

Vestry Meeting Minutes
October 13, 2020
6:30 PM

Called to order at 6:58.

Present: Rector Lisa Musser, Senior Warden Chris Woodruff, Treasurer Kim Houtchens, Jan Branham, Jim George, Julie Johnson, Andy Kitchell, Jesus Pureco, Ray Quick, Paul Scholar, Dorothy Sullivan, Sandy Torres

Absent: Sheryl McBride, Patricia Streeter

Guests in Attendance: Bernie Haley, Steve Teksten

The meeting was called to order at 6:58 and the Vestry Covenant was read.

Business

- Minutes - September 22, 2020

Kim asked Jim George whether he was present at the September 22nd meeting, as indicated in the minutes. Jim said he was actually not in attendance.

Kim made motion to accept the minutes with an amendment to indicate Jim as absent. The motion was seconded by Julie and passed unanimously.

- Financials

Kim presented the preliminary financial report for September. Pledge and plate was under budget by \$16,500 for the period, with a year-to-date Pledge & Plate deficit of \$61,000. Year-to-date total revenue is under budget by \$69,931. This is a substantial deficit in revenue. Kim commented that we have rebounded from large deficits in past years, but it is unlikely this year to completely recover. Kim will have final September financials at the next meeting.

- Additions to the Agenda

There were no additions to the agenda.

Discussion items:

- Juarez Mission Food Drive (Guest Steve Teksten)

Steve Teksten told Vestry that in the past, the rector gave permission to do a food and fund drive for the Juarez mission. He added that Trinity has been supporting the mission for seven or eight years. The mission also receives support from Our Savior Lutheran Church and several businesses and food producers in the area.

Steve explained that the pandemic has had a significant impact on people in Juarez, since they cannot cross the border to go to work. The mission can't run their school, daycare, dining hall or clinics, but is distributing food boxes. There will be no mission trip this year, but Steve will take several thousand pounds of food donations down.

Steve asked if parishioners could bring food donations to Trinity and whether parishioners could contribute financially through Trinity. He asked for support from Lisa, including notices in the E-pistle and announcement and a blessing during the service. Steve also asked if there might be money in Outreach to cover gas expenses

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for the truck.

In response to questions, Steve added some details:

- They always take the food to El Paso, not over the border. Mission supporters will get the food to the mission.
- Trinity usually gives more money than food and the mission is very frugal with any money they receive.
- The \$1000 already received from Outreach went directly to the mission for food and has already been used.
- If parishioners want to get tax credit for donations, they can write checks directly to the mission, Hands for Christ Mission, which is a 501(c)(3) with banking in El Paso

Chris thanked Steve for his presentation and said that the Vestry would make a decision at the next Vestry meeting, on October 27.

- Update from Diocesan Convention

Delegates shared positive comments about the convention. Lisa commented about how the diocese is handling tight funding, including cuts and significant restructuring of staff. She said they were very honest and forthright about the steps they are taking. Ray said that he was surprised that they were adopting a deficit budget. He also commented on the videos shown before the sessions, that they were very well produced. Chris said that he liked hearing the message from Bishop Kym, on what it means to lead a Christian life.

- Outreach – Bernie Haley reported that the Outreach Committee met and moved forward on the Vestry’s recommendation to focus on grants, food boxes, and the Cold Weather Shelter, with sub groups working in each area. Programs for food boxes and the CWS will have to be different this year. There will be fewer people staying at the shelter and food will either be catered or must be prepared in a commercial kitchen. Teams for food boxes will have to be smaller. Chris reminded the Vestry that regular recipients of grant funds will need to complete a request form this fall for inclusion in the budgeting process. Currently the Vestry has approved fulfilling this year’s commitments. Chris added that Stewart Abbot has offered to forgo their regular donation until the end of the year. Bernie said that Sheryl was working on a simple form for grant requests. Paul commented on the change in function of United Way’s 211 service, at one time a regular source of funding requests.

Decision items:

- Organ Restoration Project Proposal – Spencer Organ Co.
Ray summarized the letter he distributed to Vestry before the meeting. There was about \$60,000 in the designated Organ Restoration Fund. Ray suggested that this would be a good time to get some work done on the organ, since it isn’t being used now. Ray received an estimate from Spencer Organ Co. which was slightly higher than the amount of the organ fund. Ray shared this information with the organ committee and received a significant memorial contribution, with the requirement that the work should begin immediately. Ray asked for an updated proposal, covering more needed repairs. Ray explained to Vestry that there are three parts of the organ that need restoration – the wind system, the pipes and the console. This proposal will completely renovate the wind system and will be fully covered by

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organ reserves and the new memorial gift. Spencer Organ can start the project on October 19 and estimates that it will take 4 months. The contract will be all inclusive - labor, transportation, reinstallation.

Ray, Lisa and Chris shared additional information in response to questions:

- The available funds were designated only for organ repair and will cover the revised contract. Donors to the fund are excited that work will finally begin and there may be more contributions. We need to communicate to the parish that this work is funded through designated gifts and that the money can't be used for other purposes.
- We will need to find a way to acknowledge the memorial gifts.
- The contract indicates that Spencer Organ will provide three different kinds of insurance coverage. Kim asked for certificates of insurance before the contract is signed.
- Spencer Organs did the work on the St. John's Cathedral restoration and expansion and helped with restoration at St. Luke's, Ft. Collins. Jim Steinborn, our tuner, works for and with them.

Lisa thanked Ray for his work, saying that it is an important step in making this remarkable instrument last longer and will impact how we move forward with our music program. Paul suggested adding a budget line item for the organ to build the funds for the next phase of restoration.

Ray made a motion to approve Lisa to sign contract when we have received the certificates of insurance. Jan seconded the motion and the vote was unanimous.

Reports:

- Rector – Lisa reported that Rachel will be on vacation next week. She held a staff meeting last Friday, which went well and covered the coming technology transition. The new video equipment is here and installation will be scheduled soon. She has received a \$600 check to help with cost of video equipment and hopes to get more. The office staff is transitioning to the MS 365 platform, along with email migration. After that is complete, we will launch the new website. There are still issues with doors being left unlocked. Not everyone who enters the building is using fobs, so we don't always know who has been in building. Lisa will be communicating with all keyholders. We may need a secondary lock on the courtyard door between the office and chapel. Lisa will be out Halloween weekend for David's mother's funeral. Canon Alex Dyer will celebrate that Sunday. Lisa will work out distribution of communion. She will be on vacation November 2nd through the middle of the next week. Fr. Bob Davidson will be here on the 8th. Lisa asked for a Vestry member to attend the service on non-Eucharist Sundays, since she needs a third person for safe church requirements since the camera operator is under 18. Sandy Torres offered to attend on October 25.
- Junior Warden – Since Patricia was not in attendance, Chris told Vestry that the exterior painting is done and looks terrific. He added that Patricia is doing a great job as Junior Warden. Lisa shared that we were without water for a while. Rachel and Mark Johnson figured out that the city had shut off our water as part of a project, because they thought the water was only for irrigation. After the city learned that it was interior water as well, they installed new meter and switched us

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over very quickly.

- Senior Warden – Chris commented that he does not believe we will be back in the building for several months. Cases at the local and state level are going up and there is general concern about how we will handle the holiday season. He said that Trinity will continue to work our way through this, doing whatever we can do to keep the parish connected and do the work of the church.

The meeting adjourned at 8:15 PM

Dates

Oct 16, 2020 – Finance Committee – Noon Zoom

Oct 27, 2020 – Vestry Meeting

Nov 1, 2020 – All Saints Day

Nov 10, 2020 – Vestry Meeting

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