

Trinity Episcopal Cathedral
San Jose, California

Minutes of the Vestry [Draft]

Regular Meeting
Thursday, March 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; John McCurry, Jr. Warden, Mark Knudsen; Sue Hood; Greg Calkins; Diana Miller; Carol Stephen; Ramon Laconico

Vestry Absent: Graciela Velazquez

Others Present: Rosemary Joy, Clerk Pro Tem

The opening prayer was offered by Dean David Bird

Rosemary Joy is appointed Clerk Pro Tem and will take minutes of this Vestry Meeting.

Executive Session was invoked from 7:01 – 7:10 pm.

The division of responsibilities between the Clerk and Secretary was discussed. Rosemary provided a list of responsibilities for the Clerk which was reviewed and discussed. It was agreed that the Secretary will retain responsibility for ensuring the minutes are taken at each meeting; however, the executive committee will finalize the decision.

A **motion** was made by Diana Miller to accept the minutes of the February 18, 2010 regular business meeting as written. The motion was seconded and unanimously adopted.

Sue Hood was nominated as the Secretary. The nomination was seconded and unanimously approved.

Executive Committee

The following proposal was made to appoint and empower the Executive Committee:

Resolved, that there shall be an Executive Committee composed of the Dean, Senior Warden, Junior Warden, Secretary and Treasurer, and that the Executive Committee shall have the authority to make decisions on behalf of the Vestry when warranted for issues including, but not limited to, personnel and financial emergencies.

Discussion regarding the power of the Executive Committee included the following:

- In addition to the above listed five individuals, other people will be asked to attend the meetings as necessary.
- Decisions will be in emergency situations only.

- All Vestry members will be contacted within a very short period of time to notify them of the issue and decision made.
- This resolution does not need to be passed every year unless a change is made. The change being brought before the Vestry is to include the Secretary in the Executive Committee.

Stewardship and Hospitality

- Sue and Ashley Hood attended the Stewardship workshop at St. Paul's in Salinas.
- Suggestions include sending out "thank you" notes for each pledge received and having the Dean sign them. Currently, the Vestry sends out handwritten notes to each person.
- Use a full page with two parts so the pledger can keep a copy. A full page gives the impression of a contract.
- Have people complete the Spiritual Gifts Discover Tool. (The Dean's experience is that this doesn't tend to find new skills/ministries.)
- Encourage people to volunteer. It's not only about money.
- Greeting new people is important. Have all members of the congregation welcome and interact with visitors and newcomers.
- Additional information can be found in the Yahoo Groups/TrinityVestry site.

Ministry Update

- The results of the brainstorming session from the last meeting were reviewed and a goal was identified for the coming year in each of the three categories.
- Christian Education
 - It was noted that we already have in place (1) a family night and (2) the Confirmation class includes both youth and adults.
 - Richard Cox has continued to express interest in Koinonia dinners. John McCurry will follow up with him.

GOAL: Getting parents involved is essential to a successful program.

- Incorporation/involvement of members
 - The Dean said he wants to reinstitute the practice of asking visitors and new members to bring the sacraments to the altar. Carol said it was on the checklist of VMIC responsibilities that Charles had created.
 - A list of tasks needs to be created so when a newcomer wants to volunteer there are specific things to be done in addition to joining an established ministry.
 - Recognize people for their contributions to Trinity.

GOAL: Create a recognition program and a Leadership Circle

- Attract new families
 - One of our strengths is the history of Trinity. Anyone who uses the church should have our information available to hand out.
 - The Dean is working with a member of the congregation on a history/docent program.

GOAL: Increase publicity and provide historic information on Trinity.

Holy Week and Easter

- The joint service on Maundy Thursday with OLOG has been scheduled.

- There are several candidates for baptisms, receptions and confirmations for the Easter Vigil.
- The names of the candidates have been requested from parish to be provided to the Trinity office by the Monday before Easter.
- There was some confusion about whether the Easter Vigil will begin at 6:30 or 7:30 pm. Sue will follow up with Heike and straighten it out to ensure everyone is aware of the correct time.

Financial Report

- Charles reviewed the Statement of Activities and current fund balances.
- We are behind on pledges received. Paul will begin contacting people who are behind to find out why.
- Interest earnings will be posted at the end of March.
- Dean Bird noted that \$650 for turkey's in November was paid out of his discretionary fund.
- Individual budget reports were sent to the heads of each ministry last month.
- The proposal for consolidation of the endowment funds was presented along with the proposed new description of combined funds. It was noted that all of the initial work on the consolidation was done by Pat Janes.
- **Resolved**, that certain of Trinity's endowment funds be consolidated as follows:

1. Altar Guild Fund

Move Altar Guild Fund to Memorial Fund. Altar Guild Fund finances sacramental furnishings; Memorial Fund finances communion vessels and chancel furniture. Neither Fund is very large. Historically the Altar Guild controlled its Fund, but all funds are now supervised by the Vestry. Note that this proposal eliminates the share of wedding fees as a funding source. Wedding fees would now go wholly to the Working Fund. Additions to the new fund will come from memorial gifts and interest income.

The Memorial Fund's description will be revised as follows:

Memorial Fund - - Vestry restricted; participating

The Memorial Fund is a Vestry created fund to receive memorial gifts and share investments earnings. The Fund also contains the remainder of the Altar Guild Fund. It finances purchase and maintenance of sacramental furnishings (e.g. chancel hangings and linens) and durable items used in the worship service (e.g. communion vessels, chancel furniture.) Note that consumable supplies (e.g. wine, wafers, candles, metal polish, etc.) are financed by the Working Fund.

2. Hume Flower Principal and Income Funds

- a. Move Hume Flower Income Fund to Working Fund. Cost of special flowers such as Christmas and Easter are paid from Working Fund. Such cost, after special donations, is more than the annual income to this fund.

- b. Move Hume Flower Principal Fund to Operations Support Fund. Fund is too small to justify separate accounting and income is used in operations. Moving to Operations Support will maintain integrity of donor's wishes if Operations Support Fund is permanently restricted (see item 11.)
3. Rifenbark Room Maintenance Fund
Move Rifenbark Room Maintenance Fund to Schallenberger Income Fund. The Fund is too small to justify separate accounting. The Rifenbark Room is part of the church building, so the integrity of the donor's wishes is maintained.

The Schallenberger Income Fund's description will be revised as follows:

Schallenberger Income Fund – Donor restricted; participating

The Schallenberger Income Fund was established to comply with the terms of the Schallenberger Principal Endowment. It receives the Schallenberger Principal Endowment's share of the investment income. It finances maintenance and repairs of the church building. The Fund also contains the remainder of the Rifenbark Room Maintenance Fund, established to comply with the terms of Richard Rifenbark's designated gift to finance repairs and maintenance related to the Rifenbark Room and its furnishings. Its share of the investment income is a Working Fund receipt.

4. Sudanese Ministry Fund
Close Sudanese Ministry Fund by sending check to appropriate person.
5. Youth Group Fund
Close the Fund and transfer its funds to Working Fund. The Fund is too small to justify separate accounting.
6. Polhemus Fund with McNear Fund
Consolidate the two funds with the resulting fund to be named the McNear-Polhemus Fund. Both funds are vestry created and designated. Both are current source to fund deficits.

The description of the McNear-Polhemus Fund will read as follows:

McNear-Polhemus Fund – Vestry restricted; participating

The McNear-Polhemus Fund is a Vestry created fund from the Samuel E. McNear bequest, the Gladys Waterbury bequest, the Charles & Irene Polhemus bequest, and the Alice & Gertrude Casley bequest (all unrestricted) to augment investment income to support general operations. Its share of investment earnings is a Working Fund receipt.

7. Music funds
 - a. Choir Fund, Montgomery-Guttormsen Income Fund, and Musical Instrument Fund

Consolidate all three funds and name the resulting fund Music Fund. All Funds support the music program. Income from Music Fund will be transferred to the Working Fund as earned as long as earnings are less than the total music budget.

The description of the Music Fund will read as follows:

Music Fund – Donor restricted; participating

The Music Fund was established to comply with the terms of the Montgomery-Guttormsen Principal Endowment and the designated bequest of Ada Hinchman as a memorial to her husband, Charles Hinchman. It receives the Montgomery-Guttormsen Principal Endowment's share of the investment income and gifts. The fund supports the music program at Trinity, including but not limited to the purchase of published music; choir robes; musical equipment; musical instrument repair, including bells; and the expense of a music director or teacher. Its share of the investment income is a Working Fund receipt. The Fund combines the former Montgomery-Guttormsen Income Fund, Musical Instrument Fund (formerly the Hinchman Organ Fund), and the Choir Fund.

b. Virginia Williams Music Fund and Montgomery-Guttormsen Principal Endowment

Consolidate the two funds with the resulting fund to be named the Montgomery-Guttormsen-Williams Principal Endowment. The similar intent of the two bequests warrants the consolidation.

The description of the new Montgomery-Guttormsen-Williams Principal Endowment will read as follows:

Montgomery-Guttormsen-Williams Principal Endowment – Donor restricted; participating

The Montgomery-Guttormsen-Williams Principal Endowment was established to comply with the terms of the Montgomery-Guttormsen bequest and the Virginia Williams bequest. The principal is to be maintained in perpetuity and invested. Its share of investment earnings are a Music Fund receipt.

8. Replacement Fund

Close the Fund and transfer its funds to Working Fund. The Fund is too small to justify separate accounting.

9. Michael Rice Fund

Close the Fund and transfer its funds to Working Fund. The Fund is no longer being funded. The donor has not responded to requests to discuss its future. The Fund can be re-activated in the future if needed.

10. McKinzie Income Fund

Close the Fund and transfer its funds to Working Fund. Landscaping budget is larger than income from fund.

11. Library Fund

Rename the fund to Library-Archive Fund and expand its scope to support the Archives as well as the library. There is not an active library; however, several parishioners have expressed an interest in restarting the library. The Archives are gaining increased interest, with three parishioners now working 8-10 hours per week. Three others have expressed interest. There will be a lot of Archive activity leading up to the 150th Anniversary. There was at least one monetary gift last year to the Archives which could have gone to this fund. Note that this proposal eliminates the share of wedding fees as a funding source.

The description of the new Library-Archive Fund will read as follows:

Library-Archive Fund – Vestry restricted; participating

The Library-Archive Fund is a Vestry created fund to receive gifts and share investment earnings. It may be used to finance materials and supplies for the Cathedral Library and Archives.

12. Operations Support Fund

Reclassify the Fund as permanently restricted. The contributed funds were solicited from the congregation as an endowment to support operations. Per item 2, the Hume Flower Principal Fund has also been added to this Fund.

The Operation Support Fund's description will be revised as follows:

Operations Support Fund – Vestry restricted; participating

The Operations Support Fund is a Vestry created fund to receive invited designated gifts to augment investment income to support operations. The principal is to be maintained in perpetuity and invested. The Fund also contains the Hume Flower Principal Endowment, established by the Alice L. Hume bequest to fund the purchase of chancel flowers. Its share of investment earnings is a Working Fund receipt. Note: The Operations Support Funds was previously named the Capital Principal Fund. It was renamed by the Vestry in February, 2007.

- A **motion** was made by Mark Knudsen to approve the consolidation of Trinity's endowments funds as proposed. The motion was seconded and unanimously adopted.
- The Vestry thanked the Finance Committee for all the work they did in consolidation of the funds.

Operations

- The facilities team had their kick off meeting on March 4. Projects to be worked on this year include the ladies restroom upgrade, Sanctuary lighting and Columbarium.
- A decision is pending regarding the Nave entrance doors and studies will be done on exterior and Nave lighting, and Sanctuary ventilation.
- The Ramp repair project is ongoing. A meeting was held with a carpenter who will work with us on the dry rot work which is expected to start in a few weeks.

- A preliminary plan for the Columbarium is expected to be ready by the April meeting. Phase 1 is expected to have approximately 40 niches.
- The New Families organization has met with the Dean and wardens. They have offered a usage fee of \$200/month for use of the lower level Parish hall rooms.
- We have had 32 new guests to date this year.
- Attendance is holding steady.
- It was noted that when the VMIC mentions the clipboard sheets during the announcements we have more people sign up. A request was made that it be included each Sunday in the announcements made by the VMIC.
- Charles asked Vestry members to sign up to write a monthly Vestry letter for the Carillon. He will send out an email and put the names of volunteers on the Vestry calendar.
- The annual Vestry Training Seminar will be on May 5, 2010 at St. Andrews. All Vestry members are encouraged to attend, especially new members.

Dean's Report

- The Children's Choir will perform on Easter Sunday under the direction of Alison Collins.
- We need to raise visibility of what's going on at Trinity to both the congregation and the community. It would be helpful to provide a list of who's doing what and what they need.
- The recent concert by Henry Mollicone was extremely successful. It is estimated that over 50 people were turned away because of lack of room. This success was attributed to the advertising.
- Winchester Orchestra has included Trinity Cathedral's name in their newspaper advertisement.
- Brent Walters, Professor at SJSU has agreed to publicize Trinity Cathedral in his weekly radio broadcast "God Talk" on KGO AM810, Sunday 6:00 – 9:00 am.

Other Business

- Diana said there will be a bicycle event on May 15, 2010 in downtown San Jose. She will follow up to see if there is any way Trinity can participate.

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	Carol Stephen	Obsolete

	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.		
8/20/09	Set up small group dinners.	David Bird / Richard Cox	Closed
8/20/09	Double sided glossy Trinity card (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 150th Anniversary. Bill Steigleemann is working on a date for the meeting.	Carol Stephen	Closed
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.	Richard Cox Mark Knudsen	In Progress
1/21/10	Identify/recruit someone to take over (from George Duran) monitoring the condos. Barbara Robinson has been identified. Charles will contact her and ask if she is willing to take over this ministry.	David Bird Charles Key	Closed
1/21/10	Have official portrait done.	David Bird	Not started
1/21/10	Follow up on possibility of starting a Korean service at Trinity.	David Bird	Obsolete
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	Closed
2/18/10	Follow up with Dean Bird to ensure the Easter letter goes out two weeks before Easter. The letter is complete. Contact Heike to ensure it goes out.	Charles Key	In Progress
2/18/10	Contact other parishes joining us at the Easter Vigil for acolytes to serve.	John McCurry	In Progress
2/18/10	Finalize schedules for Maundy Thursday and Easter Vigil with OLOG.	David Bird	Closed
2/18/10	Work with Velda Garcia Jones on reception for the Easter Vigil.	Sue Hood	Closed
2/18/10	Coordinate with Heike to ensure that the names of the confirmands be included in bulletins.	Diana Miller	Closed
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 Archambeault	Closed
2/18/10	Each Vestry member is to talk to one person at	All Vestry	In

	coffee hour during the next month and ask what ministry they would like to be involved with	members	Progress
3/18/10	Check on Bicycle Event on May 15, 2010 for possible Trinity involvement	Diana Miller	New
3/18/10	Follow up with Diane Bird regarding Easter Egg Hunt	Diana Miller	New
3/18/10	Ask visitors/newcomers to bring up the sacraments at Sunday morning services	VMIC	New
3/18/10	Include reminder in verbal announcements for visitors/guests to sign clipboard sheets	VMIC	New
3/18/10	Contact Richard Cox regarding Koinonia dinners	John McCurry	New
3/18/10	Define task split between Secretary and Vestry Clerk	Executive Comm	New

The next meeting will on Thursday, April 22 at 7:00 pm.

Diana offered the closing prayer.

Meeting adjourned at 8:57 pm

Respectfully submitted,
Rosemary Joy, Clerk Pro Tem