



Vestry Meeting October 20, 2024, Noon, Vestry Conference Room

PRESENT: Rev. Suz Cate (Rector), Mel Harriss (Senior Warden), Chris Heerwagen (Junior Warden), Bob Taylor (Treasurer), Hap Wheeler, Martha Williams, Will Brown, Andrew Baker, Katherine Sosebee, Betty Snowden, Charlie Curtis, Chesley Rowe, Jody Hunter.

ABSENT: Jean Ellen Zavertrnik, Sarah Trice, Mark Stokes

DISCUSSION: "When Church Stops Working" –Chapter 3: The Vestry members are reading this book and spent this time discussing their thoughts on Chapter 3.

CALL FOR ADDITIONS TO THE AGENDA: None

ANNOUNCEMENT: Hap Wheeler shared a flier featuring an upcoming event called "Unity In All Communities." Holy Trinity is a sponsor and he asked Vestry members to try to attend on Saturday, October 26 at Abel Baptist Church in Clemson.

OLD BUSINESS

1. **Approval of August and September Minutes:** Martha Williams made a motion to approve the minutes; seconded by Chesley Rowe. A vote was taken and the motion passed unanimously.

NEW BUSINESS

1. **New Vestry Member:** The Vestry welcomed Katherine Sosbee to the Vestry.
2. **Special Recognition:** Bob Taynor shared a copy of a thank you note to Dorothy Meeks for her diligent work in assisting with the management of church finances during Evyone Washington's maternity leave.
3. **Treasurer's Report** [Bob Taylor]: Detailed financial reports were emailed prior to the meeting and hard copies were distributed. The Treasurer's Report included the following, all of which is detailed in **ATTACHMENT A**.
 - a. A review of the September 30, 2024 financial statements.
 - b. ***A recommendation from the Finance Committee for a temporary cleaning service to compensate for the retirement of the sexton. No motion or second needed since the recommendation came from a Vestry committee comprised of more than one person. A vote was taken and the recommendation passed unanimously.***
 - i. Notably, the Personnel Committee is reviewing the sexton position to ensure the position description will meet current parish needs before pursuing candidates for the job.

- c. A report of the emergency replacement of the fire and alarm panel. Great appreciation was extended to Chesley Rowe for handling this matter.
 - d. The letter of appreciation for Assistant Treasurer Dorothy Meeks, which was included in the Treasurer's packet.
 - e. ***Chris Heerwagon made a motion for the reallocation of \$5,180 for the Kitchen Backsplash Protector and \$5,820 for the Trinity Place Addison Lane landscaping from the Beth Kunkle funds. Seconded by Charlie Curtis. Motion passed unanimously. This was followed by a recommendation by the Finance Committee for the approval of the \$5,180 expenditure for the kitchen backsplash protector. No motion or second is needed since the recommendation came from a Vestry committee comprised of more than one person. A vote was taken and the recommendation passed unanimously.***
 - f. ***Chesley Rowe made a motion to accept the Treasurer's Report; seconded by Chris Heerwagon. Motion passed unanimously.***
4. **Committee Reports:**
- a. **Nominating Committee for Vestry Members for term starting 2025:** Sarah Trice has agreed to serve another term and will be on the ballot. The committee has developed a preliminary list of potential candidates. After Mtr. Suz reviews the list to ensure they are members in good standing, they will be approached about running for Vestry.
 - b. **Stewardship Update:** We have one week remaining in our Stewardship Campaign. To date, pledge commitments exceed \$357,000, which is greater than this same time last year. Our ingathering is October 27, which will include lunch and a harvest festival. Historically our final pledges come in during January. In mid-november, we will send a letter to follow up with those who have not yet made their commitment. Jody praised the work and dedication of his committee.
5. **Review of Norms:** Chesley Rowe emailed all Vestry members a copy of the Vestry Handbook, which contains the Vestry Norms. Mel Harriss reviewed the norms with the Vestry members.
6. **Discussion of Mutual Ministry Survey Results - Plan for sharing information with the Parish:** At the September meeting, Charlie Curtis, Hap Wheeler, and Chesley Rowe agreed to meet and develop a recommendation for what content and format should be used to communicate the results of the MMS survey to the parish. They have not yet met due to disruptions caused by Hurricane Helene. They plan to meet this month and will have a recommendation ready for the Vestry at its November meeting. It was noted that a framework was developed in September, and it should be useful for the subgroup work.
7. **Reports**
- a. **Rector (Mtr. Suz Cate) – See ATTACHMENT B for Rector's Report.** No discussion, as Mtr. Suz had to leave the meeting early on a parish matter.
 - b. **Senior Warden Report (Mel Harriss): See ATTACHMENT C.** Mel talked about how pleased she is with the spirit of our parish, especially during the recent hurricane and recovery.
 - c. **Junior Warden (Chris Heerwagon): See ATTACHMENT D** for the Junior Warden Report

for September and October. Chris Heerwagon reiterated the need for assistance with Junior Warden duties and thanked those who have provided assistance in recent weeks. He reminded the Vestry that the workload is too great for one volunteer, and believes we need to re-conceptualize how we handle this work. Ideas include a volunteer assistant to the Junior Warden, assigning projects to volunteers on a project-by-project basis, a committee of volunteers, and ensuring the new Sexton position can assist with routine maintenance, meeting with vendors, and other tasks. We need to develop a long-term sustainable approach to handling this work.

NEXT VESTRY MEETING – 11/24/24 following 10:30 service. Note change to the fourth Sunday of the month due to Annual Bazaar on the previous weekend.

Closing Prayer

Respectfully submitted,

Rebecca Eidson
Clerk to the Vestry

ATTACHMENT A

Treasurer's Report to the Vestry Bob Taylor, October 20, 2024

This report has:

- A review of the September 30, 2024 financial statements.
 - A recommendation on the Temporary Cleaning Service to compensate for the retirement of the sexton.
 - A report of the emergency replacement of the fire and alarm panel in the panel hall.
 - The letter of appreciation for Assistant Treasurer Dorothy Meeks.
 - Approval of the \$5,180 expenditure for the kitchen backsplash protector.
- **The Finance Committee's Review of the September 30, 2024 financial statements (pages 3-7) is summarized as:**
 1. The low checking account balance of \$28,342.77 (page 3) has been augmented to a safe level of over \$40,000 with the deposits of several contribution checks.
 2. The healthy increases (page 3) in all investment accounts reflect the updating of investments following Evyone's return (recall these were not updated during her absence). The negative change (-\$16,175.63 (page 3)) is the difference between the \$20,000 September transfer from Edward Jones to First Citizens checking and the September earnings.
 3. The change of \$16,676.76 (page 3) in prepaid pledges is the transfer to operating for September.
 4. The change of \$7,287.85 (page 4) in the Trinity Place loan reflects the principle payment part of the September's monthly loan payment. It was noted with pleasure that the balance dropped below \$600,000 (page 4).
 5. September pledge income was about \$3K (page 4) below budget, and plate offerings were close to budget. Hence, total income for September of about \$3K (page 4) below budget brings the deficit between income and budget to about \$6.7K (page 4) year to date.
 6. September's expenses were again less than budget by about \$4.3K (page 6), and year to date income exceeds year to date expenses by \$4,743.08 (page 6).
 7. Facilities expenses continue to be over budget (by \$4,731.67 (page 5)). Utilities expenses will be less in the next 2 to 3 months, but facilities expenses will probably be over budget for the year. This will need to be counted for in the 2025 SOM along with the increase in church insurance.
 8. Trinity Place budget (page 7) is still very healthy (thanks to merchant and football parking) and approximately \$60K cash is available for almost 7 months of payments.

- **The Pye Barker Fire and Safety Invoice of \$4,161.35 for emergency repairs to the fire alarm panel in the Parish Hall was approved for payment with a 50-50 split with operating and EDS funds (subject to coordination with EDS). Also, the claim has been submitted to the church insurance, and it is likely to be reimbursed. The repair work by Chesley to the wall around the new fire and alarm panel was noted with thanks.**
- **The Cleaning Service contract as a temporary replacement for the retirement of the sexton was discussed. Since the Operating Budget and EDS shared the sexton salary 50-50, the Finance Committee is recommending to the Vestry that the cost of the cleaning served continue the 50-50 split.**
- **Assistant Treasurer was provided a letter of appreciation (copy included on [pages 8-9](#)) and a gift card for Longhorn Steak House for the extraordinary work which she performed during Evyone's maternity leave.**
- **Reallocation of Kunkel funds for the remaining three projects (info on [pages 10-12](#)).**
 Recall that in the September Vestry the recommended motion
The Finance Committee recommends expenditures from the Kunkel Fund up to \$4,000 for the Kitchen Backsplash Protector and up to \$7,000 for the protective landscaping and boulders to deter cut through foot traffic in Trinity Place. The residual in the Kunkel Fund after these two expenditures will be transferred to a SAME Garden subaccount in the Trinity Place Fund for the greenhouse and supplies was approved. A reallocation of \$5,180 for the Kitchen Backsplash Protector and \$5,820 for the Trinity Place Addison Lane landscaping is requested.

ATTACHMENT B

RECTOR'S REPORT

Worship

- Attendance for last 4 Sundays averaged 111. Note that this includes the post-hurricane Sunday when the total attendance for the day was 68.
- We baptized a 4 year old girl on 9/29, whose family came to us from the preschool
- We have another baptism scheduled for 11/3 (All Saints) and still another in the works possibly 1/12/25 (The Baptism of Our Lord)

Pastoral Care

- 5 hospital visits between 9/22 and 10/20
- 4 Eucharistic visits
- 5 home visits
- 4 office or coffee visits
- Many prayers and conversations about the upcoming election—people are anxious!
- I have used Good Shepherd funds to support 2 couples in great need in our parish, one needing respite care for a caregiver and the other needing assistance with housing in an emergency.

Staff

- Hurricane Helene disrupted our planned staff lunch to welcome Evyone back and offer thanks to Rebecca Turner and Dorothy Meeks.
- Jim's departure has been an emotional blow for all of the staff.
- Everyone has been pitching in to cover the office cleaning, and we were all very happy to see Clean Spaces arrive on 10/14!
- This has been a rough month, with many demands and many disruptions. I am grateful for the professionalism and dedication of each member of our office staff!

Canterbury

The number of students attending church seems to be holding pretty steady. Those attending Canterbury are also holding steady. It is a small group (usually 5 or 6), and they are very tight-knit. Scotty has been leading Evening Prayer in the Starbucks at Cooper Library on Wednesdays. There are usually 3 or 4 who participate. We are making plans for Canterbury Sunday (12/8) and Exam Week following.

Continuing Ed, Vacation, Upcoming Diocesan Responsibilities

I did not attend the Sewanee Lectures due to storm related challenges. I did enjoy a few days off in the first week of October, although we were not able to go camping due to storm damage at the campground.

I will be at the Fall Clergy Conference (one of two that we are required to attend annually) Monday afternoon through Wednesday afternoon (10/22-10/24). I will be in Columbia on 10/26 for Commission on Ministry interviews with those discerning calls to ministry. Diocesan Convention takes place 11/8-11/9. I have asked Pastor Chris Heavner to preach on 11/10.

ATTACHMENT C

Senior Warden Report October 20, 2024

What a month it has been! Hurricanes, power outages, trees down all over the area including the St. Paul Church Yard, and a long recovery period for many in the Southeast. The loss of life is tragic and in many families overwhelming as we look around the area. Please continue to pray.

Holy Trinity was without power as a result of Helene for approximately 30 hours and when the power came on the fire alarm panel in the Parish Hall was damaged. You heard in the Treasurer's report of the cost of the repair and how Chesley Rowe stepped up to help Chris with this issue.

On September 30, several parishioners came together to prepare a hot meal for anyone one needed it. Spaghetti and meat sauce, garlic bread, salad, taco soup and a wide variety of desserts were donated to the cause. Any financial donations given for the meal were passed on to Clemson Community Cares.

It is wonderful to see Eyvone Washington back at her desk. I am grateful for all the hard work that went into making her Maternity Leave as smooth as possible for the Parish. It is great to have her back as Bob Taylor and Dorothy Meeks, among others, will attest.

Thank you to the Stewardship Committee. Your hard work really makes a difference in the work of the Parish. It is a treat to see more volunteers participating as we focus on giving our time and prayers to Holy Trinity as well as our financial gifts.

As we look forward to the holidays, please love with the heart of Christ, think with the mind of Christ and act in the world as the Body of Christ.

Mel Harriss, Sr Warden
October 19, 2024

ATTACHMENT D

Jr. Warden's Report August & September, 2024

Combined Report – due to time constraints with all of the initiatives taking place, the August and September updates have been combined into 1 report.

St. Paul's Water Issues – the increased pressure from the new water line caused an older pipe junction to leak. Fortunately a Town of Pendleton employee noticed the leak when they came to inspect the new meter that was recently installed. After a plumber repaired the leak, the Town of Pendleton agrees to credit back the sewer portion of the water bill (but we were still responsible for a \$235 bill for the actual water usage that leaked out). Normally our bills run around \$63 - we were lucky because had the leak not been caught when it did, the water bill could have run into the thousands. We will likely shut off the main water supply to the church when the facility isn't being used weekly. A new sink faucet was also installed in the sink in the Sacristy – drastically improving the water flow.

St. Paul's Fence Damage – I met with the Town of Pendleton and they agreed we don't need to replace the damaged chain link fence that currently runs down the woods line on Elm Street. The town planner gave a verbal OK for us to just continue the decorative style fence from where it currently ends down to the woods line. Powell Hickman from the Pendleton Historic Foundation has 5 sections of matching decorative fence they will donate to the church. We'll need to obtain estimates to remove the chain link fence, purchase any extra sections of decorative fence needed after using what the PHF will provide and then having the new fence installed. Timeframe for completion is 4th quarter, 2024 (pending budget approval).

Roof Insurance Claim (status) – no updates to report – other priorities / initiatives arose that prevented any progress on this topic. The current plan is to submit the Scope of Work for Bid in October, so the contracts can be awarded in early November and the work completed by year-end. This will include both buildings and the breezeway at Holy Trinity, along with the Thrift Shop. The roof at St. Paul's church will wait until needed tree pruning work has been completed.

St. Paul's Restoration (status) – no change – this project is on-hold pending getting a new roof installed. Still looking to rebid the actual restoration work (painting / wood repairs) later this year. Project likely tracking for re-start in 2025. An update was sent to the Parish in the August / September version of Tempo .

St. Paul's Land Swap Proposal (status) – we still have not received an offer from the developer (John Gumpert). The Diocese advised Mother Suz that a temporary Mission Committee needs to be created that will be given signing authority for any deals that may occur this year. The members of that committee include Andrew Baker, Jim Reed, Bob Taylor and your Jr. Warden. We're still waiting to see if the Diocese will provide any negotiating or real estate expertise during this effort, or if we'll likely have to solicit that from either members of our Parish or local Real Estate firms.

St. Paul's – Additional Storm / Tree Damage – the Vestry approved a significant amount of tree removal / tree pruning work that was awarded to Tree South (a company who has done work at St. Paul's in the past). We lost another large tree that got uprooted during Hurricane Helene. Due to other people in the area with more dire tree work needs after the Hurricane, we're still waiting for a date for our work to be completed. This needs to be completed before we have a new roof installed because some trees pose a risk of hitting the church.

St. Paul's Committee – the team held a 2nd meeting in September. The main focus of this meeting was to review the process for people requesting to purchase burial plots in the churchyard. The team agreed to use a procedure that was created a couple of years ago. Now Eric Naeseth is working with Rebecca Eidson to include a flow chart to help people visualize the process. Eric is also updating church documents to more easily show where sites are vacant / available.

EDS Classroom Expansion – final preparations were completed the 1st week in August and the new classroom was ready for the start of the Fall semester. Again – a special thanks to all of the efforts spear-headed by Jim Hylkema, Chesley Rowe, Kane Cloud and of course Stephanie LaGuardia and the entire EDS Team!

Landscaping / Addison Lane cut-through traffic – the City of Clemson has given us the OK to move forward with our plans. This Fall, Elias Outdoor Services will move the Rose Bushes / Hydrangea to St. Paul's and install new Holly bushes. They will also install large boulders to prevent vehicles / bicycles from driving down the grass hill by the stairs. The intent is for this work to help us control / prevent cut through traffic in general.

AED's / Training – all 3 AED units now have new batteries and electrode pads installed. A special thanks to Martha Williams and Wesley Ramey for making that happen. The Parish now needs to determine who should receive 1st Aid Training and get that scheduled (likely in harmony with the EDS staff).

Hearing Impaired System – Mark Stoked identified configuration issues with our sound system in the Nave. After he made some changes, your Jr. Warden met with parishioners on-site who have been voicing concerns with being able to hear. HOORAY – it seems the issues have been resolved and now people can use their own personal Bluetooth devices to use this system through an App on their smart-phones (there is no longer a need to loan transmitters with wired ear-buds). Thanks Mark – great job!

Fire Alarm Panel Fried (Parish Hall) – the church evidently experienced a surge in our electrical feed as power was restored after Hurricane Helene. This caused the main Fire Alarm Panel in the Parish Hall to be fried. Pye Barker replaced the panel and Evyone has submitted the ~\$4000 cost for an insurance claim. A special thanks to Chesley for also fixing the trim around the new panel (which is much smaller than what got damaged).

Sexton Retired – Jim Hylkema retired from his duties due to health issues just a week before his 87th birthday. Chesley and I worked with the office staff to solicit bids for a cleaning company. We expect that job to be awarded in October. We will also have to try to find a replacement for Jim who did much more than just basic custodial tasks. He will be missed not only for

2nd Jr. Warden Needed – shortly before Jim Hylkema retired, the Jr. Warden made a call to the Vestry for help as this position clearly needs at least 2 people (plus volunteers to assist with projects). So far, a

special thanks goes out to Chesley Rowe and Mark Stokes for taking on several projects to help out. Charlie Curtis is hoping to lead a new security committee. The parish still needs to identify a way to retain people in this role that can actually keep up with the needs that arise on a long term basis (across 4 buildings and 2 properties).

Parking Update – the Finance Committee is still waiting to hear back from the Diocese on any potential tax implications for us to deploy a “Pay for Park” system. Meanwhile, lots of effort was focused the past 2 months on Football parking. A new process flow was created and has proved to be very helpful in not only the steps leading up to the start of the season, but also for what’s needed the day of parking as well as the clean-up afterwards. We had 2 Porta Potties delivered and secured with cable so they can’t be tipped over by the late- night crowds. Parking spaces have been painted in the grass field in Trinity Place. So far most games have occurred very smoothly – next year we’ll need to revise our rules as it pertains to people loaning their pass to others (especially those being re-sold for personal profit). Death Valley Towing had zero vehicles towed in August, but they did tow a total of 12 in September. A special thanks is in order for the Parking Committee (Martha Williams, Evyone Washington, Jerae Wallace, Bill Hurst and your Jr. Warden – along with everyone so far who volunteered to help on game days and with the clean-up!!!

Few Tidbits – Jim Hylkema replaced the light fixtures in the conference room in the office area with LED units. Your Jr. Warden researched and found ceiling tiles that matched existing tiles being used in the Parish Hall. A special thanks goes out to Chesley Rowe for installing those tiles in openings that had their previous tiles taken to get the new EDS classroom finished in-time for the Fall semester. The Alarm Call-Out lists were modified to include people who live close to both Holy Trinity and St. Paul’s. Thanks to Mark Stokes, Chesley Rowe, Eric Naeseth, Mother Suz and your Jr. Warden for volunteering to be on this list. The inspection for the Fire System was past due, which resulted in a failed inspection by the DSS Fire Marshall. Pye Barker was engaged and completed the inspection within a few days of being notified. Processes were also reviewed with Pye Barker to ensure that isn’t missed again going forward. The Jr. Warden plans to work with Wesley Ramey to create a calendar of all needed inspections / tests so that someone on permanent staff can raise the flag when something is about to be past due. The Jr. Warden worked with the Finance Committee to solicit ideas in response to the parish-wide surveys conducted last year.

Future Items (October and beyond)

1. Improved Lighting over Choir area – no updates in July (plan to discuss with Mother Suz in August).
2. Security Committee – possibly to be led by Charlie Curtis.
3. Master Door Keys – Chesley Rowe and the Jr. Warden will likely present a proposal for a long-overdue upgrade needed at both Holy Trinity buildings. Target November, 2024 for review.
4. Possible HVAC Unit Swaps – awaiting quote to replace the unit in the Sacristy – no change.
5. Testing / Inspection Calendar – Jr. Warden to work with Wesley Ramey to create.
6. Choir expansion Needs – possibly designate a 2nd room for Choir storage (Charlie Curtis) – place holder.