

Vestry Minutes, Trinity Episcopal Church, Apalachicola, Florida
From May 11, 2026, 4:00 PM, Parish Office Conference Room

Attending: Stephen Pecot (SP); Jason Carter (JC), Senior Warden; Kerry Petty (KP), Junior Warden; Mike Barber (MB); Dee Crusoe (DC); Karen Kessel (KK), Ellen Loyd (EL), and Alan Pierce (AP) were present. Susan Farmer (SF), clerk, was also present.

Call to Order, Prayer, and Recognition of Guests

- The meeting was called to order at 4:00 PM with a prayer led by SP.
- Guests: Susan Keith was present to participate in discussion of archiving processes and spaces. This discussion is described in the Information section below.

Formation

- Study and Reflection: *Matthew 13:3*
- Prayers were requested for Janine Gedmin as she begins treatment for pancreatic cancer; Susan Pruitt as she finishes chemotherapy; Teresa and Kaz Kaczmarek as they travel to Mayo for medical treatments; and DC's neighbor Adam who is being treated at MD Anderson. Cards were prepared for mailing to Gloria Austin, Lydia Countryman, Aglaia Dolan, Susan Galloway, Lydia Gangeme, Jane Harris, Dot Hill, Kathie Leyendecker, Marlene Seaborn, Mandi Singer, and Steve Watkins.

Reports

- AP moved to approve the April 2026 vestry meeting minutes, JC seconded the motion, and it carried.
 - Treasurer/Finance Committee Report: AP distributed to Vestry members a detailed Treasurer and Finance report summarizing the overall state of church finances. Balance sheets, prepared by BZ as per usual protocol, were reviewed. These reports and sheets are in the records. Revenues for April were strong and represented a \$12K excess above budget, but the annual budget is still in deficit because of two one-time charges in the first quarter, specifically a \$10K unbudgeted allocation to Outreach and an increase in costs associated with back payments due to the Priest's Pension fund. This deficit is decreasing rapidly as the year proceeds and will soon be resolved. There is an item (line 5130) that should have been paid from the landscaping fund instead of from the general fund, and this will be corrected. There are two additional items reviewed by the Financial Committee that are described below in the Decision section. KK motioned to accept this report, MB seconded the motion, and it carried. BZ and AP will likely both miss the June meeting.
 - Junior Warden Report: KP prepared and distributed a monthly summary. This is in the records.
1. Two bids are being received for painting of the exterior of the church. The first came in at \$67,712. The second one is still in process. The painting will include scraping and not sandblasting. Some problems at very top of the building may require special attention. It is thought that paint will be applied by spraying and not rolling. Rolling would be more expensive so could increase cost. It might be considered to roll only the front of the church. AP noted that it might be desirable to roll the west side of the church due to its constant sun exposure. EL noted that we should ask what kind of paint is included in the quotations. It is important that people understand that payment for painting the church exterior will come from TOH money.
 2. There are also quotations being gathered for work in BH 101. The one quote currently in hand for that work is \$14,000.

3. MB asked if a minisplit might be needed in BH 101. KK may have access to a free one if someone can move it from its current location. KP will compare it to ones purchased previously for PW as size of the PW room is similar to that of 101.
4. KP asked if a description of the work planned for 101 should be distributed before work proceeds to address questions that might occur. Some donations have been given for certain projects. Plate money will not be used.
5. There is still interest in moving the piano from BH. ECCC has expressed interest in it. This needs more thought and consideration. SP prepared and distributed a draft policy on gifts, donations, and memorial contributions for consideration by the Vestry. This will come up for further discussion at the next meeting.
6. The BH committee met on 5/4/2026 to discuss new furnishings for the main room. A buffet piece was selected and purchased. Two other items will be future purchases. Donors are funding these purchases. A decorator is helping with these decisions. AP motioned to accept this report, MB seconded the motion, and it carried.

• Liaison and Clergy Reports: The liaison (committee) reports and the clergy report were distributed to the Vestry members and are in the records. The TOH committee received special commendation for their excellent work. PW also continues to do very well, although more staff is needed. The Instructive Eucharist was also very well received. Vestry members were asked to serve as leaders by exhibiting appropriate behavior in services in accordance with the Instructive Eucharist. SP will also provide oral directions at specific parts of the service. It was noted that fire code limits BH occupancy to seventy-five people. For attendance of over seventy-five we will have to utilize the outside square with TOH tents and/or the front porch. This may require assignment of workers to help with set up when needed. We also need to continue to notify the state park when we use the square. AP was recognized for his work refinishing the two benches now in use on the front porch. It is hoped that people may want to donate more benches. The new sign was also complimented.

Information

- Preliminary roundup of TOH: There are still loose ends to tie up, but overall the tour appears to have been highly successful and as profitable as ever. There were many positive comments, including that the tour was more joyful and less stressful than in recent years. A few people were disappointed that the jumble sale was not offered this year. The caterer for Evensong was complimentary of the kitchen facilities. In summary, the TOH group was commended for their splendid work.
- Feedback & Findings from the Instructed Eucharist 4/19: Comments have been positive. SP designed this service to be an introduction to a complex topic and to be delivered with a light touch. It will now be followed with articles in the Bay View to expand on specific topics. It was noted that coordination was particularly good between SP and Candace Springer. Our Diocese will be using this service as an example.
- Updates:
 - o Online safeguard training for vestry members: Most everyone has completed this. SP will follow up with those who have not.
 - o Formalized closeup/closeout procedures: This is regarding a schedule for closing the church down after services. Work on this is ongoing. Jean will be involved in developing the procedures and a schedule.
 - o Online calendar and CRM (customer relations management): In the next month we will receive logins and access to this new system.
 - o Update on Benedict Hall Room 101 and Hospitality Room: See Jr. Warden report.
- For vestry review, draft policy on gifts, donations, and memorials: SP provided a draft for development such a policy. DC shared St. John's (Tallahassee) policy as a guide to use for

its development. This policy will only be used for decisions on donated things and not on donated cash. Vestry members are asked to consider this draft and prepare for a larger discussion at the next meeting. Comments and suggested edits may be sent to SP between now and the next meeting. Susan Keith, who is in attendance as a guest, has an immediate need related to development of this policy. This need is related to her use (approved previously) of the prayer room for archival work. She has a list of things that need to be removed from the room for it to be usable. SP has this list. Some of these items might be able to go to the Marketplace. Colleen Zester and Valentina Webb may be consulted for help. SP also demonstrated a new camera that would be useful for the collection of audio interviews for archives.

- Events of note before next vestry meeting:
 - o Trinity Sunday 5/31 – cookout and celebration (sponsored by ECW and Parish Life)
 - o Next vestry meeting 6/8/2026

Discussions

- Vestry Input Requested: Formation of Bicentennial Steering Committee and Advisory Group. Information was distributed to Vestry members on these topics. These will be discussed in depth at the June meeting. It was recommended that the steering committee be formed before the advisory group.

Decisions

- Action Needed: Funding the rector Health Savings Account. The Letter of Agreement between SP and Trinity calls for funding of an annual Health Savings Account at \$1800 as a benefit to SP. It is desired to set this up immediately for 2026. In future years, it will be set up at the beginning of the year so that full use of the funds is immediately available. AP motioned that this be approved, JC seconded the motion, and it passed.
- Action Needed: Choosing External Audit Level, based on Finance Committee Recommendation. The Financial Committee has been working to select an audit to recommend to the Vestry to meet Diocesan requirements. Mr. John Kirk of Thompson, Brock, Luger, and Company was consulted, and a limited audit was selected to meet needs of the church. Cost was estimated at less than \$4800, with an additional estimated charge of \$350 for out-of-pocket expenses. KP also consulted a friend, who is a professional auditor, for a second opinion, and the friend concluded that the audit described appears very good. KP moved to approve the audit as described, DC seconded the motion, and it carried.
- Two resolutions of gratitude: Thanking 1) Randy Mims and 2) Penny Marler and Kirk Hadaway for their faithful service to Trinity. Drafts of these resolutions were included in the meeting packet. These would be presented during an upcoming service. JC motioned to accept these resolutions, KK seconded the motion, and it carried. A search for a replacement choir director is evolving.

Good of the Order: nothing further

Closing Prayer

We give you thanks, Almighty Father, for all the benefits you have given us. You who live and reign forever and ever. Amen.

Blessing and Dismissal

The meeting was dismissed at 5:28 PM

Respectfully submitted by SF, Clerk.

Public Summary for
May 11, 2026 Vestry Meeting, Trinity Episcopal Church, Apalachicola FL

**This unofficial summary is generated for Bay View newsletters.
Full minutes of the meetings are available on request.*

At its May 11 meeting, the Vestry of Trinity Episcopal Church reviewed parish finances, property projects, ministry updates, and preparations for future initiatives. Reports noted strong April revenues. Discussion focused on exterior church painting bids, renovations to Benedict Hall Room 101, furnishings funded by donors, and development of a new gifts and memorials policy. The Tour of Homes and recent Instructed Eucharist received high praise for their success and positive reception. Vestry members also discussed archival work, bicentennial planning, and approved funding for the rector's Health Savings Account, a diocesan-required financial audit, and resolutions honoring faithful parish volunteers.