



**Minutes of Trinity Cathedral Vestry Meeting
June 18, 2024 – 5:30 p.m.**

Present:

Vestry Members: Jeff Spiess, Sr. Warden; Kim DeNero-Ackroyd, Jr. Warden; Elizabeth Billings; Marie Curry; Martin Hermes; Diane Hexter; Audrey Hudak; Antoinette Ponzio; Cynthia Ries; Marilyn Valencia

Staff: The Very Rev. Bernard Owens, Dean; The Rev. Adrienne Koch, Priest Associate; Cheryl Williams, Director of Development and Community Programming

Clerk of Vestry: Darrell Lausche

Absent: Paul Herrgesell, Treasurer; Mark Biddlestone

- The Vestry meeting was called to order at 5:33 p.m.
- Jeff Spiess led the Vestry in the opening devotional.

Formation

- Dean's Report

Dean Owens mentioned he will be attending The Episcopal Church General Convention during the week of June 24, 2024, as the second alternate delegate. He spoke about what he expects from the experience. He discussed the eligibility requirements for Presiding Bishop. Candidates must have been a bishop for at least 5 years and have at least nine years left in their ministry. It does limit the diversity of available candidates as many of the representatives of diversity have been elected and consecrated within the last five years.

Dean Owens updated staffing developments. The final steps are in the process for elevating Rev. Adrienne Koch as Canon for Mission and Transformation, beginning July 1, 2024. Bishop Anne B. Jolly has also asked Rev. Koch to serve as the Diocesan Liturgist for five hours a week. He expressed the wonderful opportunity this presents Rev. Koch. Clarifying questions about the job description and letter of agreement as Canon for Mission and Transformation were asked.

Conversation was held regarding the Director of Music and Music Administrative Assistant job descriptions. Dean Owens shared that his goal is to format job descriptions similarly. Questions regarding the Abundant Table Music Director were asked. The Personnel Committee reviewed job descriptions and provided input. **Cynthia Ries moved, "to approve the Music Administrative Assistant job description." Beth Billings seconded the motion. The motion passed unanimously.**

Dean Owens continued the conversation about cathedral music. He discussed conversations with music donors. Similar levels of support can be expected. He shared information about the conversations regarding the appropriate level of choir support. He proposed that work needs to be done toward the goal of 10 paid positions, but that will ultimately be the Vestry's decision. Shiloh Roby, Music Director, has the goal of consolidating both choral ensembles into one choir, responsible for sung music at all services. Beth Billings was able to provide a further update on the music program. Shiloh Roby has booked the Brownbag Concerts for the upcoming season and the artist in residence contract has been signed.

Dean Owens finished his report with an update from the dream casting conversations. He shared that the experience was overwhelmingly positive.

Fiduciary Work

- Adoption of Consent Agenda
 - May Meeting Minutes
Audrey Hudak moved, “to accept the consent agenda.” Toni Ponzo seconded the motion. The motion passed unanimously.
- Treasurer’s Report

Jeff Spiess provided the Treasurer’s report in Paul Herrgesell’s absence. He focused on the Cashflow Forecast. The document was provided via the Vestry Dropbox file. **Jeff Spiess moved, “to approve a \$389,000.00 endowment draw, with \$200,000.00 for operating expenses and \$189,000.00 for capital projects already in progress.” Marilyn Valencia seconded the motion. The motion passed unanimously.**

Paul Herrgesell provided the following update to Vestry via email: *Cathedral income is at about budget and expenses are lower so overall results are better than budget. Operating Expenses are \$72,000.00 below budget and that is a combination of savings and timing of expenses. Maintenance will catch as we go through the year. Food/Equipment/Supplies will probably continue on that trend. Performance/Artist Fees are \$12,000.00 over budget but some Net Restricted Funds have been released as well as the release of restricted Chamber Singer funds by the donor. The current forecast is that this line will end the year at \$9,000.00 over budget. The Diocesan Assessment and the Commons subsidy are trending lower so that is positive to the Cathedral budget.*

Commons revenue is below budget by \$10,000.00 due to parking shortfalls. We had an outage of the gate system this month that did not allow us to collect fees for several days. Expenses are \$34,000.00 less than budget with salaries and benefits leading the way. Maintenance will probably catch up later in the year. The Operations subtotal is \$28,000.00 better than the budget so the positive trends continue.

- Endowment Draw & Stewardship

Dean Owens discussed the need to talk about the approach to the endowment draw for years to come. He has been in conversation with Cheryl Williams, Director of Development and Community Programming, about how Trinity Cathedral stewards the endowment. He asked the members of Vestry to ruminate over the topic for the July 2024 meeting.

- Property & Sustainability Committee

Mark Biddlestone was not present for the meeting. Diane Hexter provided an update from the most recent Property Committee meeting. Part of the meeting was focused on stained glass restoration updates and evaluation of the HVAC system. Audrey Hudak requested a tour from the Operations Manager and Property Committee.

- Cathedral Ministries Committee

Kim DeNero-Ackroyd reported that a committee meeting on July 11, 2024, has been scheduled. Tentative dates for the Mission Team Retreat (September 15, 2024) and Vestry Retreat (February 21–22, 2025 or February 28–March 1, 2025) at Bellwether Farm have also been proposed.

- Nominating Committee

Jeff Spiess provided a Nominating Committee update. Diane Hexter and Audrey Hudak have agreed to be the Vestry representatives on the committee. Linda Lee and Luke Taylor are also on the committee. As Senior Warden, Jeff may appoint the chair of the committee. He welcomes input from members of the Vestry.

- Executive Session



Jeff Spiess moved, “to adjourn to Executive Session.” Marilyn Valencia seconded the motion. The motion passed unanimously. The Vestry moved into Executive Session at 7:04 p.m. **Martin Hermes moved, “to return to regular business.” Marie Curry seconded the motion. The motion passed unanimously.** The Vestry returned from Executive Session at 7:17 p.m.

- Annual Meeting 2025 – Scheduled for February 2, 2025.
- Legacy Circle Name Brainstorm

Dean Owens led discussion brainstorming names for a legacy circle. He began the discussion around whether the name should reference an individual, for example The (name) Planned Giving Circle. Vestry members shared ideas for names.

- Congregational Health Needs

An issue was raised regarding a medical emergency at a service a couple weeks prior to the June Vestry meeting. A request was made to have a blood pressure cuff available and to train ushers on where defibrillators are located. Issues about liability were also discussed.

Strategic Work

- Capital & Capacity 2024-26

Cheryl Williams, Director of Development and Community Programming, would like to launch a legacy circle by November 1, 2024. Before that can occur, the Vestry will need to assist in deciding the name for a planned giving circle. She also provided guidance about how to account for various gifts toward a capital campaign. A database would be maintained alongside Realm.

- Planned Giving – It is recommended that the Finance Committee have input on an agent that would manage annuity gifts. It was shared that the bank that manages Trinity’s finances has that capacity.
- Scope – Cheryl Williams presented a *Proposed Major Gifts Initiative Preliminary Timeline* document, shared via the Vestry Dropbox. She envisions a future conversation about the role of Vestry in supporting and championing the campaign. She will spend the summer drafting a case document, telling the story of why Trinity Cathedral is important and to help tell the story of the congregation’s future needs. Cheryl would like the Vestry to review the document over the next few weeks and plan to provide further input. The decision to go public about a capital campaign is the Vestry decision. There isn’t a timeline for doing so, but she recommended doing so when approximately 70% of the funds are raised in a quiet campaign.
- Gift Acceptance Policy – The work that was done by the subcommittee was taken by Cheryl Williams and compared to best practice. She presented a document named *Trinity Cathedral Gift Acceptance Policy, June 2024*. She shared the updates and revisions she proposes. One suggestion was to split the original document into a separate document named *Role and Review Guidelines for the Gift Review Committee, June 2024*, which the Vestry may wish to formalize. The other proposals are editorial, such as prioritizing the order of gift types. She complimented the work of the subcommittee in drafting the initial gift policy. Clarifying questions were asked. One topic was about naming abilities regarding endowment gifts, the extent of “earmarks” with gifts, and particulars about obtaining legal counsel as necessary. Dean Owens recommended that Vestry members review the documents and approval will occur at a future meeting.



Closing Prayer

Jeff Spiess led the Vestry in a closing prayer.

The meeting was adjourned at 7:40 p.m.

Next Vestry Meeting: July 16, 2024, at 5:30 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Darrell Lausche", is written over a horizontal line.

Darrell Lausche, Clerk of Vestry

