers is likely to start up again this fall.
- e. Worship: The Worship Committee is working on webpage that shows all the groups that have a role in worship. It was suggested that all committees do the same.
- f. Fr. Christopher is on Clemson University's campus on Tuesdays and Thursdays for Orientation.

**Closing Prayer**

**Respectfully submitted,**

Rebecca Eidson, Vestry Clerk

## ATTACHMENT A

Treasurer's Report to Vestry  
June 24, 2018  
Bob Taylor

1. **Financial Statements.** The May 31, 2018 financial statements (as printed on June 19, 2018) are presented for information with no action items being recommended at this time. However, the Finance Committee felt that the following items are of particular interest and merit continual monitoring
  - First Citizens Bank account of \$64,298.37 (page 1, 1.99.100.100) is inflated because of \$46.4K football parking receipts.
  - The large Thrift Shop balances (page 1, 1.99.500.100, 1.99.500.101, 1.99.200.120, 1.99.200.120) totaling over \$63,000 was again noted and Hap indicated discussions with the Thrift Shop Committee were planned in this regard.
  - A 9 to 1 ratio of Assets to Liabilities is very sound with the decreasing First Citizens notes on Trinity place (totaling \$607,790.74) being the main liability. This positions Holy Trinity very well for future borrowing with respect to Trinity Place development.
  - Pledge offerings declined but still remain ahead of budget. However, there still remains no reason to believe that the pledges and plate offerings will exceed the budgeted amount of \$526,500 (page 3) for the year.
  - Expenses (page 4) are currently \$10K less than year to date budgeted amounts with utilities, phone and internet overages and several categories being under.
  - We have received \$46,456.54 in football parking revenue with 11 signees who have not yet sent in payment (which will yield another \$6,600.00 minus possible credit fees). The expected excess (over budget) in football parking will more than be absorbed by Trinity Place development expenses which had to be shifted from the Anderson Fund.
  - Tentative planning of the 2019 SOM and 2020 SOM will begin in July (much earlier than usual) and will be carefully developed by the Finance Committee over the next few months. Clergy salaries (the Diocesan share of Christopher's salary ends July 2019) as well as staff salaries, Trinity Place Planning and restoration of the Anderson fund will significantly impact the next two years budgets and beyond and must be appropriated planned.

## ATTACHMENT B

### 2. Restoration of the Anderson Fund

The Anderson Trust Agreement and Wills are on file in the Holy Trinity Episcopal Church Office (HT). The trust provided \$127,301.52 in 1993 to Holy Trinity with the stipulations:

- 95% of the income earned could be spent for church purposes by the governing body of HT in its discretion in keeping with the Anderson's aims as set forth
  - at least 50% of the income be spent on program work with Clemson University students, not primarily on buildings and physical needs.
  - some of the funds be used from time to time on maintaining St. Paul's church building and churchyard.
- 5% of the income be added to the principal to keep the fund from declining in value because of inflation (see attached page 6 from the Anderson Fund Agreement for relevant information).

By December 2004 the Anderson Fund balance had grown to \$147,870

In May 2005, HT Vestry approved construction costs of \$135,624 from the Anderson fund to pay for renovations in the Parish Hall basement for Canterbury use (the Clemson University student group of HT).

May 2011, HT Vestry approved expenditure of \$1,000 from the Anderson Fund to purchase a headstone for Ragnar and Elizabeth Anderson graves in St. Paul's cemetery.

May 31, 2018 balance was \$15,786.97.

The Finance Committee is recommending the Anderson Fund be restored to the amount it would have been if only 95% of the interest had been used and if 5% of the interest income had been added to the accruing balance each year. The attached spreadsheet (page 6) shows the amount to be \$151,786.97 by the end of 2018.

Option 1: A 5 year Restoration of the Anderson Fund

- Approximately \$16,000 be added to the fund from HT operating reserves in 2018
- Approximately \$24,000 be allocated to the Anderson fund from HT funds for each of the next 5 years
- The attached spreadsheet be updated each year and maintained with the goal of full restoration of the Anderson fund by the end of 2023 to a level which it would have obtained if the directives of the Anderson Fund Agreement had been precisely followed.

Option 2: A bank loan of approximately \$135,850 be obtained for immediate restoration of the Anderson fund (note the amount is slightly less than the amount stated for the end of 2018).

The Finance Committee is strongly in favor of Option 1 and would not recommend

- Immediate budget reductions in the 2018 SOM since an approximate 25% reduction of all expenses (salaries, utilities, maintenance, etc) is quite impractical.
- Trying to cover the restoration with reserves which are both insufficient and crucially needed for effectively operating.

The Finance Committee solicited the advice of Financial Attorney Robert Owens, CPA, on this matter. His advice and directives are to be provided in a letter and basically allows each of the two options listed above. Option 1 allows for more flexible restoration by the use of residual funds at the end of a budget year and/or incorporation into future SOM's. Moreover, Option 1 provides a saving of approximately \$17,000 in interest for a bank loan at 4.5% for 5.5 years. In addition, a bank loan would require regular monthly drafts from HT accounts which negatively impact programs and SOM's for the next 5.5 years. Another bank loan at this time not only would negatively impact parishioners' perceptions but may also negatively impact the planning of Trinity Place developments. However, Option 2 does provide immediate restoration and correction of the past mistake.

If the Vestry approves Option 1, then the Diocese will be consulted for their concurrence and an announcement of the restoration will be placed in Tempo.

## ATTACHMENT C

### PASTORAL CARE - Monthly Meeting Minutes June 11, 2018

The meeting was called to order at 4:05pm by Kathy Hunter (chairperson Judy Surak is absent.) An opening prayer from the Book of Common Prayer was read by all. Members present: Suz Cate, Christopher Wilkerson, Kathy Hunter, Dotti Carter, Barbara Armstrong, Liz Halpin, Jan Cribb, Tom Witmer, Ann and Brad Russell, Sally Morell, Robbie Grider and Lynn Luszcz.

Minutes from May 14, 2018 were edited for a name spelling and approved.

“Friends at Home” Care Teams – Suz discussed the purpose behind this concept. Handouts were reviewed. Explanation continued as to what the “Care Receiver Information Profile” form is, and the job description of a care team member. Tom recommended taking an inventory of homebound members who may need help. Suz indicated we have about a dozen parishioners that could benefit from regular visits. Tom, Kathy Hunter and Suz will work on finalizing the program and start it as a “pilot” program, starting with our already-homebound parishioners.

#### Reports:

Visits – After First Thursday Holy Communion at Clemson Downs, Suz visited with several residents there. Since last PC Ministry Team meeting, she has visited several parishioners and updated meeting attendees as to these visits. Christopher has also visited several parishioners. Ann Russell and Liz Halpin have done some visits as well.

There is food in the freezer now for folks. The group was instructed to take some meals to those parishioners most in need. Judy Surak has taken some meals already to parishioners.

Cards – no new news

Communion – Lay Eucharistic Visitors reported visits.

Flowers – Jan has been taking them to Clemson Downs the first Sunday of each month. Looking for someone to take them to Hospice of the Foothills (Cottingham) once a month, maybe Brookdale Central, and Helping Hands home in Pendelton. Still looking for someone to take the flower minister role, and someone to commit to flower delivery one Sunday each month. Suz will work on this and post in HT Notes.

Transportation – Evelyn Goodman has been coming to church regularly, including St. Paul’s next Sunday. June and July schedules are pretty set except for 3 Sundays. Shannon Quattlebaum has started to take over the transportation organizing; she will start with July.

Health Ministry – Discussion followed about our 2017/2018 health goal. We have met our goal of providing the Fall 2017 Adult Sunday School class “Living as if you were dying.” We decided to update this goal and for 2018/2019, have a 1) dementia education and dementia care program and 2) have a program in May 2019 for Mental Health Awareness Month. More details to come.

Open discussion finished the meeting on various subjects.

Next meeting is August 13, 2018, 4pm., Meeting adjourned 5:30pm.