



**Minutes of Trinity Cathedral Vestry Meeting  
March 21, 2023 – 5:30 p.m.**

Present:

*Vestry Members:* Jeff Spiess, Sr. Warden; Kim DeNero-Ackroyd, Jr. Warden; Paul Herrgesell, Treasurer; Mark Biddlestone; 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

*Clerk of Vestry:* Darrell Lausche

Absent: None

- The Vestry meeting was called to order at 5:32 p.m.

Formation

1. Opening Devotion – Jeff Spiess led the Vestry in prayer to open the meeting.
2. Bishop Elect Greeting – The Reverend Anne B. Jolly, Bishop-Elect greeted the members of Vestry and thanked them for their work and ministry on behalf of Trinity Cathedral.
3. Vestry Orientation: Finance

Paul Herrgesell, Treasurer, discussed the process of budgeting. Draft budgets begin in October, with Vestry input in November, and approval in December. There are two separate budgets, one for the cathedral and one for Trinity Commons. Music & Arts at Trinity is a separate entity. Cathedral income comes from direct giving (i.e., pledges, gifts, etc.) and the endowment. He further shared how the finances are balanced between the income sources.

Trinity Commons income is derived from leasing, event, and parking revenue. He explained how expenses are allocated, as well. He reminded the members of the Vestry that 2/3 of the expenses are covered by Trinity Cathedral and 1/3 is covered by the diocese. The capital expenses are also a large consideration in the budgets.

He described the role of the Finance Committee in decision making and guidance. Dan Hout-Reilly is the Controller. There is an outside auditor that assists the Auditing Committee. Trinity Cathedral also has an Investment Committee that works with Key Bank on the endowment investments.

Paul continued by sharing the Offering Collections Procedure document. He emphasized the role of Vestry members in managing the collections at services.

Fiduciary Work

1. Adoption of Consent Agenda
  - a. February Minutes
  - b. February Special Meeting Minutes
  - c. Committee Charges

**Cynthia Reiss moved, “to accept the consent agenda.” Mark Biddlestone seconded the motion. The motion passed unanimously.**

2. Stewardship Committee

Cynthia Ries provided Vestry with an updated dashboard. Becky Fuller and Luke Taylor have both agreed to be members of the committee. The committee is looking for another member, to broaden leadership.

3. Deputizing Offering Attendants

Paul Herrgesell, Treasurer, discussed the history of Offering Attendants. The Offering Attendants were scheduled from Vestry and Cathedral Council. With the dissolution of Cathedral Council, the pool of available people has been reduced. Ideas offered were to utilize past Vestry members, Ministry Chairs, etc. Approval of a final plan will be voted on at a later date. Clarifying questions were asked.

4. Fundraising Committee

Jeff Spiess shared that in October 2022, a Fundraising Committee was reestablished. A request from the Worship, Art, and Music ministry was made to raise funds from the congregation, as a gift from Trinity Cathedral, to assist with the completion of a film about the Philadelphia 11. Discussion occurred, focusing not only on the request, but what type of requests should be considered. A clarification was made about the purpose of the committee to vet fundraising opportunities, so the congregation is not having a consistent ask for donations for a myriad of projects. The original request was sent back to the committee for consideration.

5. Finance Committee & Treasurer's Report

Paul Herrgesell, Treasurer, shared the monthly statements. Both budgets, Trinity Cathedral and Cathedral Commons, are in good order. Pledges are ahead of budget. Earned income is a bit lower, due to the columbarium expansion. Operating expenses are lower for a variety of reasons, including the mild winter weather. Clarifying questions were asked by members of the Vestry.

In terms of Trinity Commons, income is right on target. He further explained the effects of the water pipe burst on expenses. The diocese has agreed to share in the repair costs, because it is classified as a Trinity Commons expense. The remainder of the budget is on pace for expectations.

Paul shared an information document comparing Key Bank and Silicon Valley Bank. He highlighted the graphs provided on the second page.

6. Property & Sustainability Committee

Mark Biddlestone began by sharing information on the columbarium expansion. He also explained that the work on the stained-glass restoration will begin soon. He provided a few additional details on the Cathedral Hall repair work.

7. Muller Organ

Dean Owens reminded Vestry about the shortfall discussed at the February 2023 meeting. The organ is fully paid with the company that restored and installed the instrument. The shortfall resulted from pledges that were not realized. He wanted input from the members of Vestry about prioritizing the organ shortfall, considering the need for stained-glass and masonry restoration. Members of Vestry provided feedback about whether to raise the funds from the congregation, paying back the endowment. Clarifying questions were also asked.

8. Vestry Retreat – April 16, 2023

Dean Owens reminded the members of Vestry about the retreat. Details will be shared once plans are finalized.



### Strategic Work

1. Update on Development and Program

Dean Owens reviewed the question about hiring a Trinity Commons Development Director and the goals for the position. Within the last couple months, a need has been identified and refined, with a blend of the pastoral and programmatic life of Trinity Cathedral. Dean Owens shared a draft job description. He entertained input and questions from Vestry.

2. Stained-Glass and Masonry

Paul Herrgesell reminded the members of Vestry of the work the Property Committee invested in analyzing and planning the project. He emphasized the need to convene a fundraising committee for the stained-glass and masonry project. Dean Owens requested the assistance of Vestry on identifying possible congregants for the committee.

3. Vestry Nominating Committee

Martin Hermes continued the February 2023 Vestry meeting discussion about the Nominating Committee. He emphasized the intentionality of how to organize and operate the election. The committee feels a need for more specific direction. He cited the bylaws language and emphasized the section on following Parliamentary Procedures (*Roberts Rules of Order*). He recommends that this year's Nominating Committee review *Roberts Rules of Order* to assure that Trinity is following proper protocols. He discussed the need to address the concerns of choice versus continuity, in-person assembling of the electorate, etc. prior to when the Nominating Committee needs to begin their work of vetting candidates. He also recommended adjusting the timeline, so if there are concerns about the slate, the petition process has time to be carried out more effectively and efficiently.

### Generative Work

1. Wise, Warmeling, Way

Dean Owens shared the Wise, Warmeling, Way Fund subcommittee report. The committee reviewed three applications for the scholarship from two nursing students and a medical doctorate student. They recommended awarding scholarships to Emily Goodwin, Liberty Mosher, and Thomas Searle. **Jeff Spiess moved to, "accept and approve the recommendations of the Wise, Warmeling, Way Committee." Audrey Hudak seconded the motion. The motion passed unanimously.**

### Closing Prayer

Jeff Spiess led the Vestry in a closing prayer.

The meeting was adjourned at 7:33 p.m.

Next Vestry Meeting: April 18, 2023, at 5:30 p.m. via Zoom

Respectfully submitted,



Darrell Lausche, Clerk of Vestry

