

TRINITY CHURCH PAWTUXET

Vestry Meeting Minutes – May 9, 2023, 5:15 p.m.

Vestry members present: Margaret Thomas, Gail Anderson, Donna Blue-Tobin, Ann Walter, Nancy Plumb, Dawn O’Hara, Rob Duncanson, Jeff Weaver, Maureen Mooney, Mother Tanya

Absent: Barbara Chartier; Wayne Barnes

The meeting was called to order at 5:30 p.m.

Rob Duncanson led the opening prayer.

April Minutes

There were no corrections to the April minutes. A motion was made by Ann Walter to accept the minutes, seconded by Rob Duncanson. All were in favor.

Reports

Priest-in-Charge

Update on Organist Position

Mother Tanya reported that the job description for the organist was posted and that no applications has yet been received.

Safe Church Training

Mother Tanya indicated that most vestry members have completed the Safe Church training. She mentioned that the training can be done either in a group or individually.

Diocesan Council Workday

A mention was made that the Diocese would be launching Racial Reconciliation Training. Details to be announced.

Meetings with Mother Tanya

Mother Tanya indicated that there would be an opportunity for Vestry members to meet with her individually. She mentioned that discussion topics could include programming or other items of interest and concern. She will be sending a request to each Vestry member.

Rhode Island College Chaplaincy

Since her role as Chaplain at Rhode Island College (RIC) did not correspond with her vision, Mother Tanya will not be continuing in the Fall. She spoke with the Bishop regarding this. Mother Tanya will be in this position through August 31.

Treasurers Report

Ann Walter reviewed the Budget vs. Actual report for January through April 2023.

Ann mentioned that page 4 of the report shows that net ordinary income was a positive \$6,345. This exceeded the budgeted deficit of -\$2,109 for a positive net increase in revenue of \$8,454.

Ann reported that the pledges received were higher than budgeted because two parishioners paid in full during April.

Margaret Thomas mentioned that the non-pledged contributions were above last year, and noted this was very positive.

Mother Tanya mentioned she does not want to know what parishioners pledge and the amount of the pledge.

Ann reported several positive income increases over budgeted amounts. They include increases in prior year pledge payments of \$2,006, 10:00 a.m. cash offerings of \$524, Ash Wednesday Offering of \$244, Easter Offerings of \$470, and Easter Memorial flower proceeds of \$510.

On the expense side, Ann reported that the payroll service cost more than anticipated due to unforeseen circumstances. She also stated that we are paying more than budgeted for the supply organists but less than budgeted for the retired music director.

Ann reported that the topic of Treasurer's Round Table held April 24th was insurance. The cost of property insurance increased by 15.9% in the Diocese as of the April 1 policy renewal dates, due largely to rising costs of building materials. The 2023 insurance premium for Trinity is \$1,844 more than budgeted.

To lessen the future impact of insurance premium increases, the Diocese will request a Fall renewal date so increases can be included in budgeting plans for 2024.

Senior Warden Report (including Finance Committee Report)

Anticipating the above, Margaret indicated she reviewed other church budgets online for comparison purposes.

She also researched changing the deductible to lower the premium. She provided the following information on savings on the annual premium:

Deductible of \$1,000 (low savings)
\$2,500 (\$485)
\$5,000 (\$970)
\$10,000 (\$1,455)

Margaret Thomas mentioned recent correspondence received which included a \$400 check given in memory of Don Raleigh. These funds will be transferred to the Memorial Fund. Margaret reported she reviewed other church budgets online for comparison purposes.

As part of the discussion, it was mentioned it should be noted that since Trinity is open during the week, the utility costs are higher.

As a result of the discussion, it was decided to explore changes in insurance deductibles and the feasibility of lowering costs. It was noted that the age of the building is a key point.

A motion was made by Nancy Plumb, seconded by Donna Tobin to accept the Treasurer's report. All were in favor.

Other items discussed during Senior Warden's report include:

- HVAC installation is complete.
- Additional sound system work is needed.
There is one lapel microphone.
- Sound board is aging. (Need quote)
Need two additional wireless microphones and adapters.
- \$1,500 needed to upgrade the sound system for live stream.

Mother Tanya mentioned that more than one microphone is helpful and a wise use of funds.

A motion was made by Donna Tobin and seconded by Ann Walter to upgrade the sound board system in the Sacristy. The amount is not to exceed \$2,000.

Other items of the Senior Warden report and Junior Warden report included:

- Kitchen fire suppression inspection done
 - HVAC done (Donna Tobin was present)
 - Door handle to church repaired by Donna Tobin
 - Chairs in hall repaired by Donna Tobin
- Donna was thanked for her efforts.*
- Fire alarm inspection and emergency light inspection completed
 - Storeroom door fixed (door opener holder on bottom)

It was mentioned that Rob handles the keys.

Margaret also reported on:

- Researching and calling payroll companies
- The new welcome area on Trinity's website
- Received a telephone request to rent the kitchen from local vendor – Pop up Food
She researched the company and confirmed they are certified. She will be contacting the Health Department.
- Recent clean-up day at Trinity. There were many volunteers, and the results were amazing.
- Sign was placed on the Social Outreach bin outside
- Researching an electronic sign

A motion was made by Nancy Plumb and seconded by Rob Duncanson to approve the amount of \$220 for this signage. All were in favor.

Junior Warden Report

Rob Duncanson reported on the following:

- Spoke to the Highway department about the placement of the sign (for traffic purposes. No one showed. Rob will continue to contact.
- Mentioned the start-up of a property committee. Anyone interested can contact him. A mention of the committee will be put in the E-news. Tom Hogan will be a member of the Committee.
- Commented that everyone who assisted with the recent church clean up did a great job.
- Noted that black vestments are needed. He also mentioned that since one of the goals is to get the children on the altar, some alterations may be needed.
- Mentioned that the Pennies for People Program needs a leader. He indicated that the kids decide how to use the funds that the Parish contributes. They also visit the locations with the donations.

Book Study – Chapter 2

Mother Tanya asked that the book study be moved up the agenda for a brief overview. She mentioned that this book study will lead us through the ministry of all baptized people and that we are all called to this ministry together. She felt that our sharing in this book study going forward will focus on our expectations, reciprocity, and active listening.

Finance Committee Report (continued) Endowment Policy

Margaret Thomas stated there was a Finance Committee meeting held on April 27th. In attendance were Bill Caldwell, Nancy Plumb, Nancy Dorsey, and Ann Walter.

One item of discussion was the sales tax and the reimbursement policy for online purchases: Staples, WB Mason, Restaurant Depot.

(Mother Tanya excused herself for the following portion of the report.)

A discussion focused on the growth of the parish which included:

- The possibility of drawing from the Endowment
- How to use the memorial funds
- Decrease in church attendance
- Pledging (younger persons may not understand the process or importance of pledging)

It was noted that these are patterns across all churches. It was suggested to revise the policy regarding memorial funds. This may require a special parish meeting.

In other business, Margaret reported that the finance committee recommended increasing Mother Tanya's hours to 25 per week from September 1st through December 31st.

Margaret reported that in order to increase the hours in January 2024 to 30 hours, there would be a need to draw from the Endowment. It is not possible to fund this with current pledges. There are also restrictions within the Endowment fund. In addition, this issue would need to be presented to the congregation. More discussion is needed on this going forward.

After discussion of the above, a motion was made to increase Mother Tanya's hours to 25 effective September 1, 2023. A motion was made by Donna Tobin and seconded by Gail Anderson. All were in favor.

(Mother Tanya returned to the meeting following this vote.)

Liaison Reports

Due to time constraints, only one report was presented. Nancy Plumb provided an update on the online auction proposed for the fall. She indicated the priority is to determine the company to run the auction. She and Nancy Dorsey have looked at 2-3 companies.

She mentioned other items to be determined include a list of donations including services (i.e. wine tasting) and a budget). She indicated this should be decided by the next meeting.

A motion to adjourn was made by Nancy Plumb and seconded by Margaret Thomas. All were in favor.

The meeting adjourned at 7:40 p.m.