

Trinity Cathedral Vestry Meeting
August 21, 2008

Meeting was called to order at 7:03pm by the Very Reverend David Bird.

Attending:

*Vestry members: Sr. Warden Charles Key, Carol Stephen, Jr. Warden George Duran, Shane Patrick Connolly, Greg Calkins, Richard Cox, Mary English.

*Clergy: Very Rev. David Bird, Rev. Zane Wilemon

*Treasurer: Paul Archambault

Opening prayer was offered by the Dean.

Motion to accept minutes of prior meeting, July 17, 2008, made by Jr. Warden George Duran, seconded by Mary English. Approved without objection.

Stewardship report – Carol Stephen. This was kick-off meeting, getting earlier start than prior year.

- She is investigating ability to obtain credit card link (working with George on this).
- Discussed Automation of pledges.
- Targeting wrap-up by November for budgeting.
- Next meeting scheduled for Monday.

Trinity Together – Rev. Zane Wilemon. A continuation of efforts to build relationships, such as BBQs. Coming up:

- Sept 7 – Welcome Back for Fall BBQ
- Sept 21 – Time & Talent (or Information night / Open House / or some other name)
- Oct 5 - Know Your Neighbor
- Nov 21 – Trinity Thanksgiving Dinner
- Nov 23 – Blessing Service
- Dec 6 – Advent Dinner & Jazz

Welcoming Committee – Mary English.

- Finalizing a training date – Saturday the 13th? Mary will finalize.
- Looking for Spanish-speaking member.
- Charles will brainstorm about 8am plan.
- Order for magnets & sticky notes. 2-for-1 pricing. Working with Andy Jones on artwork. Deadline for special pricing – September 14. Charles & David to provide guidance on branding. Want to have something available at Coffee Hour and want a gift to present to visitors / guests. Type styles / spacing / etc. should at least be consistent with “branding” effort.

Financial Report – Paul Archambault – complete report provided. Highlights:

- Pledges falling behind significantly
- Expenses somewhat on target.

- Sending interim pledge statements first part of September.
- Income has been consistent through the year – cannot necessarily expect an upturn from Charles’ perspective.
- A few annual pledges have yet to be granted.
- Music projected to be over budget.
- Parish life over budget – gifts for Bishop’s seating may have gone to General Fund?
- Question raised about \$500 charge for pew cushions / Bishop’s cushion. Altar guild budget overrun.
- Not receiving funds from Guadalupe congregation totaling \$3,250 to date. Most related to quincinera.
- ACTION ITEM: Charles & David to ‘nail down’ meeting to address outstanding issues with the Guadalupe leadership.
- Office manager needs to be obtaining funds when events are calendared and needs to invoice flowers to donors. New policy will be to require payment before credit is given for donation in the Order of Service or Trinity Times.
- Miscellaneous reimbursements will be routed by Treasurer to activity chairs who will need to approve these for reimbursement before it can be provided.
- Finance Committee developing method to empower activity chairs, to provide information about budget lines, and discuss expenses before commitments are made.

Sudanese Ministry – Jerry Drino, Bill Steigelmann, and Roger Lobbes. Complete report submitted in meeting packet. Highlights:

- Mentors groups to be replaced by a Sudanese Ministry Committee / Council.
- Fundraising activities would replenish our current Sudanese fund. Monies would come into the Cathedral’s account.
- Scholarships done through Hope for Sudan – separate not-for-profit.
- Pastoral needs include medical needs or other needs outside of scholarship needs (such as for family members in Kenya or Uganda). Sometimes car repair loan, help with rent, etc. Sponsorship only 3 months through Catholic Charities so transition can often be difficult.
- David expressed interest in further integrating our Sudanese brothers and sisters into our worship services as readers, chalice bearers, intercessors, etc. Zane and David working on this and will coordinate with Jerry. Heather Kepler is the organizer of Service ministries.

Mary English moved that we authorize the formation of the Sudanese Ministry Committee / Council to replace the mentor group. Seconded by George Duran. Approved without objection.

The Dean presented his written report to the Vestry. Topics addressed were:

- Downtown parking.
- Proposed real estate development next door. Charles and David went to view new concept for development by Next. Cut about ½ of floor space, went with narrower corner tower stair-stepped down to two smaller. Very responsive to concerns.
- Choir. Committee that the Dean appointed is establishing framework for choir performance.

Parish Metrics Report – Charles Key

- Attendance holding steady during summer months – a positive development.
- Need about \$10K per week given present budget but we're bringing in about \$5K per week.

10 Minutes with George – Jr. Warden George Duran

- Condo – renewed home warranty which covers A/C unit. HOA not yet settled with builder on construction flaws. New tenant found for recently-vacated unit. Rent at market rate. 1yr lease signed.
- Building & Grounds – discussed improvements to Trinity's signage with Barbara Robinson. She pointed out flaws from Real Estate perspective.
- Renovations of Common Room - Vestry approved Mark Knudsen's offer of free carpeting. Not much change.
- Vestry Member in Charge (VMIC) calendar is set. Need volunteer for Sunday following Thanksgiving.

Richard Cox will offer additional buildings & grounds assistance within approximately a month after work obligations allow. Mark Knudsen has provided repairs to sidewalk cracks and is also working on installing additional railing along stairs to bell tower. Wooden wheelchair ramp needs some reinforcement but not a safety issue.

Rev. Zane Wilemon presented pamphlet idea for 10 minutes with God. Supply of pamphlets covering various topics. Use to assess needs. Charles suggested expense be incurred against Dean's discretionary fund.

Senior Warden's Report – Sr. Warden Charles Key

- Vestry retreat proposed for September – ½-day session. Strategic plan going forward to feed into budget process.
- Parish meeting proposed ahead of September to obtain feedback from parish. Ministry chairs would share reports and provide for feedback from members. Suggested that we have the Parish Meeting for presentation and feedback only. Could be done in the framework of one of the Sunday feedback sessions. October 12 proposed.
- Three new Vestry members will be needed to replace those whose terms are expiring.

Closing prayer offered by Rev. Zane Wilemon.

Meeting adjourned at 9:01pm.

Respectfully submitted: Shane Patrick Connolly, Member of Vestry