

**Minutes of Trinity Cathedral Vestry Meeting
August 16, 2022 – 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:

- The Vestry Business Meeting was called to order at 5:30 p.m.

Formation

1. Opening Devotion

Dale Murphy offered the opening prayer.

2. Dean's Report

Dean Owens shared an update about the work done throughout the summer. Focus has been on the mission teams, and development of Trinity Cathedral's new brand and website. Preparation for the fall ministry program is also occurring. He reminded the members of Vestry that Trinity will continue to feel the lasting impact of the COVID-19 pandemic. He also recommended Vestry members review information about the three candidates for the 12th Bishop of the Diocese of Ohio and to hold them in prayer.

Fiduciary Work

1. Adoption of Consent Agenda

a. June Minutes – No Changes

Linda Lee moved, "to accept the consent agenda." Audrey Hudak seconded the motion. The motion passed unanimously.

2. Stewardship Committee

Cynthia Ries updated the Vestry on the upcoming stewardship campaign. A table at the congregational picnic will be present. The theme is *Sacred Space, Living Faith*. Pledge packets will be available at the picnic, then available at Trinity, beginning the Sunday after the picnic. Saturday, October 29, 2022, the silent film *The Phantom of the Opera* will be presented as a closing to the campaign and as a celebration of being in the sacred space. Todd Wilson, Music Director, will accompany the film with the organ. Ministry Moments will also be scheduled each Sunday of the campaign. Incoming pledges continue to be strong. A focus on more pledging households is needed for the upcoming stewardship campaign. The stewardship materials will include the new Trinity Cathedral branding.

3. Finance Committee & Treasurer's Report

Paul Herrgesell updated the Vestry on the financial reports of Trinity Commons. Income is a little below budget and expenses continue to be under budget. He also provided an update on the Trinity Cathedral financials. Income is above budget and expenses are below budget. Less has been withdrawn from the endowment.

Questions were asked about parking income. After September, a better forecast on the parking income will be available, because Cleveland State University will be back in session. A point about parking rates in lots around Trinity was made with a request to review the daily parking rate for the Trinity lot.

Additionally, Paul shared the quarterly endowment statement from Key Bank. The downturn in the market has impacted the endowment. There has been a slight rebound in returns in the last month. After consultation with Key Bank, the Finance Committee has decided to hold with the investments and monitor the results.

4. Property and Sustainability Committee

Mark Biddlestone shared updates about the courtyard retaining wall and steps. The project is complete. The terrace work will begin soon. Issues with Mather Hall are being addressed. Surveys from both vendors regarding the stained-glass windows have been updated. A review of three estimates for the lighting project will occur. The hearing loop project will receive an updated estimate with the recommendations from the vendor. The Property Committee will review estimates for projects and present proposals at the September 2022 Vestry meeting.

5. Cathedral Ministries Committee

Rev. Koch shared the work of the Cathedral Ministries Committee. All of the teams have met, except Adult Formation (meeting later in the week). A retreat is scheduled for the committees on Sunday, August 21, 2022.

6. Website and Branding Update

Dean Owens shared information with the Vestry about the website and branding updates.

- a. Logo/Branding Preview – A preview of the logo was presented along with a history of the work that preceded its development. Dean Owens asked for Vestry member reflections on the design.
- b. Graphic design & brand rollout – Discussion occurred regarding the need for updated logo items for communication and advertising. Merchandise will also be available with the new brand. Dean Owens is proposing the possible use of a graphic designer to assist with items such as Cathedral Connections, etc. A budget request is being created and will be presented to Vestry at a future meeting.

7. Employee Retention Tax Credit

Paul Herrgesell discussed the employee retention tax credit. It is a program that was instituted during the COVID-19 pandemic. Qualification changes have now opened eligibility to organizations that participated in the PPP loan program. The retention tax credit would refund payroll taxes paid by Trinity Cathedral. A review with Trinity's accounting firm will occur to confirm eligibility and financial results of participation. Clarifying questions were asked.

8. Karnok Foundation Signatories

Dean Owens shared that the Karnok Fund provides funding for A Place at the Table. Updates to the signatories and administrators is necessary because some individuals on the most recent resolution are no longer members of Vestry. **Cynthia Ries moved, "to update the signatories and administrators on the Margaret Karnok Fund resolution." Mark Biddlestone seconded the motion. The motion passed unanimously.**

Strategic Work

1. Mission Teams

Rev. Koch and Dean Owens provided information about the upcoming Mission Team retreat on Sunday, August 21, 2022. They shared the schedule and expected outcomes. Questions were asked about reporting expectations and timelines for mission teams.

Generative Work

1. Digital Evangelism

Dean Owens shared an idea around social media and how Trinity Cathedral is using the digital platforms to reach beyond the physical space of the cathedral. He posited if there is a better way to reach out and connect with people, especially through digital avenues. He suggested a one-year, part-time, trial position that could assist with this endeavor. Dean Owens and Rev. Koch are working on creating a more detailed proposal to present to Vestry. Vestry members were able to share their thoughts on and ask clarifying questions about the idea.

2. Wise, Warmeling, Way

Dean Owens shared an application developed by the committee. Selection criteria was shared. Options for reapplying in subsequent years are available. **Jeff Spiess moved "to accept the Wise, Warmeling, Way application."** **Paul Herrgesell seconded the motion. The motion passed unanimously.**

3. Trinity Commons Program Director

Dean Owens shared that the process to finalize the job description will happen after the rollout of the new brand and website.

4. Administrative Assistant for Music & Art

Dean Owens reminded the members of Vestry that Music and Art at Trinity (M & A) had a part-time administrative assistant. A half-time staff position is being proposed to help support M & A. M & A will help offset the cost of the position. **Beth Billings moved to, "allocate \$10,000 from the Trinity Cathedral budget to support the Administrative Assistant for Music & Art at Trinity staff position."** **Mark Biddlestone seconded the motion. The motion passed unanimously.**

Closing Prayer/Devotional

Dale Murphy offered the closing prayer/devotional.

The meeting adjourned at 7:16 p.m.

Next Vestry Meeting: September 20, 2022, at 5:30 p.m

Note: The September meeting will be held in-person at Trinity Cathedral.

Respectfully submitted,



Darrell Lausche, Clerk of Vestry