

## Minutes of the Vestry Meeting of the Church of the Holy Trinity

January 20, 2014

**Present:** Fr Mark Collins, Warden Jean Geater, Warden John Hatheway, Jeanne Blazina, Janice Ewing, Clerk Carol Haley, Judith Jones, Inez Lambert, Marlin Mattson, Yvonne O'Neal, Susan Walker, Wendy Wright. *A quorum was present.*

**Absent:** Bill Ambler, Eddy Coston, Lydia Colón, Treasurer John Ewing

**Guest:** Jim Synk

Fr. Mark opened the meeting with a prayer at 7:05 pm

**Review of Agenda:** The agenda was approved.

**Minutes:** The minutes of the December 2013 meeting were approved unanimously.

**Stewardship Committee (John Hatheway & Jim Synk):** So far, \$301,000 has been pledged, short of the anticipated \$310,000 by this time. The average pledge per "pledge unit" in the parish was about \$3000, which is quite good. The committee is still projecting \$320,000 in total pledges as budgeted for 2014, although there is some concern we won't meet that, and the reasons for why pledges are down from last year are not currently clear. The Pledge Campaign was conducted as planned. Jean reminded the committee that the Finance & Budget (F&B) Committee had been tasked with researching why people last year pledged more than they actually gave. The Vestry tasked the F&B Committee with considering different approaches to improving pledging and giving. The Vestry commended John Hatheway and Jim Synk for leading a successful campaign.

**Treasurer's Report (Jean Geater):** Jean provided the Treasurer's report and the proposed 2014 budget that was prepared by John Ewing with the assistance of the F&B Committee. The report included a comparison of the 2013 actual numbers compared with budgeted numbers. As expected, pledge income fell short by a bit more than in past years. It was down 6% from 2012, although still higher than some of the post-2008 years. The music appeal, space rental, and payments on future pledges were higher than expected. Apartment income was also higher because we budgeted for 11 months occupancy rather than 12 months. Staff costs were over budget because of overtime. The music program costs were up because of an increase in the costs of vocalists from \$36K in 2012 to \$45K in 2013. Although utility costs were very high, that was offset by other building costs that were less. We have also put off some physical plant costs to 2014. The good news is that only \$20K will need to be taken from the General Fund to balance the budget.

The Vestry discussed the proposed budget presented by the Finance and Budget Committee. Concerns were expressed about the budgeted cost of the music program. Yvonne raised a question about whether there should be a separate allocation for the L.O.V.E. Task Force. This group's budget is currently included under Peace and Restorative Justice Community. She said they didn't need more money, but we might consider in the future making that a separate line item. The F&B Committee offered to consider such a proposal. John Hatheway explained what is being done about capital repairs. The Building and Grounds Committee is developing a list of what needs to be done (a great deal). This will be further discussed at the Vestry retreat in February. Janice asked why \$12,000 was budgeted for the copy machine. Fr. Mark explained that this is a leased machine, and leasing is more cost effective than buying a machine.

Marlin moved that the Vestry adopt the proposed budget as presented by the F & B Committee. The motion was seconded. Concerns were expressed about 1) the lack of budgeted funds for Sunday School, and 2) whether we are spending too much money on music at the expense of other programs. No changes were made to the budget. The motion passed: 10 Ayes, 1 Abstention.

Carol Haley complimented the F&B Committee and especially Treasurer John Ewing for their hard work on the proposed budget.

**Committee Reports:**

*Ad hoc committees:*

Committee	Members	Update
Finance and Budget (F&B)	Jean Geater, John Hathaway, Carol Haley, Fr. Mark, Jeanne Blazina, John Ewing	Developed proposed 2014 budget.
Building & Grounds (B&G)	Bill Ambler, John Hathaway, Janice Ewing, Lydia Colon, Franny Eberhart, Helen Palmer, Pat Voehl	<p>John H. reported on</p> <ul style="list-style-type: none"> <li>• Current status of research into feasibility of geothermal system for heating (and AC) at CHT. We are looking into the option of leasing a system from ViaMedia Energy Ltd. A discussion followed, including questions about cost, technology, etc.</li> </ul> <p>John moved that the Vestry allow ViaMedia to conduct an initial feasibility study and submit a proposal for the design installation, operation, and maintenance of a geothermal system to replace the existing oil-fired heating system in the church at no cost to CHT. The motion was seconded and approved unanimously.</p>
Fundraising (Thrift Shop Task Force)	Fr. Mark, John Hathaway, Susan Walker, Wendy Wright, Jeanne Blazina, Janice Ewing	No update at this time.
Liturgy and Music	Rebecca Eddy, Carol Haley, Danny Beckwith, Betsy Forster, Sue Chandler, Bill Minifie	See minutes from December 2013 meeting.
Children & Youth	Fr. Mark, Jean Blazina, Susan Walker, Bill Ambler, Rebecca Eddy, Paul Feuerstein, Dawn Persaud	No update at this time.

**Nominating Committee (Fr. Mark)** -The committee reported that John Hatheway has agreed to stand again for Warden and that they currently have identified three nominees who have agreed to stand for 4 open seats (Yvonne O'Neal, Theresa Paolucci, and Fabio Mejia). The committee is currently seeking a fourth nominee. The Vestry provided suggestions and the committee will select a nominee in time for the election at the Annual Meeting on January 26, 2014.

**Proposal to change Vestry meeting date and time (Fr. Mark):** Several Vestry members have asked for a change to meeting time and date. John Ewing conducted a survey of members' preferred days and times. Fr. Mark moved (based on the results of the survey) that meetings be moved to the 2<sup>nd</sup> Tuesday of each month, starting with a light meal at 6 pm and calling the meeting to order at 6:30 pm. The motion carried with 9 Ayes, 2 Abstentions. February's meeting will be held on February 8, 2014 in conjunction with the retreat. The next regular meeting under the new schedule will be held on Tuesday, March 11, 2014.

**Warden's Report (Jean G.):** Jean noted that we need to discuss during the retreat how to best communicate with one another, as email overload is becoming a problem. For example, limiting "reply all" when reply will suffice.

**Interim's Report:** Fr. Mark reported on the following:

- Vestry Retreat - in 2014 we will focus on Building and Grounds, as we focused on Finance & Budget in 2013. These areas are the two traditional canonical roles of vestries.
- The Health Advocates for Older People will be moved to a larger office and Fr. Mark has asked them to pay additional rent.
- Fr. Mark asked for the Vestry's concurrence with his awarding this year's Rector's Cross to John Ewing. Everyone concurred.

**Upcoming events:** Fr. Mark provides this list so Vestry members can attend as many of them as their schedules allow.

January 26      Annual Meeting

February 2      Commissioning of 2014 Vestry

February 8      Vestry Retreat

**Next Vestry meeting** - February 8, 2014 at 9:30 am, location TBD/

The meeting was adjourned at 10:15 pm after a prayer.

Carol Haley  
Clerk of the Vestry