



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

Vestry Meeting June 16, 2024

PRESENT: Mel Harriss (Senior Warden), Bob Taylor (Treasurer), Hap Wheeler, Andrew Baker, Charlie Curtis, Caleb Carroll, Will Brown, Jody Hunter, Chesley Rowe, Jean Ellen Zavertnik, Sarah Trice

ABSENT: Rev. Suz Cate (Rector) - Sabbatical; Chris Heerwagon (Junior Warden); Martha Williams, Mark Stokes, Betty Snowden

GUESTS: None

OPENING PRAYER

CALL FOR ADDITIONS TO THE AGENDA: None

ANNOUNCEMENTS: Hap Wheeler reported that the Holy Trinity history book is now available for sale. "A Brief History of Holy Trinity Episcopal Church " by Ben Skardon is now available. We currently have 100 copies available for sale at \$50.00 each. An announcement will be made in HT notes.

OLD BUSINESS:

1. **Approval of May 2024 Minutes:** Chesley Rowe made a motion to approve the May 2024 Vestry minutes; seconded by Sarah Trice. Motion passed unanimously.
2. **Vestry Directive to HT Endowment Committee - SEE ATTACHMENT A.** At the May 2024 Vestry meeting, the Vestry was asked to review and be ready to discuss and vote on a recommendation from the Finance Committee regarding the Endowment Committee. Hap Wheeler made a motion to request the Endowment Committee to submit its annual report to the Vestry by November of each year so the information can be used for financial planning for the following year. The report is to include (1) total earnings available for spending, separated by the three buckets – Holy Trinity Premises, St. Paul's, and Holy Trinity Missions; (2) earnings for the past 12 months which would be available for financial planning for the following year; (3) a recommendation from the Endowment Committee as to the portion of the 12 month's earnings which should be reinvested for growth & inflation and the portion which could be used for financial disbursements the following year; and (4) an overview of the Endowment holdings over the past few years. Charlie Curtis seconded the motion. A vote was taken and the motion passed unanimously.

NEW BUSINESS:

1. **Treasurer's Report [Bob Taylor] – See ATTACHMENT B for details.** Bob noted that we are in very good shape financially.

- a. Audit Report for 2023: Caleb Carroll made a motion to receive the *Annual Audit of 2023 Financial Activities of Holy Trinity* and to have the Finance Committee investigate the feasibility of implementing each of the recommendations in the report over the next several weeks with the goal of adopting each recommended action if efficiently appropriate. Jody Hunter seconded the motion. A vote was taken and the motion passed unanimously.
- b. Bob suggested the Vestry write a letter of appreciation to the audit committee thanking them for their hard work and dedication.
- c. Martha Williams made a motion to accept and approve the Treasurer's Report; seconded by Charlie Curtis. A vote was taken and the motion passed unanimously.

2. **Committee Reports:**

- a. **Stewardship:** Jody Hunter reminded the Vestry the Stewardship Committee is very dedicated to their work and meets regularly all year, not just during the campaign period. The theme for the 2025 campaign is "Heritage, Home, Hope." We will emphasize the 125 year history of Holy Trinity by talking about the different time periods and history of the church. The kickoff campaign is scheduled for Sept. 15 with a catered meal in Parish Hall. The committee is working on the content of the stewardship information to be sent to parishioners. The term "estimate of giving" will be used instead of the word "pledge." Ingathering will likely be at the end of October. They will work with the Finance Committee to set a campaign goal.
- b. **HT Cares:** Jean Ellen reported the committee, formerly called Pastoral Care, is chaired by Serena Dubose and meets monthly. Currently they are revising their brochure. Part of the committee's responsibility is to be aware of parishioners and past parishioners who are unable to come to church, including those in senior living communities. They prepare cards, small gifts (goodie bags), prayer shaws, etc. There are approximately six people on the committee and others on a list who are invited to join for projects as needed, e.g., deliveries. Hap Wheeler commented that he will send Jean Ellen information they are developing for the new church website for her input.
- c. There was some discussion about how committees and the Vestry operate. Chesley will send out the Vestry Handbook to new Vestry members.

3. **Parish-wide Survey:**

- a. The Vestry discussed methods/ways to share information from the parish-wide survey with the Parish family as a whole. The information also will inform our next Strategic Plan.
- b. After everyone had the opportunity to share their thoughts and ideas, Mel Harriss asked each Vestry member to do the following:
 - i. Make a list of concrete suggestions offered by parishioners in their responses to the survey.
 - ii. Edit the summary sections developed by the Survey Committee as you see fit.
 - iii. Send your list and edited summaries to Mel by July 15.

- iv. Gather to discuss at a special called Vestry work session on Tuesday, July 23 from 5-8 pm.

REPORTS:

1. **Jr. Warden's Report (Chris Heerwagon) – See ATTACHMENT C**
2. **Sr Warden's Report (Mel Harriss) - See ATTACHMENT D**

NEXT VESTRY MEETING – 18 August 2024, in person following 10 am service with Zoom available.

CLOSING PRAYER - Mel Harriss

Respectfully Submitted,

Rebecca Eidson, Clerk to the Vestry

ATTACHMENT A

To: Holy Trinity Endowment Committee (via Ron McGimpsey, Chair)

From: Holy Trinity Vestry (via Mel Harriss, Senior Warden)

The Vestry was very pleased to receive the Endowment Committee Report at its February 2024 meeting. For better financial planning for 2025, we would like to schedule the annual report from the Endowment Committee for the November 2024 Vestry meeting. The stewardship campaign is typically completed in October, and the financial planning for 2025 will begin in November.

With the timing of the ECF reports, it will be acceptable for the annual report from the Endowment Committee to be based on the 3rd quarter ECF statement, ending September 30. Since the Vestry typically meeting on the 3rd Sunday in November, this would allow more than a month for the Endowment Committee to finalize its annual report to the Vestry.

In accordance with the 2015 Endowment Committee operational procedures, we request that the annual report include:

1. Total Earnings available for spending, separated by the three buckets – Holy Trinity Premises. St. Paul's and Holy Trinity Missions.
2. Earnings for the past 12 months which would be available for 2025 financial planning.
3. A recommendation from the Endowment Committee as to the portion of the 12 month's earnings which should be reinvested for growth & inflation and the portion which could be used for 2025 financial disbursements.
4. An overview of the Endowment holdings over the past few years.

The procedure for possible disbursements would follow the spending rules section (copied below) of the Vestry Approved 2015 Revised Endowment Fund Description.

Expendable funds will be determined on the basis of a total return principle and will not be dependent upon income generated through interest or dividends.

- The funds available for distribution during any one year will be limited to a percentage of the market value of the corpus.
- The market value for purposes of this calculation is defined as a three-year rolling average market value of the corpus, based on measures taken at the end of each of the preceding twelve quarters. The market value for this purpose will be taken net of the fees for investment management.

All other expenditures, whether in categories 1) or 2) above, will be taken from funds designated as available for distribution on the basis of this defined formula.

The percentage of the corpus to be made available shall be determined each year by the BOARD, in consultation with the investment managers. Market performance of the portfolio will be an important consideration in setting the spending percentage for the FUND. However, it will be the goal of the BOARD to grow, or at least maintain, the purchasing power of the FUND, taking inflationary effects into account.

Any unexpended funds from those available for distribution in a given year will be accrued and will continue to be considered "available for distribution" in subsequent years, unless otherwise designated by action of the BOARD, with the approval of the Vestry.

A spending resolution such as the following suggested *pro forma* resolution will be required in order to spend funds from the Endowment that are designated as the current year's Expendable Funds.

**Treasurer's Report to the Vestry
Bob Taylor, June 16, 2024**

This report has:

- ☐ A review of the May 31, 2024 financial statements.
- ☐ a presentation of the Audit Report on 2023 Financial Activities of the Parish

- **The Finance Committee's Review of the May 31, 2024 financial statements (pages 3-7) is summarized as:**
 1. May was another good month with income exceeding expenses by \$6,308.85 (pages 5 & 6).
 2. Year to date income exceeds year to date expenses by almost \$13,965.01 (page 6), but outreach had not expended any of their budget by May 31st. Approved outreach expenditures of \$8,500 were processed in June. Thus, this surplus will likely be less with the June 30th financial statements.
 3. Trinity Place Fund looks good (page 7). Doors income lagging behind is troublesome, but parking should exceed budget by several thousand dollars (balancing things out).
 4. Available cash in Trinity Place is about \$79K – probably justifying a principle only payment of \$20K to \$30K before the end of the year.
 5. A midyear review of the anonymous operating pledge spreadsheet and the anonymous Doors spreadsheet is planned for July to see if there are any irregularities which could be troublesome in the second half of the year.

- **The Finance Committee's Review of the Audit Report (pages 8-24) of 2023 Financial Activities focused on: (page number reference to Report page numbers).**
 - ☐ **Page 15.** There is an out-of-date inventory list from 1981. A video inventory is in process.
 - ☐ **Page 19.** Letter on the Rector's Housing Allowance is needed each year (see pages 24-25 of Treasurer's Report for more information on this topic).
 - ☐ **Page 23.** An accounting policy and procedure manual is in process.
 - Page 27.** Additional recommendations:
 - ☐ Holy Trinity specific manual should be completed with Vestry Minutes of specific financial practices included.
 - ☐ A succession plan for all key office personnel should be developed.
 - ☐ A completed new hire checklist should be placed in each employee folder.
 - ☐ A schedule should be developed for a periodic insurance review.
 - ☐ Accounting practices for EDS should conform with those of the Church.

- **The Finance Committee requested more information on the items where the EDS accounting practices were different from the Church's. The follow up conversations with Assistant Treasurer Dorothy Meeks (who supervised the Review) identified the following items:**
 1. Depreciation

2. Check request and/or payment vouchers should be used for EDS expenditures.
 3. An authorization protocol similar to the recently approved Holy Trinity Expenditure Policy should be used.
 4. A monthly review of EDS financial statements should be provided to the Vestry.
- **The Finance Committee has not completed their review of the report. Hence, there are not recommendations from the Committee with respect to the Report.**

A Motion which a Vestry Member might consider making.

The Annual Audit of 2023 Financial Activities of Holy Trinity was received by the Vestry on June 16, 2024. Over the next several weeks, the feasibility of implementing each of the recommendations in the report will be investigated with the goal of adopting each recommended action if efficiently appropriate.

ATTACHMENT C

Jr. Warden's Report

May, 2024

Improved WiFi Coverage – Parish Hall / EDS Building – thanks to Mark Stokes, 2 new WiFi antennas were installed to cover the 2nd floor of the Parish Hall (he not only dedicated his time, but also \$\$\$ to purchase the hardware). Mark programmed the antennas so they interact with each other – providing seamless coverage as you walk around the 1st and 2nd floors. We plan to install a similar antenna in the Basement in June. Next we will explore other internet service options as the current feed from AT&T struggles during peak office / school hours (unfortunately we already have AT&T's best service they currently offer for our address).

St. Paul's Water Issues – the town of Pendleton hopes to bid the job in June that will install a new water supply line and meter to St. Paul's. I have received 2 bids to connect the new meter to the lines that were run to both the Thrift Shop and Church in late 2022. The best bid will require Finance Committee approval (under \$2500). The work will include new shut-off valves to each building and 2 new spigots in the churchyard. However, we can't run our lines until after the new meter has been installed (we're waiting on the town). This should resolve the low water pressure issues at St. Paul's.

St. Paul's Property Damage – storms brought down 3 medium-sized trees in the wooded area behind the church-yard that fell across Elm Street. The Town of Pendleton cleared the debris blocking traffic. I took my chainsaw to St. Paul's and cut the debris down to size acceptable for the town to take away. As of the end of May, we're waiting for the town to haul off that debris so I can go back and finish cutting up anything too big for the town to take. The chain-link fence along Elm Street was damaged in this incident across a 30-foot section. Local residents have offered to contribute \$\$\$ if we're willing to replace the entire chain-link section with 1 that is black instead of silver. Fence repairs +/- or upgrades will be looked into after the debris removal has been finalized – this will allow fencing companies to have clear access to the fence-line.

St. Paul's Restoration (status) – nothing to report since putting the painting on-hold last month. Will look into a structural analysis to be performed on the Roof System before any decisions are made on the type of roofing material to use. I hope to rebid the actual Restoration work (painting / wood repairs) in July / August.

Roof Insurance Claim (status) – no major update, I'm waiting to hear back from our Insurance company about any impacts (annual costs / coverage) of using real wood shingles on St. Paul's church. Jim Reed is also looking into costs and warranty info as it pertains to real wood shingles. Otherwise, I plan to create Scope of Work and Request for Quote packages in June so we can get the roofs replaced (starting with the Thrift Shop and 2 buildings at Holy Trinity).

St. Paul's Land Swap Proposal (status) – no major changes, we still have not received any official offers from the developer (John Gumpert). We are also awaiting word on next steps as advised from the Diocese – which we should receive from Canon Rhoades after their Executive Committee meeting scheduled in June.

Landscaping / Mulch / Addison Lane cut-through traffic – Elias Outdoor Services spread mulch at St. Paul's and Trinity Place in May. The flower beds around the parking lot and Thrift Shop entrance at St. Paul's look great. They also spread mulch around Trinity Place with the exception of the Island along Addison Lane. We held off on that section until after we modify the landscape design this summer to prevent cut-through traffic.

Irrigation System (resolved) - Rainmaker repaired a leaking supply line in the grass area outside the Nave that was reported in April (problem resolved).

Jr. Warden's Report

May, 2024 (continued)

Elevator Cease and Desist Notice – TK Elevator requested and received an extension from the State of S.C. for us to resolve the issues identified in our annual inspection (until June 22nd). TK Elevator is scheduled to be on-site in early June to conduct all outstanding testing. Our annual permit has been paid for and will be received after the testing has been completed and notification of such sent to the state.

Nave Audio / Hearing Impaired System – we contacted the audio company who sent us a quote several years ago to enhance the system. They asked us to send them a summary of all changes made to the system since they were last on-site (eta = June). Then we'll put together a plan to move forward this summer.

Improve Lighting over Choir area in Nave – I met with Golden Corner Electrical and we have 2 basic options. 1 involves simply installing "spot" lights on the altar-side of the beams, while the other offers a more decorative approach. I will gather input from key stakeholders in June on the decorative option to get a feel about which idea would be best received. Then we can lay-out a plan to move forward. The final decision should be made after Mother Suz returns from her Sabbatical (and will include input from the Nave Committee & Vestry).

Parish Hall Lighting – new LED lights were installed to replace burnt-out fixtures in the upper eaves of the Parish Hall (the curved part of the high ceiling that runs down the middle of the room) – this provides much improved ambiance!

Parking Update – football season parking is the main topic for May. All 100 spaces are accounted for and we have 97 patrons signed up with a waiting list (3 spaces are being held for volunteer and pavilion parking). At the end of May, we received payment from 91 of the 97 patrons. Everyone is contacting the remaining 6 for payment by mid-June, otherwise their spots will be given to folks on the waiting list. The intent is to have all spots paid by the end of June. We have also reserved the pavilion for 3 /7 games. Next the committee will seek volunteers to help work each game. Keep your eyes open for church communications from Jerae / Martha (YES – Vestry members are eligible to volunteer to help out). The committee recommended to keep merchant pricing fees the same in 2025, to remain in-line with other adjacent parking lot fees. We also met with Death Valley Towing to review a pay for parking system they plan to deploy in 2025. We will compare the pros and cons of that system with 2 other companies being deployed in Clemson in the next 2 months. Our recommendations will be presented to the Vestry in hopes of deploying a system this Fall – "renting" out the same spaces we reserve for merchants after 5pm and on Saturdays (except game days). We plan to keep the rear / upper parking lots reserved for church members with decals. Zero cars were reported towed by Death Valley in May.

Future Items (June and beyond)

1. Security Committee – initial meeting still needs to be scheduled (eta late June).
2. Master Door Keys – still need a few Vestry members to connect with Wesley to get a master exterior key needed to secure the buildings on Sundays.
3. St. Paul's Committee – 1st meeting in 2024 is scheduled on July 2nd with Andrew Baker as the lead.
4. Possible HVAC Unit Swaps – no update to report here.
5. EDS expansion needs – Chesley is working with Stephanie to move the Chapel into the Parish Hall and make necessary changes to that room to pass DSS inspection as a new classroom.
6. Choir expansion Needs – possibly designate a 2nd room for Choir storage (Charlie Curtis) – place holder.

ATTACHMENT D

Senior Warden Report June 16, 2024

Holy Trinity remains busy and active although at a slightly lower pace for some as we move into the summer schedule.

Taps Across America were played in the St Pauls Churchyard at Brigadier General Ben Skardon's grave at 3 pm on 5/26/2024. It was a brief and moving ceremony as many parishioners remembered our fallen armed services members and visited following the ceremony. Our own Clerk, Rebecca Eidson welcomed us to the service.

June 2 was our first Lemonade under the Bell Tower following the 10:30 service. Please consider serving lemonade, water and goodies following the service. It is a great way to speak to and welcome members and visitors.

The Maternity Leave planning group met on June 5. Bob Taylor, Dorothy Meeks, Evyone Washington, Wesley Ramey, Stephanie LaGuardia and myself met to discuss plans, determine the additional hours that a temp would need to work and what would be expected while Evyone is on leave. The Help Wanted request was sent to the Parish by email on Friday, 6/14/24.

June 5 and June 12 saw Wild Wednesdays held at Trinity Place. Our middle schoolers and up joined the youth of Fort Hill Presbyterian, First Baptist and St Andrews Catholic for an hour of fun and fellowship. Vestry Members are welcome and needed to chaperone. Martha Williams, Bill Purkerson and I had a good time on June 5.

Holy Trinity hosted the Standing Committee of the Diocese on Saturday, June 8. Jim had set up tables as requested in the Parish Hall and coffee, muffins and fruit were provided for the attendees from all over the Diocese. The nave was available for Morning Prayer and in my role as Senior Warden I welcomed them to Holy Trinity.

We welcomed Mtr Sally Franklin on June 9, and look forward to her time here through July 7. I know that we will continue to make her welcome.

I hope you have started on the homework that Mtr Suz gave us. I have to admit that I have not, but since we have no July Vestry meeting I know we can all get it done.

Peace,
Mel