

Church of the Holy Cross
40700 W. Ten Mile Rd., Novi, MI 48375
Vestry Meeting Minutes - In Person
April 17th, 2024

6:03pm Senior Warden Tryn Hinkle called the meeting to order.

Present: Sherilyn Casiano, Ed Happ, Tryn Hinkle, Gael Grossman, Pam Janson, Bruce Hinkle, Joe LaVela

Absent: Rev. Ian Reed Twiss, Chris Jamieson, Tim Lovelace, Karen Wang, Jane Foote

- + Check-in and Opening Prayer — Bruce Hinkle
- + Gael Grossman made a motion to approve the meeting minutes of 3/13/24 with one amendment (Sherilyn was absent), seconded by Ed Happ. A vote was held and the motion carried unanimously.
- + Tryn Hinkle made a motion to approve the 4/17/24 meeting agenda with one revision, seconded by Sherilyn Casiano. A vote was held and the motion carried unanimously.

6:15 Reports/Decisions

- + Q & A with seminarian Joe LaVela. Joe is completing his first year of seminary. As preparation for priesthood, Joe will be assigned to a parish other than his home parish as a growth experience. Joe has a Novi connection and would like to be assigned to Holy Cross.
- + Audit follow ups. Leon wrote a letter detailing what is needed to complete the audits, and he has not yet received those items. Leon needs all items by June 1. Ed Happ made a motion for the Vestry to assign the audit items to individual Vestry members, seconded by Gael Grossman. A vote was held and the motion carried unanimously. ****Action item: Vestry members will complete open 2022 audit items before June 1, 2024.****
- + Coat rack in Fellowship hall – Vestry decided to keep it. ****Action item: Bruce will put something under the legs of the coat rack to eliminate rust stains on carpet.****
- + Host box refurbishment: ****Action item: Pam will check with Diocese to see if replacement items are available.****
- + Vestry discussed bids for repairing parking lot potholes. Pam Janson made a motion to approve the \$500 bid from 248 Potholes, seconded by Tryn Hinkle. A vote was held and the motion carried unanimously. ****Action item: Gael will contact the contractor 248 Potholes, and schedule the pothole repair.****

7:20 Financial Report – Bruce

- + March 2024 income was around \$18,000, and expenses were \$14,000. Vestry would like to find a way to reduce fees on the Edward Jones investment accounts. ****Action item: Bruce will bring Edward Jones statements to the next Vestry meeting so that**

Vestry can get a better understanding of fees and account types.** Financial report was accepted by acclamation.

7:40 Action Items from Last Meeting

- + Tryn will contact Mark Miliotti to re-calculate apportionment without construction money. Tryn will bring back that number to Vestry. *In progress*
- + 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. *Completed*
- + 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*
- + Karen will complete Toby Darrah's Congregation Endorsement form and send it in. *Completed*
- + 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. *Completed*
- + Ian will email the letter of audit findings to Vestry members. *Completed*
- + Tim will prepare notes for the Vestry from the diocesan meeting he attended earlier today. *Completed*

8:05 Action Items going forward

- + Vestry members will complete open 2022 audit items before June 1, 2024.
- + Pam Janson will check with Diocese to see if replacement host box items are available.
- + Gael will contact the pothole contractor 248 Potholes, and schedule the pothole repair.
- + Bruce will put something under the legs of the coat rack to eliminate rust stains on carpet.
- + Bruce will bring Edward Jones statements to the next Vestry meeting so that Vestry can get a better understanding of fees and account types.

- + Next Meeting – 6pm on May 15th via Zoom
- + Next Prayer – Pam Janson
- + Closing Prayer – Bruce and Ed

- + Meeting adjourned at 8:15pm.