



**Minutes of Trinity Cathedral Vestry Meeting
September 20, 2022 – 5:30 p.m.**

Present:

Vestry Members: Jeff Spiess, Jr. Warden; Paul Herrgesell, Treasurer; Mark Biddlestone; Elizabeth Billings; Martin Hermes; Diane Hexter; Audrey Hudak; Linda Lee; Cynthia Ries

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

Clerk of Vestry: Darrell Lausche

Absent: Patricia Roberts, Sr. Warden; Gary Benjamin; Dale Murphy

- The Vestry Business Meeting was called to order at 5:33 p.m.

Formation

1. Opening Devotion

Audrey Hudak offered the opening prayer.

2. Dean's Report

Dean Owens shared an update on the program year, rebranding, and new website. He highlighted the creation of mission teams, the functionality and intentionality of the new website, and the color adjustments to the logo. He asked the members of Vestry for feedback. Questions about the placement of the worship bulletin and maintaining a current website were asked. A concern about the dropdown menus on the mobile version of the website was raised. Dean Owens specifically expressed gratitude for Scott Blanchard's work with the website.

The Blessing of the Animals will happen on October 2, 2022, during the *Abundant Table* service. The service will occur outside, weather permitting.

Fiduciary Work

1. Adoption of Consent Agenda

- a. August Minutes – **Audrey Hudak moved, "to accept the consent agenda." Jeff Spiess seconded the motion. The motion passed unanimously.**

2. Stewardship Committee

Cynthia Ries reminded the Vestry of the theme, "Sacred Space, Living Faith". There will be an envelope stuffing session on Thursday, September 22, 2022. The barbeque will have an interactive aspect related to the campaign. Pledge materials will be available at the event. The campaign concludes at the end of October. Ministry Moments will return each Sunday. To celebrate the close of the campaign, the silent film version of *The Phantom of the Opera*, accompanied by Todd Wilson on the organ is planned. Cynthia added a request for Vestry members to have an early response to the stewardship campaign.

3. Finance Committee & Treasurer's Report

Paul Herrgesell shared the income statements for the cathedral and Trinity Commons. The trends for the cathedral continue with being above budget on income and below budget on expenses. The endowment draws are lower than expected.

The Commons are trending a little lower on income related to expenses. Parking is under budgeted income. Expenses are significantly lower than budgeted. The report is positive.

Paul reminded the Vestry about Trinity Cathedral's eligibility for employee tax credits. Dan Hout-Riley, Controller, calculated that the cathedral could see a return of \$145,000, less filing fees.

He also noted that the lease for the space Cleveland State University (CSU) rents is set to be renewed. They wish to remain in the space. Negotiations are taking place. Dean Owens spoke about his communication with the new CSU President.

The 2023 budget schedule was also shared with the Vestry. It is anticipated that a full draft budget will be available in November 2022. This will allow the members of Vestry to have time to review the budget before final approval in December 2022. He requested input from Vestry on budget changes from 2022 by October. A clarifying question regarding funding sources ministry team budgets and the process for project approvals was asked.

Paul reminded the members of Vestry that a budgeted endowment draw of \$220,000 was approved in December of 2021. Payment for projects need to be approved by Vestry. To pay for the 2022 capital improvements, **Paul Herrgesell moved, "to approve an endowment draw of \$170,00 to pay for capital improvements." Mark Biddlestone seconded the motion. The motion passed unanimously.**

4. Property & Sustainability Committee

Paul also presented a Capital Projects Cashflows Forecast document. Mark Biddlestone highlighted the projects that are completed or in process.

- a. Café Courtyard – Project is complete.
- b. Church House Entry Wall – Project is complete.
- c. Lighting Upgrades – Postponed as more information is being obtained.
- d. Columbarium – 1/3 paid.
- e. Sound System – Mark discussed the need to complete the sound system and hearing loop in Conference Rooms A/B. **Mark Biddlestone moved, "to approve \$9,315 to install a hearing loop and sound equipment in Conference Rooms A/B." Linda Lee seconded the motion. Jeff Spiess moved, "to amend the motion to state, 'up to \$9,315'". Martin Hermes seconded the motion. The motion passed unanimously. The amended motion states, "to approve up to \$9,315 to install a hearing loop and sound equipment in Conference Rooms A/B." and was passed unanimously.** Questions regarding Trinity's financial contribution versus the Diocesan contribution was asked. Mark will confirm the cathedral's portion of the cost with Corinne Wallner and communicate the confirmed amount to Vestry members via email. He further explained that Cathedral Hall will have a hearing loop added, once the upgraded system is chosen for the cathedral nave.
- f. Stained Glass Windows – Information is being gathered and an approach to addressing the project is in process. Rev. Koch inquired about access throughout the nave during restoration, citing the process at Duke Chapel.

5. Cathedral Ministries Committee

Rev. Koch shared feedback from the Mission Teams retreat. The feedback was positive, and a lot of energy was generated by the retreat. The next step is to plan how to support the ministries. Communication strategies



from ministries to the larger congregation are being explored. Rev. Koch will be asking ministry chairs for amendments to their *Calls to Action*. Reimagining the ministry fair and highlighting Mission Teams is in process.

6. Vestry Nominating Committee

Dean Owens updated the members of Vestry on the timeline since the annual meeting is earlier in the year. He recommends beginning the process this fall. **Mark Biddlestone moved, "to elect Martin Hermes and Linda Lee as the Vestry members of the Vestry Nominating Committee."** Beth Billings seconded the motion. **The motion passed unanimously.**

7. 2023 Budget Orientation

Paul Herrgesell included the 2023 budget orientation in his financial report

8. 2023 Annual Meeting Date

Dean Owens recommended February 12, 2023, for the Annual Meeting. He asked Vestry members to confirm the date. It is the earliest Dan Hout-Reilly, Controller, will be able to have the final financial reports ready for the congregation.

Generative Work

1. Trinity Commons Program Director

Dean Owens provided an update on the Trinity Commons Program Director search. There are no new developments. Focus has been on the rebranding and website.

2. Administrative Assistant for Music & Art

Dean Owens provided an updated on the Administrative Assistant for Music & Art position. Several resumes have been received. An individual is filling the position on a temporary basis. The position should be filled by the end of October 2022.

3. Choral Evensong and CSU Connections

Rev. Koch updated the Vestry on plans for welcoming CSU students to Choral Evensong. She shared that there are plans for a meal offering in the nave after the service. Due to the absence of a Trinity food service coordinator, the offering will not be a hot meal. She has been promoting the service in her work with CSU. Choral Evensong is still a diocese-wide offering. A schedule for clergy and choirs from other congregations has been created.

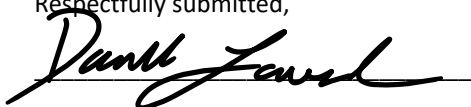
Closing Prayer/Devotional

Audrey Hudak offered the closing prayer/devotional.

The meeting adjourned at 7:22 p.m.

Next Vestry Meeting October 18, 2022, at 5:30 p.m

Respectfully submitted,



Darrell Lausche, Clerk of Vestry

