

## TRINITY CHURCH PAWTUXET

### Vestry Meeting Minutes – February 7, 2023

**Vestry Members present:** Margaret Thomas, Donna Blue Tobin, Ann Walter, Wayne Barnes, Barbara Chartier, Maureen Mooney, Nancy Plumb, Dawn O’Hara, Jeff Weaver, Rob Duncanson, Mother Tanya

The meeting was called to order at 5:15 p.m.

Margaret Thomas led the opening prayer.

#### **January Minutes**

Corrections were noted and a motion was made by Barbara Plumb and seconded by Ann Walter to accept the January 10th meeting minutes with corrections. All in favor.

#### **Pastoral Report – Mother Tanya**

Mother Tanya expressed her gratitude for the January 22<sup>nd</sup> Annual meeting. She said it was warm, wonderful and fun due to the attendees and the joy of celebrating Trinity’s work.

Mother Tanya spoke about the work of the Pastoral Care Group under the leadership of Nancy Dorsey who is organizing this effort.

She mentioned the good work being done by the Lay Eucharistic Ministry and that there will be a training in March for anyone interested in this ministry. Anyone interested can contact Mother Tanya.

It was mentioned that Living Stones is held monthly on the last Sunday of the month between services and that anyone with questions can speak to Vance Morgan.

Mother Tanya stated Margaret is participating in an 8-week online course in Lay Worship training, an intensive process, and will be providing feedback to the Diocese. She noted that Margaret, Cathie Beattie and Scott Avedisian are trained in lay leadership.

Mother Tanya mentioned the upcoming retirement of David Kennedy and that there are plans for a reception at Trinity on March 5<sup>th</sup>. She noted there will be an upcoming collection for gift cards.

Mother Tanya reported there are two leads for a supply organist, very accomplished, who will cover for the March 12, 19 and Palm Sunday and Easter services. She indicated that there may be a supply organist beyond April. The organist job description is being reviewed and edited for the search committee. Wayne Barnes indicated he will send information to Mother Tanya to assist with the draft of the job description. It was mentioned that it would be helpful to share the opportunity with Rhode Island College, the University of Rhode Island and Brown University.

Mother Tanya spoke briefly about safe Church training, noting this is updated every 3 years and important for the administration of Trinity Church. The training can be done online, or in person.

#### **Treasurer’s Report- Ann Walter**

Ann presented and reviewed the January 2023 Budget to Actual report.

She mentioned the amount of line item 4120 (Non-pledge Offerings/Donations) for January was \$4,540.00. This figure consisted of a one-time gift of \$2625 as well as donations from others without a formal pledge. She noted the \$1000 budget for this line item.

Ann reported that the total income amount for January was \$14,116.28 noting this was higher than the budgeted amount.

A motion was made by Barbara Chartier and seconded by Donna Tobin to accept the Treasurer’s report. All were in favor.

#### **Senior Warden Report- Margaret Thomas**

Margaret provided an overview of the immediate property needs of the Church. She mentioned that Rob Duncanson is becoming familiar with and will assist with the prioritization of building needs.

Following is a list and update of the key property needs:

- The windows continue to be a key priority with much progress being made. There is a gasket on one of the windows that is an issue. The vendor will be coming back to fix.
- Painting in the Church is complete however, there is an estimate to fix one small area.

*Mother Tanya mentioned there remains a need for some drywall repair in some areas as it does not look good.*

- The annual elevator inspection was conducted with good results. It was suggested that a schedule be made up of all inspections for future reference. Inspections mentioned included:

- Backflow inspection which has not been done since 2018
- Suppression in the hood of the stove

A general question was raised if all inspections could be done within the \$1000 budget. This won't be known definitively until inspections are scheduled.

- The Firebox needs to be connected to WIFI. This is a requirement of the City of Cranston with a deadline of June 2025. This item was noted for planning purposes.

A discussion followed on other projects to be considered going forward.

1. Sign posted by handicapped ramp (Nancy Dorsey is working on this)
2. Issue with HVAC condensers which are 25 years old.
3. Trim painting on outside of church
4. Carpeting and flooring
5. Remainder of windows (9) need to be replaced. The 2 that are cracked in the Bay Room will cost \$6500 each. The total estimate of the remaining windows is approximately \$60,000.
6. 6 estimates were received for the HVAC condenser repair of which the cost is estimated between \$12,000 and \$20,000.
7. 2 estimates for exterior trim painting were received from Jason Fagundo, a painting contractor whose bid was \$24,000 and Bristol Painting Company whose bid was \$39,000. Bristol Painting Company did the Sacristy door and is good with historic properties.
8. Carpeting in all the hallways was estimated at \$12,700. This cost included the labor to remove and dispose of the debris which was a major portion of the cost.
9. The changing of outside locks of the Church is estimated at \$1045. This includes 35 keys which cannot be duplicated. This bid was from United Lock.

The Vestry was asked to set 2 priorities for the above projects. It was considered and discussed with the following result.

HVAC condensers - \$15,000. It was noted that if the organ could get out of tune without this work which could result in thousands of dollars.

Outside locks \$1,045

Treasurer Ann Walter indicated there was \$30,000 in the checkbook to cover the immediate work and costs.

A motion was made by Donna Tobin and seconded by Gail Anderson to go ahead with these 2 priorities. All were in favor, the motion passed.

## **New Business**

**Vestry Orientation** - Mother Tanya gave an orientation for vestry. She noted that the priest is responsible for liturgy and teaching but the vestry is responsible for everything else-the church belongs to the people of the parish, and vestry is the leadership of the parish.

- Vestry sets the example for our parish.
- Vestry is not a non-profit board managing an organization toward a social goal, and it is not an executive board managing money to generate a profit.
- Vestry's focus is faithfulness to the Gospel: Faithfulness in stewardship, faithfulness to living God's call to us, faithfulness in allocating resources in support of the mission of the church.
- Vestry's work requires continuing discernment, which means prayerful action.

Mother Tanya's hope for this year- growth in faithful discernment, especially in these questions: What are we called to be together? How are we called to move and grow in that direction?

**Website Review** - Margaret asked for input and feedback during the upcoming website review. All suggestions are welcome.

### **Signage**

Progress is being made for a sign to be placed by the handicapped ramp. Nancy Dorsey is currently working on this. Traffic sign – a one-way sign for traffic coming up the hill in front of Trinity is needed. It was suggested that the Traffic department be called. Rob Duncanson will take care of this.

### **Church Fee Schedule**

A review and discussion of the Church Fee Schedule occurred. A handout was provided listing the suggested fees: The following changes were discussed and voted on.

The fee for priest for weddings and funerals be increased to \$500 from \$250.

The cost for using the Church sanctuary for weddings be increased to \$500 from \$250.

A motion was made by Donna Tobin and seconded by Barbara Chartier for these increases. All were in favor. The motion passed.

### **Liaison Reports:**

Margaret Thomas reported that there will be a Social Outreach Committee (SOC) meeting on Thursday, February 23<sup>rd</sup> at 10:30 a.m. in the Bay Room. The agenda for this meeting is to discuss upcoming projects for the year and to set up a calendar. Future meeting times can be changed if everyone cannot make it during the daytime hours.

### **Shrove Tuesday Pancake Supper**

The upcoming pancake supper was discussed. It will be held on Tuesday, February 21<sup>t</sup> from 5:30-7:00 p.m. and will be open to the community. Reservations are not needed. Suggested donations are \$8.00 for adults and \$4.00 for children ages 4+.

The meeting was adjourned at 7:13 p.m.