

Trinity Cathedral Parish
Vestry Meeting
September 24, 2009

The following are members of the 2009 Vestry. Names indicated by asterisks were present:

Mr. Lee Ayers*	Mr. Kirby Shealy, Senior Warden *
Mrs. Mary Belser, Junior Warden *	Mrs. Helen Taylor*
Mr. Frank Brunson, Past Senior Warden*	Mr. Jim Smith, Treasurer*
Mr. Gus Chapman*	Mrs. Kent Wolfe
Mr. Kenneth Childs, Chancellor	Mrs. Kaki Zeigler
Mrs. Elizabeth Clark, Clerk*	<i>Ex Officio:</i>
Mrs. Erin Crawford*	Mrs. Susan Johnston, DHC President*
Mr. Brett Frantz	Mr. Vance Bettis, Trinity Foundation President*
Mrs. Betty Gregory*	<i>Clergy:</i>
Mrs. Mary Grimbball*	The Reverend Joye Cantrell *
Mrs. Nancy Holt*	The Reverend Charles Davis, Jr.*
Mrs. Betty Humphreys*	The Reverend Charles Davis, Sr.
Mr. Mark James	The Very Reverend Dr. Philip Linder *
Mrs. Kirsten Moorman*	The Reverend Bob Riegel *
Mr. Wade Mullins	<i>Canon Staff:</i>
Mrs. Sandra Owens*	Mr. Roger Hutchison*
Mr. Buddy Roth*	Dr. Jared Johnson
Mr. Lee Ruef*	Mr. Brian Silldorff

The meeting was called to order and a prayer was offered by Bishop Dorsey Henderson. The Minutes of the August 2009 Vestry meeting were approved.

Bishop's Address – Bishop Henderson

Bishop Henderson expressed his gratitude to Dean Linder for his leadership and friendship and for the growth of Trinity's membership and pledges over the past 10 years. Bishop Henderson thanked Trinity's leadership for the current discussions and exploration further strengthening and defining the Cathedral's role and relationship with the Diocese. He then asked vestry members for their thoughts regarding Trinity's strengths and challenges.

Dean's Report – Dean Linder

Dean Linder thanked Bishop Henderson for his Episcopacy and for his leadership for the unity for the Diocese of Upper SC. In addition, for the Bishop's spirit and intellect as his influence has been great with the national church and leaves a great legacy. The renovations for Keenan Chapel are complete and liturgies have begun. Progress continues with the restoration project of the Cathedral.

Senior Warden's Report – Mr. Kirby Shealy

The parking lot resurfacing was completed as given to the Cathedral as a gift from LAD Corporation along with a \$500 gift to the Trinity Foundation.

The wardens have made one more written appeal to parishioners who have not participated in 2009 stewardship.

The Midlands Convocation was held September 20, 2009.

Properties Task Force – Mr. Brett Frantz

Mr. Kirby Shealy reported for Mr. Frantz, chair of the Task Force. Members of the committee include Dean Linder, the Wardens, vestry member, Mr. Buddy Roth and parishioners Mr. Craig Waites and Mr. Walter Taylor. The motions to adopt the charge to the properties committee and the proposed job description of the Facilities Manager were made by Mr. Shealy and seconded by Ms. Mary Grimball. Both motions passed. See Exhibit A for the Vestry Charge to the Properties Committee and Exhibit B for Facilities Manager Job Description.

The Mission and Outreach Committee – Ms. Betty Gregory

See attached Exhibit C for Mrs. Gregory's report.

Dean Linder reported that the following received funding from the Dean's Outreach Fund: Harvest Hope Food Bank; Laura Jennings, missionary to Ecuador; Cameron Vivanco, missionary to Ecuador; and Camp Gravatt.

Trinity Learning Center – Mr. Gus Chapman

Mr. Chapman presented the following persons to be approved to serve on the TLC board: Mrs. Theile McVey, Mrs. Christine Cole, Mrs. MaryBeth Pfister, all whom are Trinity members. Mr. Chapman moved to accept these nominations while Mr. Lee Ruef seconded the motion. The motion passed. See Exhibit D for Mr. Chapman's report.

Finance Committee – Ms. Mary Grimball

Ms. Grimball explained the importance of hiring a financial administrator.

Materials needed to complete the 2008 audit have been submitted for a September completion date. Preparations for the start of the 2009 audit continue.

2010 Budget request forms have been distributed to the canon staff. Fund raising efforts are to be included with each request. An initial budget will be presented at the October vestry meeting.

The finance committee has authorized the evaluation of On-line Giving. The monthly and implementation costs are to be determined in addition to the staff responsibility.

The remainder of the Diocesan pledge will be paid prior to the 87 Diocesan General Convention held in October thus influencing the line of credit.

For website:

Mr. James Smith presented the financial report, which was distributed in advance of the meeting. Questions regarding the financial report should be directed to Mrs. Vickie Hanks at hanks@trinitysc.org. The financial report was unanimously approved as presented.

For full minutes:

Mr. Smith presented the financial report, which was distributed in advance of the meeting and is attached to these Minutes as Exhibit E. The financial report was unanimously approved as presented.

Strategic Plan

Mr. Shealy distributed the key initiatives worksheet from the Strategic Plan. Vestry members were asked to study and become familiar with each item of the document and to provide feedback and comments. This worksheet will be an agenda item for vestry meetings here forward. The Strategic Plan (not to include the key initiatives) will be featured on a Tidings cover and posted on the Trinity website.

Bishop Henderson closed in prayer and the meeting was adjourned.

Vestry Charge to Properties Committee

In May 2009, as part of Trinity Cathedral Parish's 2009-2012 Strategic Plan, the Vestry convened a Properties Task Force to produce both a job description for a facilities manager and a proposed structure for a Properties Committee. The Vestry recognized that Trinity had not had an active Properties Committee in many years, and in light of the impending completion of the Cathedral's restoration, it further recognized the need to have a viable system in place to maintain Trinity Cathedral Parish's capital assets.

The Vestry has received and approved a Facilities Manager job description and aims to have that position filled in 2010 at such time as will allow the incoming Facilities Manager to work with Wilson Farrell, project manager for the restoration project, whose restoration work has allowed him to learn a great deal about the ongoing maintenance needs of Trinity's physical plant.

The Vestry hereby reconstitutes the Properties Committee to work alongside the Facilities Manager with the following charge:

1. Conduct a search for an appropriate candidate to fill the position of facilities manager with the skill sets and qualifications set forth in the attached job description. In the event that the position of facilities manager becomes vacant at any time in the future, the Properties Committee shall conduct a search for a replacement.
2. Meet regularly with the facilities manager to discuss problems, needs and issues with the physical plant of Trinity Cathedral Parish identified by members of the parish at large, or by members of the Committee, or by the Vestry.
3. Develop maintenance, capital replacement, and other schedules for all aspects of Trinity Cathedral Parish's physical plant in collaboration with the Administrator and Facilities Manager.
4. Develop policies for the management of sextons and/or the use of outside vendors for maintenance and care of the improvements to Trinity Cathedral Parish's property.
5. Develop annual operations, maintenance and capital replacement budgets for Trinity Cathedral Parish's physical plant in collaboration with the Administrator and the Facilities Manager.
6. Oversee the actions of the Facilities Manager, subject to the Dean's authority to direct the members of the staff of Trinity Cathedral Parish.

Consonant with the provisions of sections B and C of Article III of Trinity Cathedral Parish's Bylaws, the Properties Committee shall be composed of the following persons: the Dean, Administrator, Facilities Manager, Wardens, Churchyard Administrator, at least one other member of the Vestry and such other persons as the Dean and Wardens may appoint. The Properties Committee may appoint subcommittees of Buildings and Grounds, but in no event shall these subcommittees operate independently of the Properties Committee as a whole.

FACILITIES MANAGER JOB DESCRIPTION

TRINITY EPISCOPAL CATHEDRAL

AUGUST 2009

1. The Facilities Manager (FM) is responsible for the operational management and effective and efficient daily administration of the land, buildings and all tangible physical assets of the Cathedral, including but not limited to the roofs, gutters, walls, plumbing, engineering and other systems of the Cathedral. This shall include all assets located on the block surrounded by Senate, Sumter, Gervais, and Marion Streets. The FM must ensure the highest level of professionalism while protecting and improving the value of the assets and ensuring that the assets and systems continue to perform their intended function.

2. The FM shall report in writing to the Administrator, or, in the absence of an Administrator, to the Junior Warden, as follows:

(A) at least quarterly, and more frequently if necessary, as to the condition of and operational needs of the land, buildings and other tangible physical assets listed above, and

(B) on September 30th every year as to a proposed maintenance budget and a proposed facilities capital budget for inclusion in the annual budget of the Cathedral.

3. The FM shall supervise and manage the sextons and maintenance staff including hiring, training and personal development, to ensure that they are working diligently to keep the facilities clean and operating properly and efficiently. The FM shall have the authority to hire and fire the sextons and other maintenance staff with the concurrence of the Administrator.

4. *The FM shall provide onsite supervision of vendors and contracted labor. The FM shall also be a presence visible to church members, invited visitors and others who, despite that visibility, respects their privacy.* The FM shall be responsible for advance training and notification to all contractors so that they are informed and knowledgeable with respect to the buildings' critical functions and so that their work is performed in a timely manner.

5. The FM shall personally inspect all parts of the facility on the block on a daily basis in order to identify the maintenance objectives for the land, buildings, and tangible physical assets of the Cathedral, and shall incorporate those objectives into an annual written plan that includes preventive, predictive and reactive maintenance procedures. Cost effectiveness (long term and short term) shall be a primary factor.

6. The FM shall be responsible for keeping records of building rounds and readings, all engineering logs, engineering data sheets, and building equipment warranties.

7. The FM shall oversee the maintenance and continuous operation of all building systems including: fire/life safety, mechanical (HVAC, plumbing, controls) electrical, cabling (data and voice, broad band), lighting and temperature control systems, critical environments, light construction (painting, doors, re-lights, locks), digital systems (fire alarm, duress, card access, CCTV), and audio/visual services. The FM shall utilize sexton staff and contract with outside vendors as necessary.
8. The FM shall be responsible for providing technical input and support to facility projects and modifications, including construction support, commissioning, and final acceptance, as applicable.
9. The FM shall ensure strict adherence to Technical Bulletins, established engineering guidelines, processes, and procedures.
10. The FM shall maintain all infrastructure and compliance documentation for the buildings, including up-to-date building drawings as well as documentation mandated for the purpose of maintaining regulatory compliance with Federal, State, or Local law.
11. The FM shall negotiate and manage vendor contracts for HVAC, special janitorial services, landscaping, fire/burglar alarm protection, window washing, elevators, parking systems, and exterior lighting and others as needed.
12. The FM shall prepare and maintain an incident contact response list, that is, who should be called and at what phone number in the event of an equipment breakdown or other “emergency” in his/her absence.
13. The FM shall assist the Properties Committee and the Administrator in the development of a Capital Plan which would include provisions for infrastructure upgrades, equipment replacements, and building modifications to ensure the buildings’ future capabilities are efficiently maintained, protected, and that future needs and capabilities are met and maintained.
14. The FM shall identify safety hazards within the buildings and incorporate the remediation of such hazards to ensure that the buildings’ staff and occupants work in a safe environment. The FM shall implement, administer, and manage safety training programs.
15. The FM shall ensure that the Cathedral’s buildings and their permitted users comply with all regulatory laws and guidelines as they relate to the operation of the buildings and the programs conducted and allowed to be conducted therein. The FM is responsible for alerting the Administrator of building discrepancies.
16. The FM shall be responsible for coordinating the temporary modification of equipment, furniture, or other moveable assets for or during regular programming or special events.

17. The FM shall perform additional job duties as requested at special times during the year, such as during the Trinity Bazaar, special youth activities (sleepovers, etc.), special church services (Christmas, Easter, etc.), weddings, receptions, conferences, seminars, Diocesan events, music concerts, Learning Center activities, funerals and all others.

EXHIBIT C
Mission and Outreach Committee Report
September 24, 2009

New Leadership: Canon Joye Cantrell has tapped Virginia Ravenel as our new Outreach Committee Chairperson, an outstanding, committed and gifted leader.

Cooperative Ministry: Canon Cantrell reported that the Cooperative Ministry has seen a decline of \$50,000 in donations yet seeing twice as many people. This joint effort of Trinity, First Presbyterian, First Baptist, and Washington St. Methodist focuses on assisting the “working poor”- those earning minimum wage who cannot make ends meet.

St. Lawrence Place

Lila Anna Sauls reported a surge in applicants at St. Lawrence Place. Presently there are 10 families who meet all qualifications but there are only two possible additional apartments at this time. These units are in the process of being prepared.

A federal HUD grant has funded major campus renovations, including gutting apartments and updating office buildings. The first nine of twenty one apartments have been completed. Volunteers will be needed to move families on Sat, Oct. 3, 8 am- 12 noon. Trinity has been asked to move one family.

Stimulus money has helped fund SLP program graduates with transition cost assistance (half of down deposit, half of first 3 months’ rent). To receive the federal money, families are required to use case management and provide the matching dollars.

Trinity is one of six churches hosting Race for the Place, a 5k walk/run on February 6, 2010. The goal is 100 participants from each church.

W. A. Perry Middle School Partnership

Trinity partnership leaders and Canon Cantrell met the new school principal, Mr. Ernest Holiday, at Perry’s August 13 Open House and a follow up planning meeting August 27.

One hundred and ten students have signed up for Perry’s after school program.

At the Sept. 10 Kick-Off led by Lee Ruef and Perry’s Mary Brooks, students signed up for the following Thursday enrichment offerings held at the school and provided by Trinity volunteers:

Cooking (Leader Arney Love); *Golf* (Leaders: Lee Ruef, Doug Stiemle) *Sewing* (Leaders: Beth Yon, Patty Lee), *Soccer* (Leader: Joel Smith), *Tennis* (Leader: Louise Andrews), *Book Club* (Leader: Nancy Glenn), *Board games/cards/crafts* Leaders: Sandra Owens, Beth Yon, Nancy Holt

Nancy Holt has enlisted Daughters’ groups and other volunteers to provide mini-meals two Thursdays each month.

Study Buddies, Trinity's one on one weekly tutoring program with selected students, started Tuesday, Sept. 8 under the continued leadership of Tom and Sarah Terrill.

Local Outreach Grants

Edgar Maxwell will chair the ad hoc committee to receive grant requests from non-profit agencies serving children and families. Due to a 14% reduction in the outreach budget, grant dollars available have been reduced from \$25,875 to \$5,875 (note: outreach dollars had already been allocated to groups depending on the stated amount. The grants line therefore took the full \$20,000 reduction). Letters/applications will go out to agencies October 19 with a Nov. 16 deadline to submit requests.

Outreach Promotion Ad Hoc Committee

Betty Gregory, Lee Ruef, and Beebee James have agreed to serve on an ad hoc committee to identify and implement additional methods to promote outreach opportunities and involvement at Trinity. Trinity members with communications/PR expertise also will be recruited.

Outreach Volunteers and Partners Reception A reception recognizing our partners and volunteers who work in the various programs will be held October 19, 5:30 – 7 pm.

A Vestry Invitation

Please consider choosing one outreach area to support, visit or volunteer one hour.

***Harvest Hope**

Recommit to our Senior Warden's request to bring one can of food/Sunday

***Sunday Morning Breakfast** Contact: Rusty Miller Rusty.Miller@standardregister.com

Serve food, pack lunches, or set tables.

Play guitar, piano for our breakfast guests.

Offer to be on Sub List when teams are short on numbers

***St. Lawrence Place** Contact: Lila Anna Sauls lasauls@stlawrenceplace.org

Call Lila Anna Sauls and visit – see the renovations

Help move a family Oct. 3 (8am – 10 am; 10 am – 12 noon)

Participate in Feb. 6 Fun Run

***Thursday Morning Soup Kitchen** Contact: Edgar Maxwell edgarmax@mac.com

Help make sandwiches

Help serve

Take photographs for bulletin board or website

***W. A. Perry Partnership** Contact: Lee Ruef lruef@ijabsc.com

Come one Thursday 3:45-5 pm. Assist cooking, sewing, golf, tennis, or soccer

Play board games, cards, make crafts with students

Help serve food

Take photographs for bulletin board or website

EXHIBIT D
Trinity Learning Center Report
September 24, 2009

- Michelle Hardy is now the Chairperson of the TLC Board. Michelle brings a lot of energy and leadership ability to the board.
- NAEYC Accreditation Process – Marcia Bacon, of Richland County First Steps, met with the TLC Board on Monday, September 21, 2009 to help educate the members about national accreditation. Marcia reviewed the requirements and is guiding the TLC Board through this lengthy process.
- “Adult Time Out” – The Vestry is invited to a party at Belle Grove Plantation on Saturday, November 7th from 7:00 – 10:00 pm. Proceeds benefit Trinity Learning Center and its pursuit of national accreditation.
- There are 84 children currently enrolled at the TLC. The number is scheduled to increase to 91 by the end of October.
- The TLC finances appear to be in order after tuition increases became effective earlier this year.
- TLC Board nominations need to be approved by the Vestry (see attached nomination packet)
 - Theile B. McVey (member of Trinity Cathedral)
 - Christine Cole (member of Trinity Cathedral)
 - MaryBeth Pfister (member of Trinity Cathedral)
- H1N1 Flu Update – The TLC has taken proactive measures to prevent the spread of the swine flu. The staff completed re-training in early September. Annual Blood Borne Pathogen handling training was completed in February. Other preventive steps:
 - Parents and children are asked to follow through with hand washing before or just upon entering classrooms. Signage has been posted and the greeter enforces the policy.
 - Teachers follow the same procedure upon entering the classrooms.
 - Teachers spray the doorknobs and sinks in their rooms throughout the day (at least 4 times) with bleach and water solution. Bleach and water solution should be made up fresh daily.
 - “Germ Bombs” (much like the bug bombs used in households) have been purchased and will be used in the event of a diagnosis of Flu, RSV, Roto Virus and other fast spreading illness. These bombs are released in the classroom in the evening and kill all germs within 15 minutes. The poison then breaks down to a non-toxic material that does not harm children.

September 2009 Board Nomination Packet (as of 9-15-09)

I am interested in serving on the Trinity Learning Center Board as both a parent of a 3 year old student and a member of the church. I also have an older daughter who attended TLC in years past. I am very familiar with the program and the commitment TLC has to provide an excellent environment for both our children and the TLC staff. I think it is an excellent goal for the board to pursue a nationally accredited program designation. I would appreciate the opportunity to assist in this process and others.

I have more than 22 years of business experience, including more than 18 years in the commercial banking sector specializing in Treasury Management Services. I have recently volunteered for Vacation Bible School and will be teaching the 4th Grade Sunday School classes this year. I have served on several boards, one in particular called the Carolina's Cash Adventure Committee where I served as a Co-Chairperson for this annual event. I organized a four day event serving more the 300 participants from several different states. I continue to serve on this committee today.

I was laid off from my corporate position earlier this year and am currently a full-time student pursuing my Business Administration degree. I now have the time and energy to enjoy a position on your board should you choose me as an acceptable candidate. Thank you in advance for your consideration.

God's peace,
Christine Cole*

I would be interested in serving on the board. My daughter, Molly, started Trinity in January of 2009. The first day was incredibly traumatic for Molly, my husband and me. Molly screamed for what seemed like an eternity. The first two weeks, I had daily phone calls from the teachers letting me know that she was doing better and better every day. But what amazed me even more was that everyday she came home with a new skill, a new word, counting, singing. She hugged her teachers goodbye everyday and ran in her classroom every morning. I am so grateful to TLC and the wonderful teachers who really have done an amazing job with Molly.

I would be honored to be on the board and help in whatever way I can to get the program nationally accredited. I am very excited to see the program continue to grow and attract the best teachers out there. I do work full time as an attorney, so my time during the days is often accounted for, like so many working mothers. However, I feel comfortable in committing to the monthly meetings and assisting with the other programs put on by the board. I certainly can work on TLC issues from my office! It would be a privilege to serve on the board. Even if not elected to the board, please keep me in mind when TLC needs my help. I would love to be more involved.

Theile B. McVey*

I would like to be considered for the Trinity Learning Center board in order to play a more active role in my children's educational environment and in the Trinity community. My family moved to Columbia last year, and I feel incredibly blessed to have found TLC. From my first meeting with Jean White, I was impressed with both the thought and the love that goes into planning for the children there. I appreciate that there is a board to help provide guidance and assistance to the Center and would welcome the opportunity to do both.

I am attorney and have worked as an associate and as an equity partner in a large law firm in Arizona handling civil litigation matters. Seven years ago I became a federal prosecutor, and I currently work at the National Advocacy Center planning and conducting trainings for other prosecutors. In Arizona, I served for many years on the Board of the Arts & Business Council of Greater Phoenix and held each officer position including President. I also served in all officer capacities including President of the Arizona Women Lawyers Association. I understand the commitment required of Board members, and I enjoy the opportunity that service on a board provides to work with people from a variety of backgrounds and perspectives. I would love to lend my planning and organizational skills as well as my energy and enthusiasm to the TLC Board.

MaryBeth Pfister*

Trinity members indicated by an *. By-laws state that half of the board must be members of Trinity Cathedral.