

**Appeal Awareness Team
Meeting Minutes – 01/15/2019**

Attendees: Rick Sten, Chair, Pastor Brock, Pastor Liz Frey, Danielle Andrews, Brian Falk, Lou Grammes, Jennifer Schwalm (scribe), Bob Frymoyer, and Jay Killian.

Absent committee members: Pastor Horner, Stephanie Maurer, Jill Lashay, Steve Kauffman, Steve Handiwerk, Nancy Martin.

Rick Sten opened at 7:00 pm with prayer.

	Action Items
1. Discussion of Team’s Role Going Forward	
<ul style="list-style-type: none"> • Rick requested that preface to any discussion include spiritual nature of objectives. This seems to be getting lost amidst the discussions. • Decision to rename this committee to Appeal Awareness Team to avoid confusion with KAIROS (vendor). • Discussion regarding KAIROS-Bob Driver-Bishop’s role in 2019. Rick received an outline of tasks for 2019. Need to identify initial contract terms and ensure no additional costs related to their involvement. There is still a budget balance of \$6,500. 	J. Schwalm – Obtain copy of initial KAIROS contract and identify potential use of Bob Driver-Bishop’s involvement.
2. Capital Appeal Financial Advisory Group – Bob Frymoyer	
<ul style="list-style-type: none"> • Capital Appeal Financial Advisory Group was formed from Finance Committee to intersect with Property, KAIROS and Finance and look at capital appeal progress and cash flow and potential financing needs. Committee members include: Bob Frymoyer, Daryl Ackerman, Meredith Askey, Beth Reeser(?) 	
<ul style="list-style-type: none"> • Financial Report as of December 2018 – YTD 2018 \$437,480 in contributions – pledged and non pledged (approximately 1/3 of commitments); disbursements must represent campaign commitments and totaled \$368,259. • There are 2 bequests totaling \$175,000 that haven’t been included. • Certain members are making payments without pledges (estimate \$60,000 in 2018). It is still believed that others will commit as the plan is further developed. • Recommend the committee defines short-term debt (e.g., 5-7-10 years) and the maximum amount of debt Trinity would be willing to carry understanding that appeal funds would eventually repay the debt. 	Bob Frymoyer – Financial Group to consider definition of interim financing and amount of financing Trinity is able to carry.
<ul style="list-style-type: none"> • Line of credit with Fulton at \$450,000 available to be drawn. Capital campaign proceeds of \$45,000 were used to repay draw. Balance draw is currently zero. 	
<ul style="list-style-type: none"> • Need clarity on whose role is follow-up on pledges? 	Bob Frymoyer – confirm Financial Group’s responsibility
3. Property Allocation Group for Capital Project Report – Charlie Suhr (written)	

**Appeal Awareness Team
Meeting Minutes – 1/15/19**

	Action Items
<ul style="list-style-type: none"> • Rick read Charlie’s written report that designer contractor appears to be within \$2M; however, sprinkler and HVAC info wasn’t available. Phase 1 scope will be available in February. 	
<ul style="list-style-type: none"> • Discussion regarding Appeal Team’s need to understand what is in Phase 1 for the following reasons: <ul style="list-style-type: none"> ○ Some pledges may have been committed based on campaign plan as initially communicated; therefore we must honor initial communication. ○ Need to determine interim communications. ○ Need to develop communication plan in support of next steps. 	<p>Rick Sten – set up next meeting based on Charlie’s availability with meaningful information (estimate mid-late February).</p>
<p>4. Brainstorming on Next Steps</p>	
<ul style="list-style-type: none"> • Need a communication strategy to keep congregation engaged once we receive information from various parties. If KAIROS can help us with communication strategy, lets us them. However, we would prefer to handle actual communications. 	<p>Rick Sten – talk with Stephanie Maurer re: Appeal update to the congregation in January.</p>
<ul style="list-style-type: none"> • Difficult for this team to make an estimate of further campaign success until we have further clarity of development program. Discussion re: “People that care, share” so we need to make sure we’re finding connection points to items that are meaningful. 	
<ul style="list-style-type: none"> • Request for council to provide an outline of subcommittees and responsibilities so we can be sure all expectations are covered. 	<p>Rick Sten – request Dan Drury and council provide an outline of the subcommittees and purpose (i.e., goals/objectives).</p>
<p>The meeting adjourned with the Lord’s Prayer. Next meeting: TBD</p>	