

Trinity Episcopal Cathedral  
San Jose, California

Minutes of the Vestry [Draft]

Regular Meeting  
Thursday, February 18, 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; Mark Knudsen; Sue Hood; Greg Calkins; Diana Miller; John McCurry; Graciela Velazquez

Vestry Absent: Carol Stephen, Ramon Laconico

Others Present: Rosemary Joy, Clerk; Paul Archambeault, Treasurer

The opening prayer was offered by Dean David Bird

The position of Vestry Clerk/Secretary of the Corporation expired in January. Rosemary Joy is appointed Clerk Pro Tem for this meeting.

Dean Bird congratulated new Vestry members and welcomed them to the Vestry.

A **motion** was made by Mark Knudsen to accept the minutes of the January 21, 2010 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 the month of January, income is under budget by \$7,258 and expenses are under budget by \$5,150.
- A total of 80 pledges have been received to date equaling \$219,949.
- Teamworks is working with Paul to produce the donation statements for 2009. They will include plate, pledge, cash and non-cash gifts and are expected to be ready within the next two weeks.
- The finance committee is working to simplify the fund structure by reducing the number of funds thereby reducing the amount of accounting work required. A full report is expected to be ready for the next Vestry meeting.

### **VMIC Scheduling**

- Sue has agreed to take over scheduling of the VMIC at the 10:30 service. She will add John McCurry and Diana Miller to the rotation.
- Sue will ask Heike to send out a note to the congregation early each week with the name of the VMIC.

### **Easter**

- A suggestion was made that the Easter letter go out at least two weeks before Easter. Charles will follow up with David to ensure the letter goes out.
- There will be a joint service at 6:30 pm with OLOG on Maundy Thursday.
- There are 8 candidates for confirmation at the Easter Vigil.
- As of today, the following parishes will join Trinity for the Easter Vigil: OLOG, St. Edwards and Holy Child.
- John will contact the other parishes for acolytes.
- Dean Bird will work with OLOG to finalize the schedules for Maundy Thursday and the Easter Vigil.
- Sue will work with Velda Garcia Jones on the reception following the Easter Vigil. They will ask for volunteers to bring in food and the Parish Life budget will also provide food.
- Diana will work with Heike to ensure that the names of the confirmands be included in the bulletins for prayers.

### **Vestry Retreat**

- It was decided the Vestry will schedule a half day sometime in the future. The retreat could be used to discuss a spring follow-up pledge drive.
- Further discussion on the date for the Vestry retreat is tabled until the next Vestry meeting.

### **Other Business**

- Dean Bird discussed the Santa Clara County Health Care initiative and clarified Trinity's role is one of support. A **motion** was made by Mark Knudsen to support the initiative. The motion was seconded and unanimously adopted.
- The attendance metrics were reviewed. Charles explained to the new members that these metrics will be included at each meeting and is for information only. It was noted that there was a spike in offerings on 1/24/10. Paul explained that was due to people who pay their pledge in one annual payment.
- Trinity's 150<sup>th</sup> anniversary planning is being organized by Bill Steigelmann. He will contact Janice Paull regarding the history of Trinity.

### **Brainstorming Session**

- A brainstorming session was held to discuss the important issues the Vestry should work on.
- The following ideas were noted: new service, fund raising, Christian education, new outreach, community building/connections, Cathedral enhancement, newcomers, youth and children, Dean support, public relations programs, Diocesan events, music support, attract families, going green, facilities/sanctuary lighting/glass doors, parish activities (fun), increase footprint, bilingual services/activities, speaker series/issues, coed choir, handbell choir, political debate/candidate forum, Catholic charities poverty game, Ecumenical/interfaith activities, 150<sup>th</sup> anniversary, docent program, full carillon, incorporation/involvement of members.
- These were reduced to three main areas: Christian Education, Incorporation/involvement of members, and attract new families. The Vestry then separated into three groups to discuss this issues.
- Christian Education (Dean Bird, Graciela, Paul)

- Successful education is Getting parents involved is essential in a successful program
- In“corp”orate through them
- Offer confirmation classes for both youth and as a refresher course for adults
- Family nights to include a meal – education – study Christian issues including those relating to family issues (pastoral education)
- Six nights/six issues
- Incorporation/involvement of members (Charles, Diana, Sue)
  - How to get a newcomer to become an active member in ministry
  - A gap from newcomer to joining
  - Have a leadership training workshop for all heads and prospective heads of ministries
  - Have a leadership “circle” team
  - Keep together via communication
  - Recognition of leaders/volunteers – regular events – on calendar
- Attract new families (Mark, Greg, John)
  - Goal is to increase membership of Trinity
  - Strategy includes printed pamphlets
  - Outside lighting
  - Open doors – docent program
  - Website enhancement
  - Advertising
  - Improved signage
  - Publicize parking
  - Good programs – children’s programs stressed
  - Open church – visit the church
  - Walking tour of the church
  - Revitalize the newcomers committee
  - Open to community activities
  - Welcoming events for newcomers
  - Historic walking groups
- One person from each group (Mark, Diana, Paul) will produce a one page summary to flesh out the idea, provide a first step and a budget.
- Send summaries to Paul prior to the next Vestry meeting. They will be reviewed at the next meeting.
- Each Vestry member is to talk to one person at coffee hour during the next month and ask what ministry they would like to be involved with.

### **Officers/Wardens**

- Dean Bird asked Charles to continue in his role as the Senior Warden again this year.
- John McCurry was nominated as the Junior Warden. The nomination was seconded and unanimously approved.
- Paul was nominated to continue as Treasurer. The nomination was seconded and unanimously approved.

- The need for a Vestry Clerk/Secretary of the corporation was discussed. Rosemary will not continue in this role because of potential problem of two people in the same household being on the Vestry. She has agreed to take minutes at the Vestry meetings for a short period of time until someone is found to fill this role.
- David has stated that the Executive Committee will be comprised of himself, the Wardens, the Secretary, the Treasurer and one additional Vestry member who has been a member of Trinity for less than 5 years. He will meet with the potential people during the next 4 weeks and announce the person at the next Vestry meeting.

#### Action Items

<b>Date Assigned</b>	<b>Description</b>	<b>Assigned to</b>	<b>Status</b>
3/19/09	<del>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.</del> 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	<del>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.</del> 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 / <del>Richard Cox</del>	In Progress
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 <sup>th</sup> Anniversary. Bill Steiglemann 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	Columbarium project.	Charles Key / Mark Knudsen	In Progress
12/17/09	Get proposals for ramp repairs.	<del>Richard Cox</del> Mark Knudsen	In Progress
1/21/10	<del>Identify/recruit someone to take over (from George Duran) monitoring the condos.</del> Barbara Robinson has been identified. Charles will contact her and ask if she is willing to take over this ministry.	<del>David Bird</del> Charles Key	In Progress

1/21/10	Have official portrait done.	David Bird	Not started
<del>1/21/10</del>	<del>Follow up with city on need for evening drop in child care. Dean Bird reports this is not needed.</del>	<del>David Bird</del>	<del>Closed</del>
1/21/10	Follow up on possibility of starting a Korean service at Trinity.	David Bird	In progress
2/18/10	Set up a VMIC monthly schedule and ensure Heike prints it in the bulletins and sends out a reminder each week.	Sue Hood	New
2/18/10	Follow up with Dean Bird to ensure the Easter letter goes out two weeks before Easter.	Charles Key	New
2/18/10	Contact other parishes joining us at the Easter Vigil for acolytes to serve.	John McCurry	New
2/18/10	Finalize schedules for Maundy Thursday and Easter Vigil with OLOG.	David Bird	New
2/18/10	Work with Velda Garcia Jones on reception for the Easter Vigil.	Sue Hood	New
2/18/10	Coordinate with Heike to ensure that the names of the confirmands be included in bulletins.	Diana Miller	New
2/18/10	Produce a one page summary to flesh out the Vestry group idea, provide a first step and a budget. Send to Paul prior to next Vestry Meeting.	Mark Knudsen, Diana Miller, Paul Archangeault	New
2/18/10	Each Vestry member is to talk to one person at coffee hour during the next month and ask what ministry they would like to be involved with	All Vestry members	New

The next meeting will on Thursday, March 18 at 7:00 pm.

John offered the closing prayer.

Meeting adjourned at 9:17 pm

Respectfully submitted,  
Rosemary Joy, Clerk Pro Tem