



**Trinity Episcopal Cathedral Vestry**  
(Chapter Executive Committee)  
**June 27<sup>th</sup>, 2017**

**Welcome 5:30pm in the Morrison Room**

**Jim Bethell**

**Opening Eucharist in the Cathedral**

**Trinity Clergy**

Vestry Voting, present: Susan Lindauer (Sr. Warden), Roger Qualman (Jr. Warden) Barbara Bracken, Daniel Eagle, Bonnie Garrett, Elaine Harris, Fred Jeibmann, Jill Kirk, Lucy Reynolds, Susan Workman, Jenn Satalino-Stone by phone.

Vestry Voting, excused: Nathan LeRud (Dean), Kelley Pecis.

Non-Voting: Ed Carveth (Treasurer), John Barnes (Clerk), Tim McMahan (Chancellor)

Raggs Ragan (Cathedral Clergy),

Non-Voting Excused: Julia McCray-Goldsmith (Cathedral Clergy)

Others: Katie Bronson (Staff), Ajah Maloney (Staff)

Susan begins the meeting with a prayer.

Vestry Minutes of May 23, 2017 Meeting

**John Barnes**

Please refer to Vestry packet of meeting materials pg 1

*A motion was made to approve the Minutes of the May 23rd, 2017 Vestry Meeting. The motion was seconded and the Vestry passed the motion.*

Finance-Related Items

**Ed Carveth**

Ed presents the Financial report. Ed states that pledges are up 4% over last year and 2% over the prior year.

Financial Reporting Information – Financial reporting will be simplified – beginning in August.

Parochial Report – This report is complete, and it will be filed electronically tomorrow, June 28<sup>th</sup>. Further data analysis will be completed after this filing. Ed offers a draft copy of the Parochial Report to those present.

*A motion was made to approve the Parochial Report as presented to be submitted to the Diocese for electronic filing. The motion was seconded and the Vestry passed the motion.*

Audit Information – The fieldwork is completed – a draft has been presented to the bank by our auditors. This draft is being reviewed by the bank. The final audit document should be completed for the August Vestry meeting.

Ed reports that we are looking for a chairperson of the The Endowment Committee.

The transfer from U.S. Bank to Beneficial State Bank is still in process. Katie plans to request that all the accounts be transferred to Beneficial State Bank.

**Online Giving Update**

**Ajah Capps**

Ajah presents information regarding the developments by the Online Giving Committee. Ajah reports the estimated completion date of the Online Giving Plan is August, 2017

**Management**

## **Dean's Report- Nathan on Sabbatical**

**Jim Bethell**

Jim reports on the Sunday prayer list. Jill, Susan and Jim plan to develop a summary document regarding Sunday Eucharist prayer intercessions - to be presented to Nathan upon his return from sabbatical. Jim expresses his joy being a part of Trinity in his current interim role.

## **Jr. Warden Report**

**Roger Qualman**

Roger presents the Junior Warden's Report

Reserve Study Update Information – Final meeting with contractor is planned. The draft report will be completed in the next few weeks. This report will then be matched with a financial commitment. Roger plans to present an electronic copy of this report.

Parking Update Information – Short term - an application to the city of Portland to commercialize Trinity's east lot will be presented July 19<sup>th</sup>. If approved, this will begin to give greater control to the parking lot, and also to provide revenue.

Columbarium Information – A Committee has been formed – with members from Vestry, staff, and Trinity Congregants. A report is planned to be completed in the Fall, 2017.

Outreach Kitchen Cooler-Freezer - Roger reports that the cooler is now installed, and the freezer is being completed – they should both be completed and up and running in two weeks. Outreach raised \$60,000, and other \$10,000 for a total of \$70,000, which is close to the amount needed.

Historic Register Nomination – This process has begun – Bob Hadlow is heading up this process.

## **Emergency Preparedness Information**

**Barbara Bracken**

Barbara reports on Fall classes to be offered regarding Emergency Preparedness. An emergency response team is planned.

## **Sr. Warden Report**

**Susan Lindauer**

Employee Handbook – Tim reports that an attorney has been working on updating the Employee Handbook. Tim recommends that other attorneys be contracted to complete this work.

*A motion was made to approve the expenditure of \$2000.00 from the Vestry discretionary fund to complete the updated Employee Handbook. The motion was seconded and the Vestry passed the motion.*

## **IT Computer Update Information**

**Katie Bronson**

Katie presents information regarding the IT Computer update and support by a new company. The update has been very successful so far, with improved connectivity and computer access at Trinity.

Other Reports & Commission Minutes

Commission & Committee Minutes

Please refer to Vestry packet of meeting materials pg 22

**Mission**

Vision Update- Communications

**Culture Task Force Update**

**Bonnie & Barbara**

2017 Sunday Newcomer Receptions (after the 10:00 A.M. Eucharist are scheduled as follows:

February 5 <sup>th</sup>	May 21 <sup>st</sup>	August 27 <sup>th</sup>	November 19 <sup>th</sup>
March 26 <sup>th</sup>	June 25 <sup>th</sup>	September 24 <sup>th</sup>	December 17 <sup>th</sup>
April 30 <sup>th</sup>	July 30 <sup>th</sup>	October 29 <sup>th</sup>	

Bonnie invites Vestry members to attend these Receptions.

Bonnie reports on the 6 Committees that have been formed as part of the Culture Task Force – and some 30 people are involved in this process.

Barbara suggests that the Vestry remain apprised of the work of the Culture Task Force.

**Red Door Initiative Task Force**

**Lucy Reynolds**

Lucy reports an update on the work of the Red Door Initiative. Lucy presents a draft of the proposed refugee immigrant and language tutoring program – this program is planned to be located at Trinity. The Outreach Commission has sponsored and funded this program. There are currently 22 people who have volunteered to help with this program. Marketing the Red Door Initiative is planned with Pam Knepper. Educational movies have begun, and are planned to continue through the summer – on Wednesday evenings – July 12<sup>th</sup> and August 16<sup>th</sup>. Susan recommends that Vestry members attend the remaining movies.

**Currency Update**

**Susan Lindauer**

*Please refer to Vestry packet of meeting materials pg 27*

Susan presents updated information regarding the Currency process, including 6 work streams, as well as timelines. A presentation on progress is planned for the August Vestry meeting.

Questions & Concerns

Elaine suggests that Vestry have a table at the Sunday at the Commons in September.

**Adjourn**

**Susan Lindauer**

**Susan adjourns the meeting at 7:23 P.M.**

*Respectfully Submitted,*

John Barnes, Clerk

Scheduled Vestry and Chapter Meetings 2017-2018

June 27, August 22 - Chapter & Vestry, September 26, October 24, Chapter & Vestry-November 28

2018 Meetings: January 23, January 28 - Annual Meeting 11:30am

Unless noted, all meetings begin at 5:30pm