

**Church of the Holy Cross**  
40700 W. Ten Mile Rd., Novi, MI 48375  
Vestry Meeting Minutes  
Wednesday, March 13, 2024, 6:00pm (online)

6:03pm: Rev. Ian Reed Twiss called the meeting to order.

**Present:** Rev. Ian Reed Twiss, Karen Wang, Chris Jamieson, Ed Happ, Tim Lovelace, Tryn Hinkle, Gael Grossman, Pam Janson, Bruce Hinkle

**Absent:** Jane Foote, Sherilyn Casiano

- + 6:04 Check-in and Opening Prayer — Tryn
- + Gael Grossman made a motion to approve the meeting minutes of 2/21/24 as written, seconded by Pam Janson. A vote was held and the motion carried unanimously.
- + Karen Wang made a motion to approve the 3/13/24 meeting agenda with one revision, seconded by Ed Happ. A vote was held and the motion carried unanimously.
- + 6:22 Reports/Decisions
- + Toby Darrah's Congregation Endorsement form needs to be completed. Karen Wang made a motion to approve the congregational endorsement for Toby Harper Darrah's ordination to the priesthood with pronouns amended, seconded by Pam Janson. A vote was held and the motion carried unanimously. **\*\*Action item: Karen will complete the form and send it in.\*\***
- + Parochial Report Approval: Ian explained how attendance is counted in the report, as well as notes he made in the report. Karen Wang made a motion to approve the parochial report as written, seconded by Tim Lovelace. A vote was held and the motion carried unanimously.
- + Church Usage Suggestion: Karen is involved in the Buy Nothing Northville group, which is looking for an indoor location for its spring event – it's like a garage sale where everything is free. Tryn Hinkle made a motion to allow the Buy Nothing Northville and Buy Nothing Novi groups to use church space for their spring 2024 event, seconded by Pam Janson. A vote was held and the motion carried unanimously. **\*\*Action item: Karen will coordinate the event with Teri and the group administrators.\*\***
- + Check in on Thank You notes: everyone present has completed their thank you notes. Not sure about Sherilyn's notes. Next year we should share a Google spreadsheet of thank you notes that everyone can edit in real time. **\*\*Action item: Tryn will check in with Sherilyn to make sure thank you notes are completed.\*\***
- + Vestry Liaison Assignments: in the past, vestry members were assigned as liaisons to specific ministries. The list was posted on the church bulletin board so that people knew exactly who to go to for issues. Ian shared a list and requested volunteers. Ian is the liaison for A Growing Place and Book Club. Pam is the liaison for Hospitality, Outreach, Parish Social Life, and Choir. Tryn is the Christian Formation liaison, Counters liaison, and Employee liaison. Chris is the landscaping and Altar Guild liaison. Ed is the Finance Committee liaison and Newsletter/Publicity/Website liaison. Karen is the Health/Wellness liaison and Worship Volunteer liaison. Tim is the Creating a Healthy Environment liaison. Sherilyn is the Welcome/New Members liaison. Gael will be the liaison for Buildings/Grounds. Bruce filled out the worksheet as the Vestry assigned people. Phone numbers of each liaison will be included. **\*\*Action item: Tim and Ed will meet to discuss the church website.\*\***
- + Employee Assistance Plan: this plan is already part of Ian's health plan. We have the option of buying membership in the plan for part-time employees who do not have other health insurance

from the church. Vestry discussed the Employee Assistance Plan, and decided that it is the right thing to do for a small cost. Karen Wang made a motion to approve the Employee Assistance Plan for part-time employees, seconded by Pam Janson. A vote was held and the motion carried unanimously.

- + Seminary Student field education: a non-traditional seminary student from Christ Church Cranbrook is interested in completing his fieldwork at Holy Cross Sept. 2024-May 2026. Vestry is interested in learning more about the seminarian's background to see if he is a good fit for the congregation. **\*\*Action item: Ian will forward the seminarian's resume to the Vestry.\*\***
- + Leon Collins has completed the 2022 financial audit. There is a letter of findings in Vestry mailboxes. There will be many action items for the Vestry from the letter – one example is calculating the value of all church possessions. **\*\*Action item: Ian will email the letter of findings to Vestry members.\*\***
- + **\*\*Action item: Tim will prepare notes for the Vestry from the diocesan meeting he attended earlier today.\*\***
- + 7:27 Financial Report/Explanation and Budget Discussion
- + On the balance sheet, we have just under 83K in available funds. The Building Fund is strong, and will cover emergency expenses if needed. On Profit and Loss, we are on track year to date. We have received some non-pledged income, which is helping to close our budget gap. We are still running a surplus on our year to date budget. Teri is struggling with Flagstar deducting monthly expenses from the wrong accounts; it is related to Quickbooks processing, and it is a customer service issue. Karen suggested switching accounts to a credit union if customer service issues persist. Financial report was accepted by acclamation.
- + 7:42 Action Items from Last Meeting
- + Karen, Tryn, and Gael will meet at the bank to add Gael as a signer to the bank account. Target date is 10am, Saturday, March 2. *Completed*
- + Tryn will contact Mark Miliotti to re-calculate apportionment without construction money. Tryn will bring back that number to Vestry. *In progress*
- + Ian, Teri, and Tryn will register the seven people named above for the College of Congregational Development. *Completed*
- + Bruce will reach out to Richard Reed to find out what happened to the Holy Cross endowment. *In progress*
- + Ian will assign names to each Vestry member for thank-you notes; letters must be written and sent by Feb. 10, 2024. *In progress*
- + Ian will review the apportionment expense with the Diocese, given that the increase in this line was due to the extraordinary one-time income produced by the town's construction company payments for the easement and use of our property during the 10 Mile Road repair. *In progress*
- + 7:44 Action Items going forward
- + Karen will complete Toby Darrah's Congregation Endorsement form and send it in.
- + Tryn will check in with Sherilyn to make sure thank you notes are completed.
- + Tim and Ed will meet to discuss the church website.
- + Ian will forward the seminarian's resume to the Vestry.
- + Ian will email the letter of findings to Vestry members.
- + Tim will prepare notes for the Vestry from the diocesan meeting he attended earlier today.
- + Next Meeting – April 17<sup>th</sup>, 6pm, in person
- + Next Prayer – Tim Lovelace
- + Closing Prayer – Pam
- + Meeting adjourned at 7:55pm