

# HOLY TRINITY

*Episcopal Church*



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

## HOLY TRINITY VESTRY MINUTES

**January 20, 2019**

**Present:** Lori Graham; Sarah Maiberger; Tommye Hurst; Earl Burch; Suz Cate, rector; Christopher Wilkerson, assistant rector; Hap Wheeler, senior warden; Bill McDaniel; Byron Harder; Bob Taylor, treasurer; Jack Davis; Bill Hurst, junior warden elect; Bob Green; Cary Berkeley Kaye; Kathy Hunter; Bill McDaniel

Apologies: Shannon Quattlebaum; Meredith McTigue; Kathy Crouse; Bill Purkerson, vestry elect; Rebecca Eidson, clerk; Sam Nelson, vestry elect

The meeting opened a few minutes after 7 PM.

Christopher shared a spiritual reflection on the work of Martin Luther King, Jr.

Kathy Hunter and Cary will send a few edits to the December minutes to Rebecca.

ATTACHMENTS – Information submitted prior to the meeting appended to the minutes.

1. Newcomers ministries
2. Letter to the Diocese from Senior Warden
3. Trinity Place property improvement timeline
4. Vestry Retreat Agenda
5. Pastoral Care Committee meeting minutes
6. Treasurer's Report Summary
7. Episcopal Day School Board meeting minutes

### **Vestry goals**

Hap said that at the vestry retreat there would be a wrap-up of the vestry goals and setting of new goals. Tommye discussed details of her presentation at the upcoming annual meeting. The diocese has been contacted regarding our plans and the required process is being followed.

### **Sharing of general concerns and thoughts**

Kathy Hunter and Tommye followed up on previous discussion of reported decline in attendance. Suz has looked and says that there is a pattern of decline in Sunday attendance of 30-40 over the last four

years. Hap noted that Kathy Crouse is planning to do a fuller analysis. Some national trends in attendance decline were discussed.

Tommye described this as a “year of implementation” that will make 2020 “simpler.”

Suz said in response to a question that a new church directory was assigned to the communications committee.

### **Senior Warden’s report**

Hap noted that the annual meeting is next week. Lori donated a television for upstairs (where some child care will be provided).

Hap said that the retreat agenda is ambitious and includes goal setting, planning, and information transfer.

The finance committee asked the vestry to approve an expenditure of \$30,000 from the Trinity Place fund for engineering plans. Our plan for Trinity Place affects Clemson University property. The relevant committee at the university requires engineering plans which must cover the entire property (not just the Clemson University piece) because of drainage and other things that affect the whole property. We hope to get this before the board of trustees at their April meeting rather than waiting for their July meeting, so we need the plans at this stage. By motion of Bill McDaniel and second of Kathy Hunter the vestry unanimously approved the expenditure.

Because of additional money received in December, the 2018 SOM had a surplus of some \$15,000. The finance committee asked the vestry to direct \$11,000 to the Anderson fund repayment (accelerating the payment scheduled for 2019); \$1,000 of income not spent in the young adult ministry category to the youth fund for mission in 2020; and \$3,000 to the reserve fund to get it up to three months of operating expenses. A conflicting motion regarding a \$25,000 payment toward the church’s commitment to the Haiti university students was introduced and later withdrawn. After February there will be 10 students, expected to be 8 by May due to graduations, and funds are secure through February. There was extensive discussion. Cary then moved, and Tommye seconded, that the vestry direct an additional \$11,000 to the outreach fund earmarked for the Haiti university students, with adjustments to pledge and plate figures identified by Hap. After more discussion, the vestry approved the finance committee’s motion, by second of Cary, with a single nay vote. Then the vestry approved the second, outreach motion, again with a single nay vote.

Suz and Christopher left the meeting at this point to permit discussion of compensation issues. In the absence of any proposals to the personnel committee for merit raises, Earl, who is on the personnel committee, proposed (and Tommye seconded) a 1.5% COLA for staff excluding certain members recently hired or otherwise rewarded. This figure is a federal figure for the South. After discussion of this and a related, partially conflicting finance committee proposal, the vestry approved Earl’s motion unanimously. Suz and Christopher rejoined the meeting. The vestry directed that the funds saved from the draft SOM in this category should go to help adjust plate expectations.

### **Treasurer’s Report**

On motion of Cary and second of Bill McDaniel, the vestry approved the statement of mission for Trinity Place for 2019 subject to additions of the \$30,000 expense previously approved for engineering reports;

reflection of the \$10,000 in parking funds previously committed to Haiti University students as transferred to the operating fund; and inclusion of two other previously approved expenses for the Trinity Place project totaling \$7,000.

On motion of Bill McDaniel and second of Lori, the vestry approved the statement of mission for 2019 subject to edits increasing the plate expectation by \$6,000; then decreasing the plate expectation by the amount saved in the COLA category previously discussed and voted (final increase in this category was approximately \$3000); removing the discount from the pledges with the effect of increasing this income by approximately \$5,400 ; increasing the outreach budget by \$11,000 directed to Haiti university students; and reflecting the \$10,000 in parking previously voted to be designated to Haiti university students as a transfer from the Trinity Place fund (where parking income had been recognized).

Later in the meeting, on motion of Sarah and second of Lori, the vestry unanimously approved a principal payment of \$14,000 on the debt for Trinity Place

### **Rector's Report**

Suz reported on a positive meeting regarding the altar area with an architect who will talk with the person who works on the organ.

Suz reported that the Finance Committee had approved an expenditure for the purchase of albs and cinctures for acolyte and lay eucharistic minister vestments.

Suz and Christopher are working with area churches (including University Lutheran, First Baptist, Fort Hill, the UCC, and the Unitarians) regarding anti-racism efforts directed at a pledge to end racism. This is inspired by an effort begun in Birmingham. Christopher will be attending a workshop in two weeks (Friday evening and all day Saturday) that is designed to train trainers for this program and hopes to have participation from other members of the parish including vestry members. He will e-mail the vestry with details.

### **Committee Reports**

Bill noted regarding stewardship that pledges are 143 down from 147 last year; and that total amount pledged is \$533,440, exceeding our goal of \$515,000 and up from \$488,000 last year.

Engagement noted that they would like the nametags relocated for Sunday mornings. They will speak to Liz Halpin who usually rolls them out.

Cary noted for EDS that the vestry's spaghetti supper for the EDS community will be on March 11 at 6 PM. Vestry members present signed up for jobs and Cary will contact others. Kathy asked if EDS had considered using walkie-talkies for security such as those used by Family Promise; Cary will relay this to Suzanne. In keeping with the proposal for the other staff of the church, the EDS board recently voted to implement a 1.5% COLA. The EDS board also voted at that meeting to consider merit and other raises up to an additional 1.5%.

Christopher reported on Canterbury and will send his annual reports to the vestry. A new ministry team is in place and a likely candidate for future peer minister has been identified.

The meeting closed at about 9:20 PM.

Respectfully submitted,

Cary Berkeley Kaye

## **ATTACHMENT 1**

### Updates from Newcomers Ministry

1. FYI, I attach a copy of my 2018 annual report for the Newcomers Ministry.
2. Suz and I met by telephone today to review all entries on our newcomers list and determine actions needed:
  - a. If interested, you can see those notes on the website doc to which you all have access.
  - b. We moved 3 newcomers to Engaged/Graduated – Tollison, Nixon, and Brooks; all three are now being welcomed into NG's
  - c. And, we moved 8 newcomers to the Deleted list (which is always kept in our archives)

When you see the number of newcomers we welcomed in 2018 (22 families, 39 potential parishioners), you will be as pleased as I am with all the hard work and dedication you continue to give to this HT ministry!

## **ATTACHMENT 2**

January 16, 2019

Chairperson  
Commission on the Diocese  
Episcopal Diocese of Upper South Carolina

Dear Chairperson:

Following our discussion with the Canon for Congregational Development, and in accordance with Step 2 of the "Building or Renovation Procedure" of the Diocese, we request a review of the attached preliminary architectural plans for renovations of our properties in Clemson, SC. The primary site of construction activity will be the area adjacent to our current buildings that was purchased by Holy Trinity in 2008 and from which we removed the former Methodist church building that occupied much of the property. Currently this land is primarily a gravel parking lot that our parish uses and we lease to retailers in the city, Clemson University and those attending home football games. The lease revenue, along with funds from capital campaigns, are used to pay the mortgages on the property, which have been reduced from \$2.4 million to \$554,000 over a period of 10 years.

The gravel lot does not meet the City of Clemson code, and our waiver for its continuance expires in December 2019. Accordingly, we have undertaken several discernment activities with the parish to obtain input on the use of the space (please see the attached time-line related to the space) and recently hired Signature Architects/Trehel Corporation as a design/build team to present us with options for developing the space. The Vestry has approved the attached concept. The principal components of this "phase I" concept include changing grades on the property to increase the usable space and allow for access to both levels of the current parish hall, converting some of the space into hard surface parking, and providing for a green play space that would also serve as pervious overflow parking. With access to the lower level, our plan is to use our parish hall basement as space largely dedicated to Canterbury activities. The plan also shows a change to the orientation of the access to the parking area from route 93. It should be noted that this concept allows for future development, including the addition of buildings. Also included on the rendering are a proposed meditation garden in front of the parish hall, a covered drop-off space in our current parking area and handicap access to the church office. These improvements are optional, and their furtherance would depend on the level of funding that can be raised for the project.

In addition to time constraints due to the expiration of our code waiver, because our project will impact Clemson University land, we need approval by their relevant committee on land development and, in turn, their Board of Trustees, which meets in April. Of course our plans need several levels of City of Clemson approval. Because of all these steps, we request a meeting to address these renovations with the Commission as soon as possible, either in person or by teleconference.

Respectfully yours,

A.P. (Hap) Wheeler  
Senior Warden

## **ATTACHMENT 3**

### **Time-Line of Property Improvement Plan for Holy Trinity Episcopal Church, Clemson**

**2008** – Purchased property previously the Clemson United Methodist Church from developers for 2.4 million dollars. A fundraising campaign commenced and debt was incurred for the purchase.

**2008-2010**- Rented the building for offices

**2010**- Closed the building due to the City of Clemson zoning requirements and expenses for keeping the building operational.

**2010** – Presented a plan to demolish the building and make improvements for additional parking needed. The Vestry deemed the sense of parishioners was to continue paying down the debt and leave the closed building in place.

**2012** – A property owned by the church adjacent to the back border was sold and an additional fundraising campaign was commenced to fund the demolition of the building leaving a temporary gravel parking lot.

**2012- 2015** – The City of Clemson allowed a 4 year term for the temporary parking lot without insisting on compliance with the zoning ordinances for parking lots. The Church was able to sell parking places raising money to reduce the debt below \$1 million dollars

**2015** – A task force was formed by the Vestry “to explore the possibilities for the future of the property and create a strong socially and economically sustainable plan that ensures that Holy Trinity’s values are upheld”.

**January 2017**- The task force reported to the Vestry the following “In 1928 Holy Trinity was established as a mission church of St. Paul’s to serve the Clemson University community. Holy Trinity has since grown into a significant presence for Clemson and the surrounding communities. The task force recognizes that anything undertaken with property purchased in 2008 must be done in accordance with the primary justification for its purchase: to ensure that Holy Trinity remain in its current location. Consequently, the major goal of the Taskforce for Enhancing our 2020 Vision has been to investigate ways of ‘ensuring Holy Trinity’s foreseeable future at its current site as a significant Church with the Clemson Community and the University Community. Thusly, it absolutely essential that there is sufficient space and resources into the foreseeable future for:

1. physical buildings for Holy Trinity’s programs and services
2. sufficient parking to conveniently accommodate Holy Trinity’s parishioners and visitors as they participate in the Church’s programs and services.
3. protect the sanctity of Holy Trinity’s primary purpose as a worship space (for example, no student housing next door would be a wide spread opinion)
4. alignment and support of the goals set forth in the 2020 Vision
5. support of Holy Trinity’s ministry areas.”

### **July 2017**

The Vestry adopted the following Goal for Trinity Place  
“Decide on the long-term use of Trinity Place”

The Trinity Place Committee used the following guidelines in doing their work to bring forward a plan for the long-term use of Trinity Place to meet the Vestry's implied or explicit covenant with the Parish of using the property for our missions and to the benefit of the community which was made when we raised funds to purchase the property and remove the former Methodist church building. We should be good stewards of the diminishing land resources in Clemson.

#### Work Plan Resources

1. Data and plans from the former study team, including proposals by the Clemson architecture students.
2. Data from 20-20 surveys.
3. Determine any legal issues (eminent domain; building restrictions).
4. Discernment of programs that we intend to expand to serve the Parish.
5. A viable continuing partnership with the city and the campus, including involving them periodically with our planning sessions. (If considered a reasonable option, this stage could include a discussion with the city of any available property that might be included in an exchange, including zoning issues and financial benefits to the Parish.)
6. Involvement of the Parish in enumerating options.
7. Narrow the possible options and do a cost-benefit analysis of them.
8. Once options are narrowed approach Parish for input and determine the will of the Parish for any needed fund raising.
9. After analyzing data, available financial resources and Parish input, recommend to the Vestry a plan and set time-lines to achieve the plan.
10. Estimates of how much it would cost to bring the current parking up to code, if that becomes an option or an interim necessity.
11. Input from community and campus planning experts.
12. Input from the Diocese.
13. Legal assistance.
14. Funds from parishioners, grants and other sources.
15. Have a plan In 1 year-during which we negotiate with city to continue our current parking infrastructure based on a clear time line for the development of the space.

**July 2017** –The new Trinity Place Committee was formed by the Vestry and charged with accomplishing the goals above.

**November 2017** - Vestry approved the following recommendation from the Trinity Place Committee:

- Retain the Trinity Place property and continue to service the debt. This will meet the covenant with the parish to maintain Trinity Place.
- Within the next one to two years, make the following modifications to the Trinity Place property:
  - Relocate the current playground and change the grade behind the parish hall to accommodate entrance at what is currently the basement level; provide an access drive to the back of the parish hall for deliveries and drop-off and pick-up of Day School students.
  - Retain a limited number of surfaced parking places. Continue to rent unpaved parking for football patrons.



- Retain the remainder of the space as a lawn, garden and playground and perhaps for other outdoor recreation.
- Obtain legal counsel regarding issues of imminent domain, adverse possession, and a cut through. Spend up to \$5000. (added to original motion during Vestry discussion)

**December 2017** – The Vestry approved for the Trinity Place Committee to hire Signature Architects/Trehel Corporation as a design build firm.

**February 2018-** It was suggested to us by this firm that we first do a Master Long-Range Plan before starting immediate planning on the Trinity Place property.

Over the year, the Trinity Place Committee, collected information from a wide and diverse group of parishioners, ministry groups, staff, and clergy. All of Holy Trinity’s current buildings were evaluated for current use, current resources, and determined the future uses of each space.

**December 2018-** The Vestry approved a Master Plan from 3 options that met short-term goals and provided space for program expansion in future generations. The selected option is attached. It will provide city required parking, greenspace that will be used for recreation and football parking revenue, and make some needed improvements for accessibility and security issues in other areas.

Access to the basement is part of the plan allowing Holy Trinity to dedicate a new space in the lower level to Canterbury. This space can be customized and students with secure access can have their common area open for extended hours. The Vestry approved hiring the same design/build group to start pre-construction documents. The following time line is currently in place

- Winter of 2019 – Schematics and Pricing for Phase I of the Master Plan accomplishing the Vestry’s short term goals will be submitted to the Vestry.
- Spring of 2019 – Funding will be determined by parish input and commitment. Approval of new easement from Clemson University. Approval of compliance to all City requirements and receive Building Permit.
- Fall of 2019, approved improvements not effecting football parking, may be started.
- December 1, 2019, following the football season, construction of required paved parking, green space, and basement access will begin
- Prior to August, 2020, the beginning of Clemson University football home game season, access to new parking facilities will be available.
- December 2020 all improvements are complete and clean.

We look forward to celebrating in 2020 the improvements to our Holy Trinity campus.

## **ATTACHMENT 4**

### **Vestry Retreat Agenda, Feb. 15-16, 2019**

The first goal of the retreat is to educate and clarify the roles and responsibilities of the church leadership including vestry, wardens, committee chairs and boards. The second goal is to decide on the next steps for implementing the strategic plan, which, in fact, includes the first goal. In general, the role of recommending implementation plans will be assigned to existing teams, committees, wardens and priests with suggestions from the breakout sessions of this retreat. In some cases, we may create goal-based committees having a vestry leader (similar to the three we have now). The assignment of those leaders can be done along with deciding on vestry representation on existing teams, committees or boards.

#### **Friday Night- Feb. 15<sup>th</sup> 6 pm**

Social Hour and Dinner with old and new vestry (6-7:30 pm)

Goals of the retreat (7:30-7:40 pm)

Mission of Holy Trinity-spiritual and operational significance/philosophy of living out the Gospel (7:40-8:20 pm)\*

Current Organization of Vestry and Vestry Committees (see handout) (8:20-8:40 pm)

Compline (8:40-9:00 pm)

Finance 101-Lynne (7:40-8:30 pm)

Budget, funds and investments of the church

2019 SOM-residual questions (8:30-8:45 pm)

#### **Saturday Morning-Feb. 16<sup>th</sup> 8:30 pm**

Continental Breakfast (8:30-9:00 am)

Daily Devotion-In the Morning (p. 137 BCP) (9-9:10 am)

Finance 101-Lynne (9:10-9:50 am)

Budget, funds and investments of the church

2019 SOM-residual questions/comments (9:50-10:10 am)

Roles, Responsibilities and Accountability of Leadership

Review of canonical roles of rector and vestry (see handout) (10:10-10:20 am)

Review of By-laws (see handout) (10:20-10:30 am)

Develop specific responsibilities and objectives for leaders at Holy Trinity (see separate sheet for points to be considered)- (10:30-11:20 am)\*

Staff responsibilities, oversight and accountability- (see current job expectations) (11:20 am-12:00 pm)\*

Daily Devotion-At Noon (p. 138 BCP) (12:00 to 12:10 pm)

Lunch (12:10 to 1 pm)

#### **Saturday Afternoon-Feb 16<sup>th</sup>**

Mutual Ministry Review process-(see summary of process used previously) (1-1:20 pm)

Strategic Goals (see Nov. 18<sup>th</sup> revision) (1:20-2:00)\*

Condense and prioritize?

Assign to committees for implementation plans/ create vestry goal committees

Establish vestry goal committees

Current Vestry Goal Committees (2-2:30 pm)

Brief "final" report

Close out; subsume under standing committees; create standing or interim committee

Eucharist (2:30-3:00 pm)

\*involves brief introduction, breakout sessions and a brief report from the breakout groups

## **ATTACHMENT 5**

Pastoral Care Ministry Team Meeting  
January 14, 2019

Attending: Lyn Luszc, Barbara Armstrong, Pam Mack and Liz Halpin (Suz Cate joined the meeting late.) Meeting was called to order by Kathy Hunter, Interim Chair, at 4:03pm. We opened with a unison reading of the Prayer of St. Frances. Discussion and approval of the minutes from the December 2018 meeting and our 2018 Annual Meeting report followed. Reports were then given.

Visitation: Team members reported on visitations they made since our last meeting; Communion taken to parishioners, cards sent, and phone calls made. Suz reported she had 7.5 hours of: visitation, taking Communion to parishioners that cannot make it to church, and counseling. Suz is sending out postcards letting people know she is praying for them and letting them know she is available if needed.

Transportation: Suz will call Evelyn Goodman's son, Hank, about Evelyn and let him know that we will be taking his mom Communion. Lynn will look into Go Go Grandparent for Sunny Hamill.

Health Ministry: 1. "Solo Women" group –The group wanted a lunch get together so Pam will arrange it soon. 2. January 13 was our first Adult Sunday School session, on "Vision Changes As We Age" – 17 parishioners attended; and on January 20, the second session "Positive Physical Approach" will be given.

Prayer Shawls: 5 knitters and 1 crocheter have agreed to create prayer shawls. Suz has a prayer that is used while knitting the shawl, or before/after knitting it. This prayer will also be sent with the prayer shawl. Kathy will work on guidelines for the prayer shawl creators and will bring a rough draft to our monthly meeting in February.

There is money in our new Good Samaritan Fund. We still need with guidelines for this fund. (Non-medical, blankets, and transportation needs. Monies would be used at the Rector's discretion with the advice of the Pastoral Care ministry team.) In our 2018 Annual Report, we stated, "this fund is focused on helping needs of members of the congregation at the discretion of the Rector. (Policy will be further developed on the basis of experience.)" We now need to work on guidelines.

Remember: Claiborne is ready, willing and able to set up an online meal scheduling document when someone needs it.

The current Flower distribution is working, but could be reconsidered in the future for the special needs of our Holy Trinity Parishioners.

Pastoral Care Ministry Team resource center: Judy, Liz and Suz will be setting up a card mailing area here. Be looking for cards to put in this area. Pam had suggested in December 2018 that an ink stamp to stamp on the cards, and had said in December she would purchase.

Meeting adjourned at 5:10pm. Next Meeting: February 11, 2019, 4pm.

*\*minutes respectfully submitted by Kathy Hunter, January 14, 2019*

## ATTACHMENT 6

**Treasurer Report to the Vestry  
January 20, 2019  
Bob Taylor**

**Key items in the almost final 2018 printouts of the financial statements include:**

1. Investments up \$20K over 2017
2. Prepaid 2019 pledges now total \$95K
3. St Paul's - Thrift Shop Fund balance up substantially
4. Increase in the Anderson Fund balance was the \$16K payback for 2018
5. Catchup pledges, some over pledges, Christmas and five Sundays in December resulted in offerings exceeding budget by \$2.4K
6. Expense overages (Staff Health Insurance, Maintenance, Maintenance Contracts, Utilities, Telephone and Internet) and shortages (Family Minister position and a large number of unspent budgets) resulted in an overall expenses being \$11.7K less than budget.
7. With almost all 2018 financial items accounted for, the 2018 SOM has an approximate \$15.8K surplus.
8. The Trinity Place Fund is adequate at this time and has reserves for both the \$30K which may be needed for engineering plans and loan payments January thru May (until the season football parking revenues are collected for 2019).

**The following recommendations to Vestry were discussed and unanimously endorsed for the 2018 surplus at the January 9<sup>th</sup> Finance Committee Meeting:**

- Transferring the \$1,000 surplus from Young Adult Ministry to the Youth Fund which is currently \$3,7650.33
- Using \$11K of the surplus as a partial 2019 payback to the Anderson Fund, thus reducing the required payback of \$24,000 in 2019 to approximately \$13,000 which helps balance the 2019 SOM.
- Using the remainder of surplus plus funds from the Operating Fund Balance to bring Reserve Fund Balance to 3 months of budgeted operating expenses for 2019.

**There was a November designated gift of \$14K for Trinity Place loan payment. The Finance Committee is recommending that another principle only payment of \$14K be made on the Trinity Place loans.**

**The Trinity Place 2019 SOM (page 6) was unanimously endorsed as a recommendation to the Vestry. It was noted that the season football parking rate would be up \$100 to \$700 per space this year with the \$100 per space funds being transferred from football parking to the Haiti University Student Fund during the summer.**

**The Finance Committee recommends the latest 2019 SOM draft (page 7 & 8) to the Vestry. This current 2019 SOM draft includes 3% raises. It is also a Finance Committee recommendation that, in addition to cost of living raises being recommended by the Personnel Committee, merit raises based on evaluations be awarded prior to March 31, 2019.**

## ATTACHMENT 7

MINUTES OF THE MEETING OF THE EPISCOPAL DAY SCHOOL BOARD, January 16, 2019

Attending: Suzanne Watkins, Suz Cate, Hap Wheeler, Carolyn Wheeler, Betty Snowden, Cary Berkeley Kaye. Regrets: Mike Cauley, Claiborne Linvill, Sheliah Durham, Scooty Burch. Suz opened with a prayer.

- 1) On motion of Hap and second of Betty, the minutes of the November meeting were adopted.
- 2) PAC is preparing for the silent auction at the spaghetti supper. Cary will begin attending PAC meetings as the board representative.
- 3) The board discussed Suzanne's proposal for an approximately 2.5% increase in tuition and fees. At the extremes, this would raise monthly two-day tuition (9a.m.-12p.m. Tues/Thurs) by \$3 and monthly full-time tuition (7:30a.m.-5:30p.m. M-F) by \$15. This would allow payment of a COLA for staff and certain curricular costs. There was no COLA last year. Hap emphasized the importance of giving COLAs based on real data such as the relevant government numbers, which are currently 1.5% for the South. Suzanne explained that we don't want to be raising tuition every year as parents appreciate it remaining steady sometimes. On motion of Cary seconded by Carolyn, the board voted to approve a tuition/fee increase of either 2.5% or 3% depending on Suzanne's judgment when she had a chance to run the higher numbers; to ask Suzanne to include a 1.5% COLA in budgeting for next year; and to revisit other salary/bonus issues (merit, etc.) in the next few months.
- 4) Suzanne reported to the board on the EDS employee fees that are and are not covered by the Day School. One non-covered item was a required TB test. Betty asked if it was available for free at the county health department, and Suzanne is going to look into that.
- 5) The spaghetti supper will be March 11 at 6 PM. Suzanne suggested and the Board approved inviting EDS alums who attend Holy Trinity, asking them to RSVP. Suzanne gave Cary the food list; about a 10% increase seems appropriate in light of the invitation to alumni. Cary will do a sign-up sheet at the vestry meeting. Rory McTigue had good ideas for kitchen flow last year.
- 6) No major changes in enrollment.
- 7). The budget is a little in the red because of the fence around the air conditioning units (which could potentially come out of savings) and the loss of football parking.
- 8) Suzanne has interviewed a new substitute teacher.
- 9) The board began a conversation about how EDS can respond to the future Trinity Place construction. One playground will be lost and the remaining one adjoining the building is not currently suitable for two-year-olds and will need to be reworked. A subcommittee should look at this. Various potential members were discussed and this discussion will continue by e-mail. Fundraising via a request to be included in the diocesan budget for 2020 was discussed; Suz says the deadline would be in March. A second issue is the potential noise, dust, and debris from the construction which would affect whether the children could play outside at all. It would be great to have the major work done in summer for this reason. A third issue is the impact on parking for special events from December 2019 through May 2020.

The meeting closed at about 11:45 AM.