

**Trinity Cathedral  
April Chapter Meeting  
April 20, 2009  
7:00 p.m.**

**Attending:** Joan Bennett, Nancy Cummings, Susan Dickinson, Karyn Dustin, Bob LaForce, Bill Manley, Connie Overington, Reverend Greg Powell, Scott Smith, Howard Snyder, Eddie Vance

The meeting began at ~7:00 PM. Opening Prayer was led by Eddie Vance. Joan Bennett shared her spiritual autobiography.

**Accept Minutes of March 16, 2009 Meeting – *accepted unanimously by Chapter vote with minor edits.*** Both Joan and Susan reported that their e-mail addresses were wrong: [jbbstudio@verizon.net](mailto:jbbstudio@verizon.net); [susandickinson@gmail.com](mailto:susandickinson@gmail.com). Joan had not received e-mail with minutes; Susan said her old e-mail address is no longer valid. Scott Smith will e-mail both copies of minutes.

**Accept Treasurer's Report for March 2009 –** PNC Advisors increased in value for the first time in about 1 year. Pledges and plate offerings also increased for March – excitement over Greg's arrival. The church received a number of significant donations for the food pantry. VISA bill paid in March but it was for 3 months and some documentation (receipts) is missing. Supply clergy for YTD not all paid out for February. Quarterly payment for property and liability insurance was paid in March.

YTD – pledges are above budget. Food pantry donation added. Connie and Nancy were thanked for stepping up to the plate. ***Treasurer's Report accepted unanimously by vote of Chapter.***

**Accept Parochial Report for 2008 –** most of the data in the report Greg was able to get straight from the service records and financial statements, and is very accurate. However, some data could only be guesstimated or may have been missing from church records. Copies were given to Chapter members. The signed report will be submitted to National Church. ***The report was unanimously approved by vote of the Chapter.***

**Interim Payroll and Daily Financial Report –** Connie Overington has been filling in with the loss of Pat. The office has been chaotic for awhile but everything is caught up except for supply clergy and quarterly insurance. Laura McCabe is transitioning into paying bills. Everyone paid via paper check while still getting into direct deposit. Laura moved upstairs into Library so not interrupting new secretary (i.e., an office space and computer are being set-up in part of library). Pledge statements have been corrected from the first quarter and sent out. The Chapter thanked Connie for working hard and faithfully during a difficult transition period.

**Finance Committee Report –** met last Wed (April 15<sup>th</sup>). Much of what was discussed has been covered by Connie. **New item:** strongly (unanimously) recommended by Finance Committee for adoption by Chapter: *Reimbursement for Greg's travel back-and-forth to Pocomoke to see his family – 1 round trip/week.* There are different accepted rates for

reimbursement. Normal Business Travel: \$0.505/mile; Moving Related Expenses: \$0.24/mile; Charity Related: \$0.14/mile.

***Motion #1)** Greg's Mileage Expenses (pre-employment expenses) for Jan-Feb: 1120 miles (meetings, house search) –seeks to be reimbursed at \$0.24/mile = \$268.80. Coming from Dean Professional Expenses (Budget Line 402).*

***Motion #2)** Greg wishes to be reimbursed for 1 round trip/week from Easton to Pocomoke to visit family. Finance Committee recommends reimburse at \$0.14/mile (for "compassionate-travel") or \$22.40/week. This money will come from his (Budget Line 402) – he is not going to attend Dean's Conference this year. So #1 & #2 will be \$541.70/month amortized for 10 months and this has already been budgeted, so this will not change the budget. Motion 1 & 2 were voted on at same time: **Unanimously accepted.***

***Motion #3)** In past Greg has had an exception from IRS for Social Security (SS). Once Greg produces Social Security certificate validating this Trinity will escrow money quarterly and he will be paid SS money directly in lieu of SS withholding (i.e., what we would be paying for his SS). If we do not get the IRS certificate then we will withhold SS for him as for any employee. **Unanimously accepted.***

**HR/Personnel Job Descriptions including revised Parish Secretary Description –** discussion deferred until next month due to ongoing hiring process, etc.

### **Dean's Report and Action Items**

***Handout*** passed out from "The Coach" to the "Team" of a "**Team Analysis**". Included the Good and the Bad he has discerned from his experience at Trinity thus far.

Good – talented people; spiritually awakened people; willingness to give to new future; name recognition in community; regular visitors; good work space; insider info due to Bishop physical presence; beautiful worship space; energetic & lively priest; talented organist; have stated goals (from Profile); lots of retired clergy here.

Bad – church subject to the wider currents of post-modernism; aging congregation; no coordination of talent (the coach's job); no communication's network; Building & Grounds needs exceed means (organist mopping floors, etc.); no comprehensive plan; office is a shambles – take a year to fix (but doable); non-worship spaces need new color/modernization & cleaning; need sustained Stewardship or Planned Giving program; still pain from previous Dean's tenure; only a handful of people doing all the work (about 20) – recipe for burnout and resentment.

Greg has asked a number of parishioners to help looking outside church for ideas to help liven up our worship experience. Has asked Heather Cook, plus Susan Moore, Susan Dickinson, and Cindy Orban as team. In need of a male volunteer.

***Preaching schedule:*** May-August. Heather Cook will preach 3 times (appears to be a need by some parishioners for a feminine voice in pulpit). Asked Bill Chilton to preach a few times, also.

**Stepped out into community** – joined **board of Chesapeake Voyagers** – peer-to-peer mental health in 5 counties (based on AA model). State funds- \$360K, renting space on North Aurora St. - eclectic group of people.

**Greg's Vacation Schedule** has changed – gone May 20-27<sup>th</sup> (mid-week to mid-week). Heather Cook will preach on Sunday May 24<sup>th</sup>.

**Held Christian Education meeting** past Sunday. Another meeting in May. By September should have some new “moving parts”.

**Pastoral Care:** visited Natalie Caccia (had a mini-stroke). Attended Liz LaMotte's (Susan Bohaker's mom) funeral.

**Worship #s** since last Chapter meeting: 89 (week before Palm Sunday), 120 (Palm Sunday), 174 (Easter), 83 (week after Easter).

**Parish Secretary: Hired Kathleen McCulloch** – starts next Tuesday (April 28<sup>th</sup>). Her resume and letter were distributed to the Chapter. Very highly qualified - should be a great addition to our church family. She was offered \$15/hour & 1 week of paid vacation in 1<sup>st</sup> year, 2 weeks in 2<sup>nd</sup> year. No other benefits. This is a 20 hour/week job, and resulted in a cost savings of \$6-8K over Pat's position (with Laura McCabe, Connie Overington, & Nancy Cummings handling finance as volunteers). **Thank you to Cathy Cooper, Howard Snyder, Walt Johnson and Rev. Powell for all their hard work** in the process which brought Kathleen to us.

**Communication Proposal:** Greg wishes to purchase new desktop computer (\$1500) for new secretary and move the old office computer upstairs for Finance (Laura McCabe). He also wishes to purchase software (ParishSoft) to better track and store parishioner data (\$696 plus \$300 set-up fee). Need to pay to have Carol Gonzalez (\$50+/hour) clean up the old computer or have Greg/other parishioner do. Additionally, our website needs work – A Thousand Words Media who Lori had design current webpage will redesign homepage with 5 sub-pages for \$1000. Fee includes training Walt Johnson and new secretary. Greg says the current website is very basic and sub-pages. \$500 donation already received to do website update. Plans to use funds saved (\$6-8000) budgeted for Pat that we will not be spending on the new Secretary to offset costs. The total cost of this package is \$2696. **Motion to accept this package was passed unanimously.**

## **Chapter Retreat – Follow Up Thoughts**

The retreat was held on March 28, 2009 at Third Haven Friends Meeting House in Easton. We ran out of time to discuss this further. Howard asks for comments. He has only received 1 so far.

## **Dean's Installation on May 17 (4 PM)**

Action Item from 3/16/09 Chapter Meeting: Susan Dickinson will follow up with the Louise and the Hospitality Committee regarding planning for the reception. *E-mail will be going out later this week of how members of the congregation can participate. Invitations have gone out. Bob*

*Gepert will be preaching.*

### **New By-Laws – Key Dates (12/18/06, 6/12/07)**

Howard talked with David Bryan, Constitution and Canons Committee, as part of investigating by-laws. There is a memo from Ann Broomell to David Bryan dated 12/18/06 with draft of amended bylaws from Chapter. A reply memo from David to Ann was found dated 6/12/07 – memo had suggestions from Constitution & Canons Committee that if made the proposed by-laws would be considered approved by C&C Committee. However, those changes were never made and Ann's leaving left this item unresolved. Howard will look further into getting bylaws changed and approved.

### **Other Business**

- 1) Refining Role of Finance Committee – deferred to next meeting.
- 2) Bill Manley: telephone line (Verizon) expires in June. Could save money in bundle deals (voice over internet) – investigate this as an option.
- 3) Connie Overington: **For the Bible Tells Me So** event coordinated by Kelly Malone – expenses exceeded donations. Noone (speakers/panel) was reimbursed for mileage and hotels and there is \$460.72 outstanding. Recommended it is taken out of Outreach budget. Greg will meet with Bernie Witter to discuss. Connie motioned that the amount be paid/reimbursed immediately and we figure out later where in the budget the money will come from. ***Motion passed unanimously.***

**Next Meeting – May 18<sup>th</sup>: Prayers – Susan Dickinson  
Spiritual Autobiography – Howard Snyder**

**Closing Prayer** was led by Eddie Vance.

**Meeting was adjourned at ~ 9:30 PM**

Respectfully submitted,

Scott Smith, pinch-hitting for Holly Ireland, Registrar