

TRINITY CHURCH PAWTUXET

Vestry Meeting Minutes – April 4, 2023, 5:15 p.m.

Vestry members present: Margaret Thomas, Gail Anderson, Donna Blue Tobin, Ann Walter, Wayne Barnes, Barbara Chartier, Maureen Mooney, Nancy Plumb, Dawn O'Hara, Rob Duncanson, Mother Tanya

Absent: Jeff Weaver

The meeting was called to order at 5:22 p.m.

March Minutes

There was one correction to the March minutes. A motion was made by Ann Walter to accept the minutes as corrected, seconded by Barbara Chartier. All were in favor.

Correspondence

No correspondence was presented.

Reports

Priest in Charge:

Organist Position

Mother Tanya indicated she did not have the organist job description available for the meeting. She mentioned that Wayne Barnes was of great assistance in developing this and thanked him for his efforts. Mother Tanya provided feedback on some of the key components of the job description and indicated that currently the position will be posted at 6-10 hours per week. She mentioned she spoke with Michael, a current supply organist, and noted the hours may need to be revisited. She stated that in order to obtain the excellent caliber of candidate desired, creative thinking is important. Once the hours are finalized and added to the job description, it will be posted.

Mother Tanya indicated that supply organists will be utilized through the summer, and that the hope is to have the new organist on board for the next program year.

Further expanding on the details of the job description, Mother Tanya stated that it contains a request for the organist to involve the children to be active in the music program. Ideas suggested including a small children's choir, perhaps a bell choir. In turn this provides an opportunity for growth for the organist and participants.

Ministry Fair

Mother Tanya suggested having a ministry fair in August and/or September, the purpose of which is to display all the good things happening at Trinity. She envisions this as both a fun and informative event and a good way to reach out to the community. This fair could be held in the Parish Hall and information/displays could be available to highlight Sunday School, acolytes, pastoral care committee, property committee, lectors. Displays and refreshments would be a part of this.

ADA Accessibility

Mother Tanya spoke about the importance of ADA accessibility and wants to lead the way in this effort. She indicated there are many things to accomplish as she indicated many items that needed work.

She reported she met with Greg Spears, an architect and member of Trinity Church. She shared her concerns on the following items:

- the need to extend the stairs leading up to the altar. (i.e., extend each step out)
- the addition of one step and add handrails to hold onto for balance.

This would need to be done before we would go back to having communion at the altar, a request some parishioners have noted they would like.

There were several suggestions made on ADA accessibility planning:

-Donna Tobin proposed that any ADA actions should reflect the venue of the church.

There was further discussion around this topic on possibilities going forward. Mother Tanya added that with the red carpet, there is no visual break in the stairs. A suggestion was made to consider having no carpet on the stairs. Mother Tanya indicated she will think about this, that the goal is to make the altar as inclusive to the congregation as possible.

Margaret Thomas mentioned that the readings do not have to be done at the Lectern. She indicated this changed when Trinity utilized live streaming. She suggested another microphone and to ensure they are connected. She will check these.

Other comments:

Mother Tanya mentioned she will not be taking the week off after Easter as originally planned. She may take Monday through Wednesday off and return on Thursday, which will give her time to prepare for the service.

Rob Duncanson will provide the opening and closing prayers for the May Vestry meeting.

Treasurer's Report

Ann Walter presented the budget report asking vestry members to go to page 4 for the bottom-line figure of -\$2,244.23. Add \$4,000 as the amount of the Prior Year Surplus which she accidentally omitted. The actual bottom line should be a positive number of \$1,755.77.

Ann commented on the following from the report:

- Coffee Hour Expenses are higher than the 10% projection.
- Building Usage Leases – some pay once per year, others once per month.
- Non-Pledge Offerings/Donations are up which is good news.
- Prior Year Pledge Payments are good. We budget \$0 for this.
- Plate 10 am Cash Offerings were good, helped by resuming the (passing of the plate.)
- Ash Wednesday Lenten Offerings were higher than the budgeted amount.
- Supply Organist expense is higher than budgeted.

- Music Director's Salary savings offsets the higher cost.
- Insurances are higher than budgeted because the annual Workers' Comp premium is due in January-
- Office & Banking Supplies include the cost of checks for the RDF
- Natural Gas is higher in the winter heating season.
- Waste Removal reflects \$200 for two trips to clean out junk.
- Repair & Maintenance includes \$2,100 for the sanctuary painting plus necessary plumbing, and the final payment for the window upgrade.
- The \$10,900 1/3 down payment for the A/C condenser is a capital expense paid from extra money in the savings account. It is not a normal repair and maintenance item.

A motion was made by Nancy Plumb to accept the Treasurer's Report as corrected and seconded by Barbara Chartier. All were in favor.

Senior Warden Report

Margaret Thomas reported that a Finance Committee meeting is scheduled for April 21st.

She also mentioned that she created a list of who uses the building which includes contacts, etc. She also created a checklist of all inspections, leases, etc. This is to prepare for future reference for the vestry.

Margaret stated that there was a recent problem with the roof with heavy rain which leaked into the women's bathroom area. This was a lower section of the roof, which 500 square feet needs to be redone. She contacted a company utilized in 2019 and received a bid of \$11,000. The price increased by \$6.00 a square foot. She will be obtaining another quote. Mother Tanya mentioned we needed to get at least 2 bids.

Margaret indicated she has another quote for in the amount of \$6,500 from Metro Fire to replace the radio box which is required by 2025. She stated this is required by law and indicated that the Diocese may have grants which will be applied for. These grants evolved due to the Station Nightclub fire.

Margaret reported that Nancy Dorsey is working on signage for handicapped access for both the front stairs and for the ramp.

Junior Warden Report

Rob Duncanson reported that he walked the grounds with the landscapers and is waiting for quotes. He noted that there was a quote for \$6,000 which was ruled out due to the high cost.

He did request a quote from another landscaper, but that has not been received yet. Margaret indicated that was fine, that the current landscaper will probably just show up which was fine.

Rob reported on the signage and noted that the Cranston Highway Department put it at the rotary which is the wrong spot. He has left numerous voicemails but not yet received a return call. He is hoping for this to be rectified soon.

Margaret mentioned there is a need for another shredding event. There are several layers of boxes that need to be shredded.

Rob indicated that the next two projects to be given priority are HVAC and door locks. He will report on the progress as it occurs.

Before moving to the Parochial Report, Donna Tobin asked about what she referred to as the dated materials on the table in the entry from the lower entrance. She felt it was not welcoming and asked if there was a need for any of it. She also said the table seemed dated.

Margaret encouraged her to improve the literature display presentation as a personal project.

New Business- Parochial Report:

Mother Tanya provided an overview of the Parochial Report. She indicated that it needs to be approved by the Vestry yearly.

Discussion of the report included those items listed in the narrative of the report, a copy of which is attached to ~~included with~~ the minutes of the meeting.

A motion was made by Donna Tobin to accept the Parochial Report, seconded by Margaret Thomas. All were in favor.

Liaison Reports

Due to time constraints, not all the Liaison Reports were provided.

Nancy Plumb reported briefly on the recent fundraising meeting, which meets once per month. At this meeting they considered an online auction. More information will be forthcoming.

New Business- other topics

- ECC Scholarships

There was a brief discussion of ECC scholarships as they are available. It was suggested to put this in the newsletter and to have announcements made in church to make scholarships available to those who

might not be aware. It was noted that these scholarships were previously for acolytes, but now can be used by children or grandchildren of members.

- Charles Gorton Scholarships

\$34,499 in funds are available for our parish. This scholarship is decided by a Trinity committee.

- Armburst Fund

\$25,344 in funds available. Can match with funds from our parish.

- Coffee Hour

Margaret Thomas mentioned the difference in attendance at the coffee hours. She said the coffee hour after the 8:00 a.m. service has many more in attendance than the 10:00 a.m. service. She felt that we should make announcements during each service, as we have new people. This will be discussed more at the next Vestry meeting.

Discernment- Book Study

There was a brief discussion on the book study. Chapter 2 will be read for the next Vestry meeting.

The meeting adjourned at 7:36 p.m.