



**Minutes of Trinity Cathedral Vestry Meeting  
February 28, 2023 – 5:30 p.m.**

Present:

*Vestry Members:* Kim DeNero-Ackroyd, Jr. Warden; Mark Biddlestone; Elizabeth Billings; Marie Curry; Martin Hermes; Diane Hexter; Audrey Hudak; Antoinette Ponzo; Cynthia Ries; Marilyn Valencia

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

*Clerk of Vestry:* Darrell Lausche

Absent: Jeff Spiess, Sr. Warden; Paul Herrgesell, Treasurer

- The Vestry meeting was called to order at 5:33 p.m. Dean Owens welcomed the new Vestry members, Kim DeNero-Ackroyd, Marie Curry, Antoinette Ponzo, and Marilyn Valencia

Formation

1. Opening Devotion

Martin Hermes led the Vestry in prayer to open the meeting.

2. Vestry Skills Building

Dean Owens explained that he likes to incorporate skills building in Vestry and staff meetings, to help build the leadership capacity of Trinity Cathedral. This month, he discussed the “Tip of the Iceberg”, the reasons people come to Trinity Cathedral and the visible aspects of our life together as a congregation. It can be seen as the fulfillment of the mission and ministry of the church. Underlying that fulfillment, one can find values and vision, by-laws/core documents, leadership structure, gifts, and operations. Dean Owens discussed each area. Vestry members offered their reflections on, and questions about, the document that was shared.

3. Vestry Orientation: Current Dashboard

Dean Owens shared the work of Vestry over the previous year and what is upcoming. Past work included the hiring of a Controller, navigating the COVID-19 global pandemic, staged return to in-person activities. The strategic vision process, introducing a new website and branding, hiring a Children’s and Youth Director, creating employee evaluations, discernment towards Trinity Commons programming, and transitioning to Mission Team ministry structure also occurred. Upcoming work includes hiring an Abundant Table Music Director, continuing Mission Team transitions, discerning the need for a Development Director, CSU lease continuation, addressing an organ funding shortfall, sound system improvements, identifying and transferring church management software, expanding the columbarium, and the stained glass and masonry project. Ongoing discernment regarding Mather Hall, Trinity Commons, sustainable endowment stewardship, and legacy giving is happening. Clarifying questions were asked by members of the Vestry.

Fiduciary Work

1. Adoption of Consent Agenda

a. January Minutes

**Toni Ponzo moved, “to accept the consent agenda.” Beth Billings seconded the motion. The motion passed unanimously.**

2. Finance Committee & Treasurer's Report

Paul Herrgesell, Treasurer, provided all pertinent documents in the Vestry Dropbox files to accompany his written report. Overall, the financial statements are slightly better than the budget for both the Cathedral and Trinity Commons, so we are off to a good start. For Trinity Cathedral, congregational giving is ahead of budget and the endowment draw is as expected, so income is good. Expenses are down for utilities as an expected rate increase for steam has not occurred, putting expenses below budget. Regarding Trinity Commons, the overall income is on budget with space rental ahead and parking behind. Expenses are below budget with benefits leading that, but it will even out over time. Maintenance is also better than budget for the first month. He encouraged members of Vestry to contact him with questions or concerns and he will respond as soon as possible.

3. Property & Sustainability Committee

Mark Biddlestone provided updates on the following projects:

- a. Columbarium – The project should begin in the first two weeks of March 2023.
- b. Cathedral Hall – Repairs and restoration continues and has been approved by the insurance carrier. Corinne Wallner, Facilities and Events Manager, continues to keep costs contained.
- c. Sound System – The new receiver antennas have been installed. The sound system in the nave, chapel, and Cathedral Hall needs to be upgraded. The speakers are in good condition, the Property Committee is recommending using the funds for the speakers to expand the hearing loop with the chapel and Cathedral Hall. **Mark Biddlestone moved, "for Vestry to approve the monies and funds to upgrade the sound systems in the nave, chapel, and Cathedral Hall, and to install the hearing loop in the chapel and Cathedral Hall for a total of \$57,931." Diane Hexter seconded the motion. The motion passed unanimously.**
- d. Stained Glass & Masonry – Five windows have been deemed as most needed in repair. **Mark Biddlestone moved, "to restore five specific stained glass windows and complete masonry work on window openings for a total of \$98,250." Beth Billings seconded the motion. The motion passed unanimously.** Discussion continued on ways to highlight the work of restoration as it progresses.

4. Music & Art at Trinity Chair

Dean Owens explained that the by-laws state the Music & Arts at Trinity Chair must be a member of Vestry. **Kim DeNero-Ackroyd moved, "to appoint Beth Billings as Music & Art at Trinity Chair." Audrey Hudak seconded the motion. The motion passed unanimously.**

5. 2022 Parochial Report approval

Dean Owens shared the *2022 Parochial Report* in the Vestry Dropbox. **Mark Biddlestone moved, "to accept the 2022 Parochial Report." Beth Billings seconded the motion. The motion passed unanimously.**

6. Nominating Committee

Martin Hermes provided an update on the work of the Nominating Committee. He plans to meet with the committee to debrief the process. He intends to work with the committee to create a set of guidelines to make the committee work efficiently and effectively. Clarifying questions were asked. Discussion about identifying and developing the skills of potential lay leaders within the congregation occurred.

7. Vestry Retreat – April 16, 2023

Dean Owens shared the Vestry retreat will be held at Trinity Cathedral, after services, on April 16, 2023. More information will be shared via email.



8. Resolutions for Check Signers

Dean Owens shared the *Keybank Signers Resolution* in the Vestry Dropbox. **Toni Ponzo moved, “to accept the *KeyBank Signers Resolution* as written.” Mark Biddlestone seconded the motion. The motion passed unanimously.**

Strategic Work

1. Mission Teams Leadership

Dean Owens reminded the members of Vestry to contact him with their first and second choice of Mission Teams in which they would like to be assigned. Jeff Spiess, Sr. Warden, will move to the Finance and Investment Committees. Kim DeNero-Ackroyd, Jr. Warden, will work with the Cathedral Ministries.

2. Abundant Table Music Director Search

Dean Owens provided an update regarding the Abundant Table Music Director search. Clarifying questions were asked and thoughts were shared by members of the Vestry.

3. Development Director Position

Dean Owens updated the members of Vestry about the discernment process regarding a Development Director. He included a revised draft of a *Development Director Position Description*. He opened the conversation about if the time is right for creating the position, if the position fills a need, if the position will grow participation in the life of the cathedral and congregation, etc. to the members of Vestry. Focus of the conversation was on staff support, programming needs, etc.

Closing Prayer

Martin Hermes led the Vestry in a closing prayer.

The meeting was adjourned at 7:42 p.m.

Next Vestry Meeting: March 21, 2023, at 5:30 p.m. at Trinity Cathedral

Respectfully submitted,



Darrell Lausche, Clerk of Vestry

