

Church of the Epiphany
Minutes of Vestry Meeting held December 20, 2017

Present: Ann Gordon, Caroline Klam, Linda Grigsby, Michele Hutt, Kathrine Ebert, Glenn Greene, Bea Trapasso Dermer, James Rogers (2018), Rev. Glenna Huber, Rev. Catriona Laing
Absent: Annie Wright, Jennifer Walsh, Uyi Oviasogie, Brian Stecker, Chuck Burg, Kelli Sampson

The meeting convened at 6:30 pm. Bea Trapasso Dermer offered the opening prayer.

MOTION: Linda Grigsby moved to approve the agenda. Caroline Klam seconded. The motion passed.

Bea Trapasso Dermer served as Secretary for the meeting.

Final minutes from the November meeting were not complete for the vestry's review. Minutes will be approved during the January meeting.

Treasurers Report: The end of November reflected a \$40,000 deficit. There has been minimal progress in securing back payments from YSOP. One payment has been made incorporating rent and the overdue amount. Pledge and plate are behind. Facilities revenue is behind. Caroline asked if this was due to special events or rent being behind. Rev. Trin said the space was being used regularly; her sense was that it was more due to rent.

Rev. Glenna reviewed the history with YSOP. She recommended if after six months and we want to ask YSOP to leave, we need to be sure that we are advertising the Mission Center and filling it regularly to make up for the lack of revenue. Right now, we are not receiving regular rent payments. The \$4000 payment in November was one month's rent and \$3000 toward the overdues facilities use fees.

MOTION: Linda moved to accept the Treasurer's Report, Caroline seconded. The motion passed.

Meeting time: The second Wednesday and the third Tuesday were proposed as meeting times for 2018. Ann had sent out a doodle poll, and as of meeting time, each day had received 3 responses for each day. Caroline expressed frustration that more people have not responded. We need to determine the best communication channels and lay out expectations for vestry members.

Linda expressed that she had committed to the third Wednesday and was concerned about changing the day mid-stream. Rev. Glenna said that the date was changed to the third Wednesday to accommodate a new Vestry member. If changing the date is a problem, then a

new election will have to be held to fill the vestry slot. Only once has the full vestry been in attendance. We can change if people will commit to coming. She will talk to D'Oneice Dillard.

MOTION: Kathrine Ebert moved that meetings continue to be held on the third Wednesday. Linda seconded. The motion passed by a vote of 4-3. Kathrine Ebert, Linda Grigsby, Michelle Hutt, and James Rogers voted in favor; Ann Gordon, Caroline Klam, and Bea Dermer voted against. Glenn Greene abstained.

Music Report: Ann Gordon presented a report on music. In response to questions from the vestry around security for the choir's upcoming trip to Lincoln Cathedral, Jeremy shared via e-mail that all participants must sign a medical waiver. Any expenses related to health emergencies will need to be paid by the participant. Drivers insurance will be taken out. The Epiphany Vestry will not be legally liable. Caroline suggested we talk to Paul Coomey and others at the Diocese and that Epiphany should be the named insured on all policies. Rev. Trin suggested we follow the procedures and language used by the Cathedral Choir when they recently traveled to Europe. Caroline affirmed that we need to see the boilerplate language or an assurance that the choir will have the same insurance coverage that the Cathedral Choir had for their recent trip.

ACTION ITEM: James will follow up with Jeremy on the choir's insurance coverage. Jeremy also shared an overview of upcoming trips and events, including a trip to New Jersey and a 175th anniversary memorial concert at Epiphany that will take place on Memorial Day weekend. Any funds raised from the anniversary concert will go towards Epiphany's general budget.

The recent auction involved the use of a third-party vendor to process credit card payments. The bank charges for this totaled approximately \$450.

MOTION: Bea Dermer moved that the charges be deducted from the revenues raised for the trip. Linda Grigsby seconded. The motion passed. Kathrine Ebert abstained.

Building and Grounds Report: Linda Grigsby presented the Building and Grounds report. Linda, Marge McNaughton, and Catherine Manhardt are developing new Letters of Agreement that will be part of our rental agreements with each of our tenants. American Pest has been selected as our pest control vendor. The committee recommends that the church hire a sexton. Currently the committee meets on the second Tuesday of each month. The committee requests that tenants take trash (particularly pizza boxes) out to the dumpster right away. Rev. Glenna recommended that the committee define the responsibilities of a sexton.

Stewardship report: Ann Gordon presented a report on Stewardship, prepared by Rasheen Carbin. So far, we have 68 pledging units, totaling \$256,000. Our goal is to raise \$345,000. Rachel and Rasheen will continue to call some people; one individual has health issues. Vestry discussed the pros and cons of having the Rector call individuals. 35 people pledged in 2017

but not yet for 2018. The vestry agreed to have the Stewardship Committee move forward with their work.

Vestry Retreat: Ann Gordon will host a vestry retreat at her house during the month of February.

Rector's report: Whitney Brimfield resigned as Development Director. Her work had focused on renewals from previous donors; no new funders had been secured. She brought in approximately \$175,000 for The Welcome Table. One application for Tuesday Concert Series was declined; the feedback we received was that the music was not diversified enough. We need to decide whether to hire a new grant writer-someone who could focus on the grant writing and grow into a Development Director. Vestry discussed the pros and cons of hiring a grant writer for an interim period. Someone with more corporate contacts will cost more; another challenge is that new programming is needed to secure new funds; which brings new costs.

MOTION: Bea Dermer moved to pursue a grant writer for a one-year period. Ann Gordon seconded. The motion passed 7- 1 in favor; Kathrine Ebert opposed.

A 2018 budget should have been in place by now. Information needs to be shared on a more timely basis. Duncan has served as Treasurer for 13 years. He is trying to recruit someone new; those with financial experience have declined. We need a treasurer who can articulate the finances well to the vestry, who can be responsive to the vestry and ensure the bookkeeper is responsive as well.

The finance committee needs new life. The finance committee currently consists of Duncan, Bea, and Susan Weinbeck. Charlie Beradasco and Jeff Thurston are listed as members but have not attended meetings. Meetings are not functional, typically occurring immediately before vestry meetings. Tonda Rush, a parishioner who has consulted with many nonprofits around finances, has been meeting with Rev. Glenna to analyze the budget and will meet with the Vestry in January. She has raised questions about where our revenue is coming from, how funds are recorded and used. We need to have a clearer sense of our operating budget. Rev. Glenna explained that we could not continue on our current trajectory. The number of people who pledge is falling. The challenges are unique; they are common to every urban church. If you don't look at it, you can't respond with clarity.

Joshua Daniels will not finish his year with us; his Bishop has called him back to Arkansas to serve as Deacon-in-Charge.

Wardens Report: Ann Gordon presented the Warden's report. The Installation Ceremony was glorious. We raised \$3,200 for the Rector's Discretionary Fund. She asked if we needed to set a floor for the fund; Rev. Glenna said no. Caroline reported that Rev. Geoffrey had shared policies for use of a discretionary fund, but it never got adopted here.

ACTION ITEM: Caroline will look into Diocesan rules around discretionary funds.

Ann also shared that the Diocese has called for our annual contribution and is asking for \$31,500.

Bishop Mariann has requested to meet with the Vestry during her visit to Epiphany on January 7th; after the 11:00 service. All vestry members should attend. Rev. Glenna will work with her to create an agenda.

Staff raises: Diocesan policies are that staff salaries keep up with the cost of living. MOTION: Caroline Klam moved that 3% COLAs be granted to full-time, part-time and contract staff, with the exception of the communications associate. Ann Gordon seconded. The motion passed.

The meeting adjourned at 7:30, followed by dinner fellowship and a compline service led by Rev. Trin.

Respectfully submitted,
Beatrice Trapasso Dermer