

Grace and Holy Trinity Cathedral  
**Minutes, Regular Meeting of the Vestry**  
**Thursday, November 15, 2018**

Members Present: The Very Rev. Evelyn Hornaday, Interim Dean; Paula Connors, Senior Warden; Terri Curran, Junior Warden; Jonathan Sternberg, Clerk; Phyllis Biddle; Tara Bennett; Sharon Cheers; Jackye Finnie; Candy McDowell; Ron Michka; Ryan Thomas; Milt Tootle.

Others Present: Chuck Ritter, Treasurer; The Rev. Marco Serrano; Julie Toma, Cathedral Administrator.

Absent: Donna Knoell.

The meeting was called to order at 5:34 p.m. in the Common Room. The Rev. Marco Serrano opened in prayer.

1. Minutes of Previous Meeting

Jonathan Sternberg presented the minutes from October 18, 2018. Terri Curran moved to approve the minutes. Phyllis Biddle seconded the motion. The minutes were approved by unanimous voice vote.

2. Treasurer's Report

Chuck Ritter gave an overview. MTD pledge and plate are a little light. The Recurring Bequest line has the Crowell Trust extra payment, which came in \$19,000 over what we expected. The Larger Church line is low; two payments will appear in this line next month due to timing of invoices. In Clergy Support, Mother Evelyn's final MTD came in much better than expected.

Chuck explained that YTD Property repairs are light compared to budget. Youth & Adult are running below budget. Music instrumentalists is low, likely due to timing for holiday services.

Chuck presented a cash flow report, explaining we were budgeted with a \$40,000 deficit that will likely be only \$20,000 in the end. All the shortfalls in pledge/plate/income are reflected in the cash flow projection.

Chuck explained that on the balance sheet, the 1103 Property Fund has a \$22,000 negative balance for capital items approved by Vestry. The Finance

Committee has recommended transferring \$25,000 from the endowment to the Property portion of the checking account to account for this. Jonathan Sternberg moved to approve this, and Milt Tootle seconded the motion. The motion was approved by unanimous voice vote.

Chuck explained that the Bookstore Manager had attended the Episcopal Booksellers Conference, which incurred a cost that he recommended covering. Terri Curran moved to transfer funds from Designated Funds to the Bookstore fund for this. Jonathan Sternberg seconded the motion. The motion was approved by unanimous voice vote.

A discussion ensued about the future of handling credit card fees and transactions for the Bookstore.

Milt Tootle moved to approve the treasurer's report. Jonathan Sternberg seconded the motion. The motion was approved by unanimous voice vote.

### 3. Deacon's Report

The Rev. Marco Serrano reported about his shift into liturgical and ministerial life at the Cathedral. He will begin teaching and preaching with more regularity. He will be commencing a "deep dive" into almost every ministry area of the Cathedral to better integrate into the ministry of the Cathedral and to continue to grow and learn more about general church life. He will continue to devote much of his time to Young Adult Ministries. The September event with Professor Richard Beck was very successful. The Young Adult community is starting to build a stronger community.

### 4. Buildings and Grounds Report

Julie Toma updated on the Nave lighting project, which is progressing but waiting on one updated proposal. The stained-glass window project should be completed at the end of November.

### 5. Strategic Plan

Tara Bennett presented the report from the October meeting about Strategic Plan Implementation Guidelines. She reported there were questions/concerns about the lack of Vestry involvement in certain areas (worship, marketing, Christian Formation, certain aspects of Pastoral Care).

## 6. Security

Sharon Cheers and Property Manager Angie Graham met with the Downtown Council security manager today. They will patrol our lots each weeknight and be able to contact our property staff by phone if needed. Julie Toma will send them the list of events each week to them, so they can understand what's happening.

Mother Evelyn asked about if we should do an active shooter drill. Suggestion made to do a "Safety Sunday" to cover active shooter, fire or severe weather evacuation as well as medical emergencies.

## 7. Dean Search Committee

Paula Connors reported that the Search Committee had its first meeting Monday night. They want the questions that were asked at the Cathedral Conversations to be given to all members (print, mailed, email) so that those who couldn't participate in the sessions have opportunity to respond.

Milt Tootle moved to approve the Search Committee's request. Ryan Thomas seconded the motion. After discussion, the motion was approved by unanimous voice vote.

## 8. 2019 Budget

Chuck Ritter reported that the Finance Committee recommended using \$40,000 from the Trinity Fund for Ministry for the Dean Search budget. Milt Tootle moved to approve this. Jonathan Sternberg seconded the motion. The motion was approved by unanimous voice vote.

Chuck Ritter presented the proposed 2019 budget:

- Kept pledge and plate income same as 2018. Added to the Crowell Trust income based on information from them. The other trusts are standard formulas. Transfers from Endowment include money from the Kemper grant to pay Marco's salary and to pay part of the Assistant Organist salary.
- Clergy salary includes current salaries for Dean Hornaday and Canon Dorn. It does not include funds for an increased salary if a new Dean comes in 2019.
- Health insurance plans

- Administration includes new contract for copiers which is higher but the Worship line should go down.
- Property salary went up and the money came from the Property Cleaning Service.
- Utilities: Water should go down based on the new water credit meters.
- Music increases are for \$18,000 for an assistant organist and the rest for raises for staff singers.
- Flowers line is \$10,000 to cover the cost of flowers that aren't covered by donations.
- There is currently a \$12,884 surplus and that could be higher depending on employee health insurance choices.
  - The Budget Committee and Finance Committee recommends the 2019 budget with the provisions that any surplus be considered for a raise pool and security.

Milt Tootle moved to approve the budget as presented. Jonathan Sternberg seconded the motion. The motion was approved by unanimous voice vote. The general consensus was that we would discuss what to do with the surplus at the December meeting.

## 9. Dean's Report

Nomination process for Vestry will happen as last year. Those not standing for re-election will serve as the nominating committee.

Adjourned with closing prayer at 7:50 p.m. The next meeting of the Vestry will be Thursday, December 13, 2018.