

Holy Cross Episcopal Church

40700 Ten Mile Rd, Novi, MI 48375

Vestry Meeting Minutes – In-person

January 15, 2025

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

Present: Rev. Ian Reed Twiss, Bruce Hinkle, Tryn Hinkle, Pam Janson, Sherilyn Casiano, Chris Jamieson, Tim Lovelace, Gael Grossman

Absent: Karen Wang, Ed Happ, Joe LaVela

6:04pm Check-in and opening prayer: Chris Jamieson

Pam made a motion to approve the meeting minutes from December 13, 2024 as written, seconded by Gael. A vote was held and the motion carried unanimously.

6:11 motion to approve the minutes by Gael, Chris seconded the motion. All in favor unanimously

6:11 Ian identified changes to changes to the agenda. Chris made a motion. Tryn seconded. All approved

6:12 Decisions/Reports

- Pledge thank you completed by Gael, Pam, Karen, Ian. Sherilyn, Chris, Tryn, Ed, and Tim need to complete theirs
- New vestry members: Jane Foote will fill out her remaining year, Bruce Hinkle, Anne Hamilton, Jason Price
- Financial audit – Jean Evans cannot do it. Books balanced against declared deposits and checks, financial policies are being followed. 2023 and 2024 are outstanding. Sherilyn to consider completing the audit. She'll get back to Ian in the next few weeks.
- Garden and landscaping quote: Pam asked Chad for quotes for various projects. The big project is the front of the church. Pam and others may volunteer to do some of the garden work. The students of the daycare may help to maintain the garden. The teachers are considering it and will get back to us. The proposal is a la carte. Chris advocated for volunteers to maintain the gardens. Pam made the point that we've had difficulty getting volunteers and advocated to hiring a landscaper. Gael suggested using the tires to create controlled planting spaces for the students. Raised beds, bench, controlled planting spaces. Bruce proposed using the angel food fund to pay for the landscaping upgrades (capital

expenditure). Gael made the **motion to redefine the angel food fund to garden fund**. Pam Janson seconded it. A vote was held and the motion carried unanimously.

- Roof grant – Ian to ask Rebecca Schulze. Ian to include in the announcements to ask for grant writer volunteers
- CCD attendance - \$1,800 in budget last year. Tryn and Pam are interested to attend this year. Terry, Pam, Gael Grossman, Chris Gale, and Ian to attend this year. Cost is \$350 per person (\$1,750). Bruce to include in budget. Tryn volunteered to pay for herself. Tim thinks that we should put it back in to the budget. Tim made the **motion to add the CCD cost to the budget**. Pam Janson seconded. A vote was held and the motion carried.
- Vestry retreat schedule – postponed until the new vestry members are elected

6:54 Discussions

- Ian move the meeting to executive order
 - Annual meeting awards
 - 7:01 exit executive order
- Bathroom toilets
 - Notice from City of Novi regarding extraordinary water usage, .e.g., minimum 8 gallons per hour
- Switch banks
 - Sherilyn is working on it. She needs to verify with each bank that they can actually service a not-for-profit
- HVAC, new boiler
 - Chris to take over managing the boiler issue, getting bids

7:08 Review Vestry/Leadership process

- What's working well? (Keep doing)
 - Communication verbally and email very well (Pam Janson)
 - Coming to a consensus
 - Come to agreements fairly easily
 - Check ins are good
 - In-person/Zoom combination is a good balance that works well for everyone.
 - Respectful of each other's opinions
- What do we need more of?
 - Need more herding (need to pulled back from going down a rabbit hole)

- Need a good repository of all the information that flows through the vestry that is accessible – shared folder (Google)
- Google calendar to schedule and track meetings
- Vestry Clerk to set up and manage shared folder and calendar
- What do we need less of or stop?
 - Building emergencies
 - Stop revisiting decisions unless necessary
 - Taking on too much
 - Reduce the time it takes to access information, e.g., finding past motions in the vestry minutes

7:26 pm Financial Report + Budget (Bruce Hinkle)

- Approximately \$48K cash available in the bank
- Edward Jones – lost money again. Invest accounts in the processing of moving over to Vanguard. Scheduled for after the annual meeting. Ian asked for clarification on the difference between the cash available and the total cash on the balance sheet.
- Year ended with a positive budget.
- Over budget on the Growing Place, AA, music fund,
- Priest expenses are under budget by \$2K
- Administrative expense is under budget
- Music program under budget
- Financial report approved by acclamation.
- Budget 2025
 - Increase utilities and insurance
 - Pay increases for all
 - Total budget 2025 \$221,328 income / expenses \$243,606
 - Pledge total \$161,298
 - Gael made a motion to accept the budget, Tim seconded the motion. A vote was held and the motion was carried unanimously

7:44pm Ongoing

- Sherilyn to call banks re not-for profit services
- Chris is going to start on the boiler
- Gael is going to contact a plumber
- Sherilyn is going to consider helping with the audit
- Bruce to finalize the transition of the investment accounts from Edward Jones to Vanguard

- Tim and Terry to work on setting up shared folders and shared calendars
- Bruce will pray
- Next vestry meeting is February 19th online at 6:00 pm

7:50 Prayer – Chris Jamieson