

Trinity Episcopal Cathedral  
San Jose, California

Minutes of the Vestry

Regular Meeting  
Monday, June 23, 2008

Vestry present:

The Very Rev. David Bird, Dean; Charles Key, Sr. Warden; George Duran, Jr. Warden; Diana Miller, People's Warden; Greg Calkins, Carol Stephen, Mary English

Vestry absent: Shane Patrick Connolly, Richard Cox, Heather Kepler

Others present: Paul Archambeault, Treasurer; Rosemary Joy, Personnel Manager; Zane Wilemon, Associate Priest for Congregational Development

Meeting called to order: 7:05 pm

Opening Prayer: The Dean

Rosemary Joy is appointed Clerk Pro Tem

New Business

A motion to accept the minutes of the May 15, 2008 meeting as written was made by George Duran, seconded, and adopted.

Discussions

Attendance Metrics - Attendance is currently on a slight upwards slope. It was noted that new attendees have replaced the people who have left. This is taken as an encouraging sign of growth.

Vestry Member in Charge (VMIC) calendar - members preferred to volunteer by week, not month.

Buildings and Grounds

Outside work completed - tree removed, sidewalk and curb fixed, and the garden was extended in the courtyard.

A quote was received from Falcone for \$15K to replace the furnace.

Request from the Dean for \$30K to install central A/C in church. The funds will come out of the endowment. Vestry stated there should be a programmable control and locking mechanism.

Ventilation in rafters to be included. The Vestry agreed to give authority to the Executive Committee to make the final decision.

The spreadsheet from Richard Cox regarding all buildings and grounds was reviewed. Items need to be prioritized. Decision to wait on women's restroom because San Jose Daycare is staying longer than expected, possibly into August.

The redevelopment plan next door may be a reason to be conservative about renovations. We may be able to negotiate with them for some improvements.

#### Welcoming Committee - Hospitality

Mary English presented the history of the committee to date. A new form was presented and discussions regarding whether it should be in duplicate and have a section for the new member to receive ensued. The vestry recommended that the Welcoming Committee create the form and present the completed form to the Vestry for final approval. The form will be done over the summer and the review will be in the fall.

Committee currently includes John McCurry, Shane Connolly, Natalie Wilemon, Zane Wilemon, and Rebekkah Pope. Suggestion that there be one person at the 8:00 service and two at the 10:30 service each week was made by the Vestry. The committee will meet monthly and training provided quarterly.

VMIC will collect all forms and ensure the Administrator receive them by Monday morning. She will enter into the database within one week. Hard copy forms will be kept in the Administrator's file. Zane will e-mail letters to new people and bcc Heike. Question was raised about the template for the hard copy letter. Zane is to obtain the hard copy letter from Heike.

The process will be written and finalized. Target date - end of July. VMIC will announce the formation of the committee and request volunteers at each service.

Stewardship and Finance will provide new member information to Mary.

Joe and Zane are working on a new brochure. Zane will order the brochures.

The purpose of both the brochure and welcoming form were discussed - Is it to give information to new people about the church or gather information from new people?  
Suggestion was made to review the Magnetic Church resources available on line.

The committee is planning to give out "goodie" bags to newcomers each week. The committee will decide what goes into each bag and give a budget to the Vestry for approval. VMIC will know the location of the "goodie" bags.

#### Finance

An error on the balance sheet was corrected. The Sudan Relief fund is negative \$10K was incorrect.

Paul asked which funds should be used to pay for the sidewalk totaling \$9,225. It will be a deficit in the maintenance budget.

Pledged money received is below the pledged amount to date.

We are in the process of changing the church checking account from Bank of the West to Washington Mutual.

Jerry Drino has own checking account and non-profit status for the Sudanese Ministry. A question was raised - will the current Sudanese Ministry stay at Trinity to move to Jerry's new non-profit organization?

QuickBooks 2008 transition - Teamworks will keep the database on their system.

#### Dean's Report

An extra handrail needs to be installed in the bell tower.

The Red Cross is holding training sessions on Earthquake Preparedness. The Dean will attend and offer Trinity as an emergency location.

The Dean met with the builder. They are revising the development plan due to issues raised by the San Jose Historical council.

#### Warden's Report

There were no warden's reports.

#### Upcoming Events

September - BBQ Time and Talent Ministry

October - Potluck "Know your Neighbor"

November - Pre Thanksgiving Dinner

November - Blessing at the Altar

December - Celebrations for the holidays to tie into Stewardship.

The Next Vestry Meeting will be Thursday, July 17.

Meeting adjourned at 9:19 pm.

Respectfully submitted,  
Rosemary Joy, Clerk Pro Tem