

## **Trinity Episcopal Church**

Vestry Minutes

January 18<sup>th</sup>, 2021

Zoom Video Meeting

Members in attendance: Rev. Anne Weatherholt, Linda Guest, David Gum, Pat McMillan, Peter Brewster, Greg Janes, Phil Steptoe, Ann Hill, Colleen Tucker, Mary Ann Rogers, Marjorie Christie, Peggy Whetzel and Leslie Jones. Guest: Cathy Ruley

Phil Steptoe, Senior Warden called the meeting to order and thanked everyone for being able to video conference.

Rev. Anne Weatherholt led the devotions.

- I. Minutes: The Vestry meeting minutes for the month of December 13th, 2020 were presented to the Vestry for approval, Greg Janes motioned to accept the minutes as amended and Mary Ann Rogers seconded the motion subject to changes. The Vestry minutes were approved as amended by all members of the Vestry with one exception of Colleen Tucker voting nay.
- II. Treasurer's Report: Lisa Miller presented the financial reports for December 2020. Lisa explained the finances for the month of December as operating revenues of \$25,616.64 and expenses of \$32,484.37 with a deficit of \$-6,867.73. Phil Steptoe gave an update on the monthly investment figures. Greg Janes motioned to accept the financials for December 2020. Ann Hill seconded the motion. The financials were accepted unanimously by the Vestry.
- III. Rector's Report: Rev. Anne Weatherholt advised the Vestry regarding several items given to them for this meeting. First, Sacred Places Document about historical and economic benefits for urban churches and the impact they have as a downtown church. Second is Norborne Preschool flyer which is advertisement for the school. Rev. Anne advised that the Mustard Seed Preschool connected to St. John's Lutheran-Martinsburg closed and Norborne may be receiving additional children and staff. Trinity is investigating shared space with Norborne and allowing Norborne to use the Sunday School rooms during the week. Berkeley County will provide equipment for the PreK room. She is delighted Norborne is growing. A motion to explore the options for Norborne Daycare to expand its needs and use the existing Sunday School rooms was placed by Greg Janes. Peter Brewster seconded the motion. The motion to explore the needs of Norborne was approved unanimously by the Vestry. Rev. Anne advised the Vestry to review the memo from Norborne Preschool regarding the back rents due to Trinity. Due to the transition of leadership, Norborne fell behind on rents for 2020. They propose to pro-rate the total amount and increase the monthly payment by \$100.00 per month until paid in full. A motion to accept the Pro-rated rents was placed by Pat McMillan and seconded by Peter Brewster. The motion was approved by the Vestry. A discussion was made regarding the price per square foot for rents by preschools in our area. Trinity needs to reevaluate the rents based on utilities and total square footage used by Norborne. Mentioned were the amount Trinity takes in verses the amount paid out. Rev. Anne stated that Trinity needs to maintain a business relationship with Norborne as they are a privately owned business. Trinity will start to invoice Norborne in hopes this will help in the future with any delinquent rent payments.

Search committee is doing great work. Judy McIntyre is moving along with Linda, Tiffany, Paul, David and Buzz working on the Parish Profile.

- IV. Senior Warden's Report: Phil Steptoe stated that Trinity will not be regathering any time soon due to Berkeley County being in the Red Zone. We are doing great work with the parking lot communion and live streaming on Sundays. Phil presented the 2020 Year End Outreach allocation spread sheet to the Vestry (see attached) A motion was made by Peter Brewster to accept the allocations as presented. Ann Hill seconded the motion. The motion was approved unanimously by the Vestry. All funds will be forwarded to the approved organizations as assigned.

Investment report from the Trustees meeting, January 13<sup>th</sup>, 2021; Phil advised the Vestry of the changes to the investment accounts which were approved by the Trustees of Trinity along with the addition of Scott Budka as signature on the Investment accounts. Phil advised the Vestry that the Norborne Cemetery investment account with BB&T will be moved to the WesBanco pooled account with the Episcopal Diocese of West Virginia. Bonn Poland is Chair/President and the signature of the Cemetery Committee/accounts and will remain. He will be handling the transfer of the funds. Greg Janes motioned to accept Scott Budka as signature on the Trust Fund, PEF, and KD Court and Bonn Poland for the Norborne Cemeteries Accounts with WesBanco. Leslie Jones seconded the motion. The motion was approved unanimously by the Vestry. Pat McMillan advised of a Historic Cemetery Grant with EWVCF. She will check on this grant and get back to the Vestry.

- V. New Business: Lisa Miller presented to the Vestry a proposal for Trinity to pay the remaining vacation days to Lisa Miller in lieu of carrying the days over to the following 2021 year. These measures are due to not having a full time Rector and Covid-19 restrictions. Lisa Miller has not been able to take her allotted benefits/days. Phil Steptoe agreed to present this proposal to the Vestry to clean up the accounting/books. Greg Janes motioned to pay all remaining vacation days to Lisa Miller. Ann Hill seconded the motion to pay all remaining vacation days to Lisa Miller. The Vestry unanimously approved the motion.
- VII. Junior Warden's Report: Greg Janes advised the Vestry that the Chapel repairs are almost complete with only minor details to finish. Greg advised of the stained-glass window estimate was received to repair the two windows in the chapel for \$6,842.00 Peter Brewster motioned to accept the proposal for the windows. Mary Ann Rogers seconded the motion. The motion to repair the windows was approved by the Vestry unanimously. Parking lot issues were discussed regarding the easement of the parking lot to the adjacent buildings. Sutton and Janelle attorneys will be moving into the building and an agreement regarding use of our parking lot is being handled through Jason Stedman, Phil Steptoe and Sutton and Janelle. These issues have been discussed with the Trustees and investigations will need to be made before any decision is made on any easement or rights-of-way.
- VIII. Communications: Cathy Ruley advised the Vestry that Trinity's Live streaming is doing well.
- IX. Stewardship and Evangelism Committee; Phil Steptoe advised the Vestry that Trinity received 62 pledges totaling \$213,000.00 and we will be closing the campaign for 2020-2021. Trinity would like to thank Brad Cole for all his hard work as Chair of the Stewardship Committee.
- X. Closing: Rev. Anne Weatherholt ended the meeting with prayers. Phil Steptoe motioned to adjourn the Vestry meeting and seconded by Greg Janes. Rev. Anne thanked the Vestry's willingness to attend the meeting and for their commitment to Trinity and gave her blessings.
- XI. The next meeting will be held on Monday, February 15th starting at 6:00 pm.
- XII. Respectfully submitted by Lisa Sorrentino-Miller, January 19th, 2021