



**Minutes of Trinity Cathedral Vestry Meeting
January 17, 2023 – 5:30 p.m.**

Present:

Vestry Members: Patricia Roberts, Sr. Warden; Jeff Spiess, Jr. Warden; Paul Herrgesell, Treasurer; Gary Benjamin; Mark Biddlestone; Elizabeth Billings; Martin Hermes; Diane Hexter; Audrey Hudak; Linda Lee; Dale Murphy; Cynthia Ries

Staff: The Very Rev. Bernard Owens, Dean; The Rev. Adrienne Koch, Priest Associate

Clerk of Vestry: Darrell Lausche

Absent: All Present

- The Vestry Business Meeting was called to order at 5:31 p.m.

Formation

1. Opening Devotion

Paul Herrgesell offered the opening devotion.

2. Dean's Report

Dean Owens updated the Vestry on attendance patterns. There was an increase in 2022 Christmas Eve services, compared to 2021. He shared his thoughts on the importance of paying careful attention to attendance at Christmas and Easter services and how those services can be indicators of the health of the congregation. Modest improvements are being made every month regarding Sunday services.

Dean Owens shared that there are plans to return to Wednesday evening programming. He explained the reasoning behind reinstating the programming. The plan is to begin small, then build from there. Moving to programming on Wednesday evenings will also open opportunities for programming on Sunday.

Fiduciary Work

1. Adoption of Consent Agenda

a. December Minutes

Linda Lee moved "to accept the consent agenda." Beth Billings seconded the motion. The motion passed unanimously

2. Finance Committee & Treasurer's Report

Paul Herrgesell began by reviewing the discussion at the December 2022 Vestry meeting about property insurance for Mather Hall. He reminded the Vestry that after 2024, the insurance company will insure the hall for demolition purposes only, resulting in a savings on premiums of \$5,500. After discussion with the diocese, changes have been made in the insurance policy on Mather Hall, resulting in savings.

Cathedral finances finished the year better than expected. There was a smaller draw on the endowment. With the reduced expenses, Trinity Cathedral also saved on the diocesan assessment.

Trinity Commons ended the year with income above budget. The employee retention tax credit helped finish the year strong. Expenses continued to be below budget.

Paul Herrgesell moved, “to add Jeffrey Spiess, Junior Warden; Paul Herrgesell, Treasurer; and Daniel K Hout-Reilly, Controller, as administrators of the Margaret Karnok Fund account; Maintain Bernard J. Owens, Dean, as primary administrator; and remove Amy Ryder Wentz, Tim Espy, and Diane Swander from the account and to further state that the Dean, Junior Warden, Treasure, and Controller of Trinity Cathedral, or any one of such persons duly appointed or elected to such position, be fully authorized and empowered to be administrators of the fund.” Patty Roberts seconded the motion. The motion passed unanimously.

3. Property & Sustainability Committee

Mark Biddlestone provided updates to the Vestry.

- a. Stained Glass & Masonry – There are revised quotes from both vendors for five windows. A formal proposal will be presented to Vestry at the February meeting.
- b. Cathedral Hall – A water main broke on December 26, 2022, in the second-floor bathroom. It resulted in damage to the ceiling and floor of Cathedral Hall. Repairs are continuing and the insurance adjustor will be contacting Trinity with further information before additional restoration takes place.
- c. Meeting Room Sound Loop – Now complete
- d. Columbarium – Delivery is set for February 2023

4. Trinity Commons Executive Committee

Dean Owens reminded the Vestry of the partnership with the diocese in operating Trinity Commons. The Trinity Commons Executive Committee is comprised of the Dean and two appointees, and the bishop and two appointees. A meeting is scheduled for January 18, 2023. The committee will be looking at budget requests related to capital improvements. Dean Owens asked for historical background to the partnership agreement relating to Trinity Commons.

5. Columbarium

Jeff Spiess shared a document in the Vestry Dropbox. Sixty-six niches will be added. Estimated delivery is for the end of February 2023. A proposal for updated guidelines for the columbarium was shared. Clarifying questions were asked by members of Vestry. **Jeff Spiess moved, “to approve the Trinity Cathedral Columbarium Guidelines.” Diane Hexter seconded the motion. The motion passed unanimously.**

6. Employee Evaluation Process

Dean Owens thanked the Personnel Committee. The committee completed work on creating an evaluation process. Employees will receive an evaluation on the anniversary of their hire date.

7. Annual Meeting - February 12, 2023

Dean Owens reminded Vestry of the upcoming Annual Meeting. The meeting will be held between the services. The Nominating Committee is charged with the balloting process. The Annual Report is being drafted by the Trinity staff. A question was raised regarding remote balloting (mail and/or ballot drop), as conducted last year. Discussion occurred on that topic. The self-nomination deadline is January 29, 2023. Conversation regarding quorum also occurred.

Strategic Work

1. Abundant Table Music Director



Dean Owens shared a job description for the Abundant Table Music Director in the Vestry Dropbox. He believes conversations with potential candidates can commence. He shared the qualities in candidates that he felt would be most beneficial for success in the role.

2. Development Director Position

Dean Owens shared a draft job description for a Development Director. Discussion occurred regarding the characteristics of the position and requirements that would promote diversity in candidates. Further conversation took place about the trends in giving, not just at Trinity, but across the country.

Continuing Work

1. Church Management Software

Dean Owens shared that Ginger Bitikofer and Eric Travis are currently researching possible software programs that will meet the needs of Trinity Cathedral.

2. Vestry Transitions

Dean Owens shared his thoughts about the number of Vestry positions up for election at the Annual Meeting. He also reflected on the work of Vestry over the last three years. He asked for input from the members of Vestry on transition strategies between outgoing and incoming members. Ideas included transition meetings, mentorships, a retreat, etc.

Dean Owens acknowledged outgoing Vestry members and those that are up for reelection. His remarks included the challenges of facing the COVID-19 pandemic. He asked each to share their reflections on serving on Vestry.

Closing Prayer/Devotional

Paul Herrgesell offered the closing prayer/devotional.

The meeting adjourned at 7:40 p.m.

Next Vestry Meeting: February 28, 2023 at 5:30 p.m via zoom

*Later in the month to accommodate Mardi Gras/Ash Wednesday

Respectfully submitted,



Darrell Lausche, Clerk of Vestry

