

TRINITY EPISCOPAL CATHEDRAL
Minutes of the Vestry Meeting in Open Session
June 23, 2015

Jr. Warden Roger Qualman called the meeting to order at 5:55 p.m. after celebration of the Eucharist in the Chancel.

Roll Call

Voting, present: Nathan LeRud (Acting Dean), Roger Qualman (Jr. Warden), Nancy Bennetts, Leslie Carveth, Craig Chanti (by phone), Kirk Hampson, Steve Isaacson, Fred Jeibmann, Jill Kirk, Susan Lindauer, Susan Workman

Voting, excused: Jerry Petty (Sr. Warden), Jenn Satalino-Stone

Non-Voting, present: John Holmstrom (Clerk), Ed Carveth (Treasurer), Raggs Ragan (Cathedral Clergy), Jim Bethell (Interim Associate Priest)

Non-Voting, excused: Tim McMahan (Chancellor),

Others present: Katie Bronson (Operations Manager), Ajah Capps (Director of Giving), John Barnes (Prospective Clerk), Maria McDowell (Postulant Applicant), Bob Macer (Discernment Committee)

Approval of Minutes of May 26, 2015 Meeting

A motion was made to approve the draft minutes of the May 26, 2015 meeting, as distributed. The motion was seconded and the Vestry passed the motion.

Maria McDowell Discernment (Nathan LeRud and Bob Macer)

- See Maria's spiritual autobiography on pp. 4-6 of the package of meeting materials.
- Bob Macer described the ordination process. There is a formal discernment process that involves the parish community. The process assists the person who is considering the pursuit. The discernment process promotes clarity in the individual. The process also calls for the community to provide its support. The parish Discernment Committee has completed that process for Maria and brings her to the Vestry for endorsement to the Bishop's office. At the end of another discernment process with the Bishop another decision will be made prior to ordination to the priesthood.
- Vestry engaged in conversation with Maria to better understand the path she is on.
- Vestry received a letter of support from the parish Discernment Committee.

A motion was made that the Vestry endorse Maria McDowell's application for postulancy for the priesthood. The motion was seconded and the Vestry passed the motion.

- Vestry members signed the endorsement document that is to be forwarded to the Bishop.

Mission

(1) Next Steps in Comprehensive Campaign

Campaign Cabinet (Ajah Capps)

- We have raised \$4,070,000, slightly more than our goal.
- We had a total of 215 gifts, including all types.
- We will celebrate our success this coming Sunday.

Campaign Project Management Committee (PMC) Update (Kirk Hampson)

- See p. 7 of the package of meeting materials for a summary of progress on the Roof/Envelope and Accessibility projects.
- To keep on schedule we will need Vestry action toward the end of July. This will address both the accessibility project and the Admin Wing roof/envelope project. Since the Vestry customarily does not meet in July a special meeting will be held, on July 28.
- There will be a stakeholders meeting ~July 20.
- The courtyard requires land use review by the City.
- Sanctuary roof/envelope project construction is tentatively scheduled for April 2016 onward.

Communications Update (Craig Chanti)

- We want to wrap up the Comprehensive Campaign so we have a break in fundraising before the Annual Giving Campaign begins. Our messaging may be mostly Web-based.

(2) 2015 Vestry Goals

Parking Report (Jim Bethell)

- See the report of the Parking Committee meeting held on June 14, on p. 8 of the package of meeting materials.
- See the summary of the survey of parking behavior by parishioners, on pp. 9-10 of the package of meeting materials.
- Trinity's attendance has stayed within the 500-600 range for the past 20 years, probably limited by parking availability.
- Representatives of the Parking Committee met with staff of the City of Portland. They were very encouraging, suggesting that this is probably a good time to address parking.
- Kelly Pecis and Doug Capps have agreed to head the Parking Committee. Other members are: Craig Chanti, Leslie Carveth, Bob Hadlow, Meg Leonard, Chris Lewis, David Thompson, Dale Voeller and Jim Bethell.
- There is a strong sense that now is the time to pursue parking solutions very vigorously.

Selection Committee Report (Leslie Carveth)

- Updates are available on the Transition page on Trinity's website.
- The Search and Selections Committee has built a qualifications matrix and has used it to evaluate all the applications that have been forwarded to us.
- The Committee is now working on telephone interview questions.
- Telephone interviews will probably take place over the next 4 weeks.
- The Committee likely will not begin visits to the candidates' parishes until mid-September.

Management

(1) Finance-Related Items (Ed Carveth)

Financial Reports

- See pp. 11-28 of the package of meeting materials for the Finance Manager's financial overview (through May); and detailed accounts as of May 31.
- Cash and cash equivalents on hand total \$2.5 million, of which \$1.8 million are Comprehensive Campaign funds.
- The Endowment Fund balance is \$10.7 million, up about \$2.3 million over the 2014 ending balance of \$8.4 million. The bulk of the increase came as the Conservation Trust reached its \$2 million goal through the Comprehensive Campaign. The year-to-date investment gain of the Endowment Fund is \$362 thousand.
- Endowment gifts include \$50,000 to the Braley Fund.
- Year-to-date pledge income is up 2% compared to last year through May.

- Expenses year-to-date are slightly under budget and operating revenues are slightly over budget.

(2) Other Reports for Action, Information and Announcements

Vestry Clerk (Nathan LeRud)

- End of John Holmstrom's service. It was noted that this is the seventh year that John has served as Clerk of Trinity Cathedral. He has expressed a wish to pass this work on to a successor, whenever it is convenient. Nathan and the Sr. Warden have identified that successor: John Barnes, who is in attendance. John Holmstrom will assist in the transfer.

A motion was made to appoint John Barnes as Clerk of Trinity Cathedral, effective whenever the transfer of responsibilities can be completed. The motion was seconded and the Vestry passed the motion.

Acting Dean's Report (Nathan LeRud)

- Organ Scholar. (Recall that organist Chris Keady has been admitted to the Organ program at Yale University. Nathan is talking with Bruce Neswick about creating a similar position at a similar salary, which would include benefits (health, housing). We are looking to bring a young organist on in September.) We have two candidates for the position. We haven't advertised the position since we need to fill it fairly quickly. In a year or two we would advertise it.
- Emergency Protocol. This is an informational item. See pp. 29-31 of the package of meeting materials for an up-to-date expression of Trinity's Emergency Assistance Protocol, first created in 2009. It describes those circumstances where Trinity will provide special assistance to those in need. Charyl Cathey is the keeper of this protocol.
- Sunday Schedule. See pp. 32-34 of the package of meeting materials for a discussion of alternatives to the current Sunday services schedule. We are at the brainstorming stage, but expect that this will be a salient topic with Trinity's new Dean. Pp. 35-41 contain an article, "The 80 Percent Rule: Fact or Fiction", which addresses the question of when attendance at services reaches a tipping point, after which additional attendance is discouraged. Pp. 42-29 review the recently completed survey of Trinity families, which addressed how their needs are being met. Trinity is not able to grow with only its two primary services.
- "Open and Welcoming" Statement. See p. 50 of the package of meeting materials. The proposal is to expand the statement found in various Trinity materials to expressly include gender identity, to wit, "As a tangible expression of Jesus' openness to all, Trinity Episcopal Cathedral welcomes all persons regardless of ethnicity, sexual orientation, gender identity, socio-economic circumstance, or religions background to our worshiping community and Eucharistic table."

A motion was made to incorporate the wording "gender identity" in Trinity's "open and welcoming" statement. The motion was withdrawn. It will be reconsidered next month.

- Rublev Room. The Rublev Library is now located in the Glisan Suite. Its former home, the Rublev Room, is now a meeting room. Nathan will assemble a group to make a decision on a new name for what has been known as the Rublev Room.

- Bhutan Sutra and Treasures Tour (Raggs Ragan). Raggs explained that the Venerable Lama Karma Namgyel Rinpoche and the Drukpa Mila Center in Salem have requested that Trinity become an official sponsor of the Bhutan Sutra and treasures Tour in Oregon, which begins with a ceremony at Trinity on July 8th. This involves no financial support, but simply adds our logo to their publicity to express the broad support for this effort at interfaith cooperation and peace-making.

A motion was made that Trinity Cathedral be an official sponsor of the Summer 2015 Bhutan Sutra and Treasures Tour in Oregon, allowing our logo to appear on related publicity. The motion was seconded and the Vestry passed the motion.

Jr. Warden's Report (Roger Qualman)

- Insurance. Roger, Katie and Nathan met with reps from Church Insurance Agency Corp. and received their bid for our combined coverages, which indicates a substantial savings over our current carrier, Church Mutual. Church Insurance also provided a comprehensive appraisal of property value which helped us update all of our property values. We are considering whether to stay with the diocese program and Church Mutual, or to switch to Church Insurance at next renewal.
- Waterleaf Narthex Design Contract. See pp. 51-52 of the package of meeting materials for the letter offering conceptual design services related to the remodeling of the Narthex. The Narthex is not a warm and friendly place. This conceptual design work would cost up to \$7,500; it would include preliminary cost estimates for the project. Final design work would come in a later phase of the project. The question was raised: Is this the appropriate time to consider initiating a new project that is, at this point, unfunded? We haven't set any bounds on such a project. Improving the Narthex did survive the early cuts in project ID phase of the Comprehensive Campaign. This could be teed up as a "shovel-ready" project, with us just doing the preliminary work in case someone offers the funds to complete the project. This item was tabled until August.
- Iron Fence Cleaning/Repainting Contract. This is going to happen soon.
- Phones. The new system is installed.
- Sexton's Report. See p. 53 of the package of meeting materials for the Sexton's report for June.

Sr. Warden's Report

- Sr. Warden Jerry Petty is in Nicaragua on Trinity's service mission .

The meeting was adjourned at 8:16 p.m.

Respectfully submitted, John Holmstrom, Clerk
and John Barnes, Clerk-Elect