

Trinity Episcopal Cathedral
San Jose, California

Minutes of the Vestry [Approved]

Regular Meeting
Thursday, January 21, 2010

Meeting called to order at 7:00 pm by The Very Rev. David Bird

Vestry Present: The Very Rev. David Bird, Dean; Charles Key, Sr. Warden; George Duran, Jr. Warden; Mark Knudsen; Sue Hood; Greg Calkins; Shane Patrick Connolly

Vestry Absent: Richard Cox, Carol Stephen

Others Present: Rosemary Joy, Clerk; Paul Archambeault, Treasurer; Michael Burroughs, Music Director

The opening prayer was offered by Dean David Bird

A **motion** was made by George Duran to accept the minutes of the December 17, 2009 regular business meeting as written. The motion was seconded and unanimously adopted.

Financial Report

- Paul reviewed the Statement of Activities and current fund balances.
- For 2009, we are \$11,878 over in offerings, but under in Use of Facilities by \$11,816. Total operating income is over by \$3,863.
- Sue requested a modification to the Parish Life budget line to reduce total expenses by the amount received in gifts.
- Investment income has increased by \$192,231.
- A total of \$57,526 was withdrawn from the McNear fund to pay the General Fund deficit, therefore, we will close the books with \$0.00 deficit.
- A total of 77 pledges have been received to date equaling \$211,929.
- It was noted that there is a calculation error on the Working (Budgeted) less Expense line. Paul will fix the calculation and resubmit the report.
- A **motion** was made by George Duran to accept the financial report with the modification to the Parish Life budget line and the correction of the calculation error noted above. The motion was seconded and unanimously adopted.

2010 Budget

- Charles reviewed the 2010 budget and the revisions requested by the Vestry at the budget meeting last week.
- A **motion** was made by Shane Patrick to adopt the revised budget. The motion was seconded and unanimously adopted.
- The 2010 budget will be presented to the congregation at the Annual Meeting on Sunday, January 24, 2010.

Music

- Michael Burroughs presented a proposal to sell the Harpsichord. He was offered \$1,500. He suggested that he counter for \$1,800.
- He requested that the proceeds received be used for either 1) music scanning software so hymns can be scanned and reduced for reproduction in the bulletin as had been done by Chris Brown, or 2) chairs for the choir room.
- There was discussion regarding whether the use of the proceeds from the sale of capital equipment should be used for capital equipment only.
- A **motion** was made by Shane Patrick Connolly to sell the Harpsichord at a price not less than \$1,500 and put the proceeds into the capital fund with the understanding that the money will be used for music capital expenses only. The motion was seconded and unanimously adopted.

Vestry Nominees

- There are four openings in the Vestry; three 3-year terms and one 2-year term. The nominees are Ramon Laconico, Diana Miller, John McCurry and Graciela Velazquez.
- Balloting will close at 10:30 am when the service begins and the results will be announced during the service.
- There are six openings for Delegate candidates. The nominees are Scott Fletcher, John McCurry, Grace Matthews, Greg Calkins, and Bill Steigleemann.
- The congregation will be asked to nominate someone for the one remaining opening.

Other Business

- The attendance metrics were reviewed. Average attendance was 135 for the year. We had 60 guests this year and 40 children in the education program.
- The ministry sign-ups were reviewed. Follow up with the volunteers is a crucial issue and will be discussed in the Vestry Retreat.
- The Vestry Retreat is tentatively scheduled for February 13, pending coordination with the new vestry members.
- The Archivist has noted that we do not have an official portrait of Dean Bird. Dean Bird agreed to get his portrait done as soon as possible.

Junior Warden's Report

- George Duran noted that the service agreement is \$365 per unit per year and each service call is \$50. He recommended that we extend the agreement in June when it comes due.
- The tenants in Unit 521 are currently on a month-to-month lease and have expressed interest in converting to an annual lease and possibility lowering the rental from \$1,700. The vestry authorized George to negotiate an annual lease, but not decrease the rent.
- George also advised the Vestry that since his vestry term will expire in January 2010, someone else needs to assume responsibility for the condos. Dean Bird said he has someone in mind and will follow up on this.
- The following Resolution on use of the Condo income from 2010 was proposed and discussed. "Resolved, that for the duration of 2010, any net income from the two Trinity Condominiums is deposited in the General Fund." A **motion** was made by George Duran to accept the resolution. The motion was seconded and unanimously adopted.

Dean's Report

- Dean Bird is in contact with someone who wants to start a Korean service at Trinity. He will continue to report on the progress.
- A new ministry, Apostle's Feet, has started. Volunteers will work one-on-one with a specific homeless individual to help them re-enter society. He suggested that during the monthly Feed the Homeless days, our volunteers sit and eat with the patrons and get to know them so they can identify someone who wants to change their current situation.
- Bishop Richard Millard is being honored by the Diocese this year for 50 years of service. He has stated that he considers Trinity Cathedral to be his cathedral. He will be honored at Trinity on January 31 and will be seated in the Bishop's chair.
- A question was raised regarding the status of OLOG rent payments. Paul will check to see if they are current.
- Dean Bird continues to meet with the OLOG staff and discuss joint ventures, such as Ash Wednesday services.
- There is a possibility of utilizing our facilities for an evening child care drop in facility. Dean Bird will find out if this is a need within the city and if so, explore the possibility further. He noted that the major drawbacks we have are the lack of a play area and limited parking facilities.
- The progress of the education program was discussed.
 - Dorothy (one of the nursery school care givers) has agreed to teach one of the young children's classes and Graciela will teach the other.
 - Ashley Hood is teaching the older children.
 - Dean Bird continues to teach the Confirmation class.
 - We still need to hire someone to coordinate the entire education program.
- Dean Bird thanked the outgoing Vestry members; George Duran, Richard Cox, and Shane Patrick Connolly for their contributions.

Action Items

Date Assigned	Description	Assigned to	Status
3/19/09	Heike Merino will be asked to contact three furnace vendors for written estimates. A review committee comprised of Dean Bird, Mark Knudsen, Carol Stephen, Paul Archambeault, Charles Key and George Duran will review the estimates and make a decision. The estimates were reviewed and a decision was made to not proceed with the A/C installation as previously discussed. Dean Bird will meet with Barry Swensen regarding ventilation.	Charles Key David Bird	In Progress
7/23/09	Carol Stephen will contact Jennifer Wood-Taylor to provide Charles with the PACT logo and some information so he can add PACT to the website. Carol has the link and will send it to Charles Key.	Carol Stephen	In Progress
8/20/09	Set up small group dinners.	David Bird / Richard Cox	In Progress
8/20/08	Seminar on dealing with Job Loss from a	Shane Patrick	Closed

	spiritual end to be led by Kirsten Nelson.	Connolly	
8/20/09	Double sided glossy Trinity brochure (approx 8.5" x 4") to be distributed in hotels.	Mark Knudsen	In Progress
9/22/09	Start a Youth Group at Trinity with the goal of elevating a person to serve as Youth Representative on the Vestry.	Carol Stephen	In Progress
11/17/09	Review list of people who have not yet pledged and set up meetings and call lists for Vestry.	David Bird / Charles Key	In Progress
11/17/09	Set up committee to start planning Trinity's 150 th Anniversary. Bill Steigleemann is working on a date for the meeting.	Carol Stephen	In Progress
11/17/09	Update policy for approval of expenses prior to submittal for payment.	Paul Archambeault	Not Started
11/17/09	Write and submit Grants as requested by David Bird.	Sue Hood	Closed
11/17/09	Columbarium project.	Charles Key / Mark Knudsen	In Progress
12/17/09	Meet with St. Timothy's regarding Employment Assistance Program.	Greg Calkins / Shane Patrick Connolly	Completed
12/17/09	Follow up with Shane regarding nominees for Vestry	George Duran	Completed
12/17/09	Provide a write up to Heike for the announcements asking for Delegate volunteers.	Charles Key / Mark Knudsen	Completed
12/17/09	Get proposals for ramp repairs.	Richard Cox Mark Knudsen	New
1/21/10	Identify/recruit someone to take over (from George Duran) monitoring the condos.	David Bird	New
1/21/10	Have official portrait done.	David Bird	New
1/21/10	Follow up with city on need for evening drop in child care.	David Bird	New
1/21/10	Follow up on possibility of starting a Korean service at Trinity.	David Bird	New

The next meeting will be the Vestry Retreat tentatively scheduled for Saturday, February 13, 2010.

Shane Patrick Connolly offered the closing prayer.

Meeting adjourned at 8:47 pm

Respectfully submitted,
Rosemary Joy, Clerk