

**Trinity Church
Pawtuxet**

Vestry Meeting Minutes

October 24, 2023
5:15 p.m.

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

Excused: Barbara Chartier

Opening prayer was led by Maureen Mooney.

September Minutes

Corrections were noted regarding the misspelling of Barbara Read's name. It was also noted there are no page numbers. A motion was made by Ann Walter and seconded by Wayne Barnes to accept the September minutes. All were in favor.

Correspondence

Margaret Thomas reported that two cards were received from Marilyn Place of the Edgewood Pawtuxet Food Pantry (at Transfiguration). She noted that for the month of September 124 pounds of food was donated and for the month of October 61 pounds of food was donated. Margaret mentioned the beautiful cards she sends are posted on the bulletin board. It was suggested to list this also in the newsletter and/or announce it in church.

Letters went out for Barbara Read memorial gifts.

Reports

Priest in Charge

Mother Tanya welcomed Bill Caldwell to the Vestry and expressed her gratitude for his service.

Mother Tanya thanked everyone who assisted in the Bishop's reception noting he loves visiting the parishes. The reception and the previous evening's auction item display event demonstrated a wonderful sign of life at Trinity.

Mother Tanya praised the hard work of the Fundraising Committee for the auction and acknowledged the excellent work of Vickie and Sarah. She suggested that a picture of the fundraising committee be included in the newsletter and mentioned that the bidding continues until November 1.

A question was asked if the offering collected on that Sunday was to be allocated to the bishop's discretionary fund as is often done. Mother Tanya indicated she will follow up on this and let us know.

As an update to the staffing of the nursery, Mother Tanya reported that Gail Anderson will assist. Gail loves being around children and can tag team with Hannah. If there is not a need for a second person on a particular Sunday, Gail can attend church services. Margaret mentioned there are new parishioners who would like to bring their 20-month-old child to the nursery. She referred to a letter sent by them.

Mother Tanya spoke of the visitation for Bob Floodman who recently died. The funeral is Thursday, October 26th at 11:00 a.m. Visitation is 9-11 a.m. at the Thomas and Walter Quinn Funeral Home in Warwick. All are welcome.

Mother Tanya informed the vestry about the upcoming Diocesan convention on Friday, October 27th at St Luke's. The Saturday convention meeting will be on zoom. Margaret plans to attend the Saturday meeting.

All Saints Day is Sunday, November 5th at church! On Wednesday, November 1st there will be a compline prayer, which is an ancient service of quietness and reflection at the end of the day. Attendees can bring pictures of loved ones.

Mother Tanya spoke about the upcoming services for Christmas. She mentioned that a Blue Christmas service will be held which begins in darkness. She explained this service honors all losses including the loss of health, and jobs etc. as well as people. Since real candles will be used, a box of sand will be placed to discard the candles after extinguishing.

Mother Tanya asked for a volunteer to present the November devotions. Ann Walter volunteered. Mother Tanya mentioned the next vestry meeting is scheduled for November 14th.

Treasurer's Report

Ann Walter provided three documents to the Vestry:

- Budget vs. Actual Report – January through September 2023
- Main Checking Account Report (One Month of Expenses)
- Main Checking Account Report (Three Months of Expenses)

Ann explained that non pledge contributions are up by \$15,423.00 from people who were not attending Trinity in 2022 when the last stewardship campaign occurred. Possibly some of the new parishioners will want to pledge for 2024. A discussion followed regarding pledging vs. non pledging income, auto pay, and envelopes. Several points were made to consider going forward.

Ann mentioned that revenue is \$22,000 ahead of where we estimated we would be.

It was also mentioned that utility costs are closer to the budget forecast now that summer savings have offset last winter usage and costs.

Ann reported that she mailed the third quarter statements on October 5.

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

Ann led the vestry through the two Main Checking Account Reports which show the dollar amounts in the checking account that are already designated for specific purposes, a set-aside amount in 2014 that came from the Memorial Fund, and the remaining surplus.

Mother Tanya indicated a decision will need to be made whether to maintain a 1-month or 3-month reserve cushion in the checking account, and how to best use the 2014 set-aside amount.

She indicated there was no need for a decision at this time and asked the vestry to be faithful in their eventual determination of how best to use these financial resources to further the mission of Trinity Church. Mother Tanya encouraged the vestry to be in intentional prayer around this decision- not just about facility, but also other needs, outreach, new ministry to launch, and other way in which God is working around us

Senior Warden's Report

Margaret Thomas reported on the implementation of the new leases for some of the groups that received an increase in cost. The increase was discussed with each group.

Girls on the Run – The new lease amount is \$400 per month for a 2-year period.

The Village – The new lease amount for this year is \$500 per month this year, with an increase to \$600 per month next year. This was based on building usage which is much more frequent than the other groups. Margaret reported that she emailed the costs and gave options. A decision is pending.

Margaret mentioned that Cathi Beattie and Nancy Dorsey are doing an excellent job with stewardship. A letter will be going out this week. There will be speakers as part of this effort.

Margaret reported there was an electrical issue in the outside fire box which was installed by Metro Fire. Metal was touching metal shorting out all the lights. The issue is now resolved. The fire inspector will approve.

Margaret reported that QuickBooks, the financial and database system the church currently utilizes, is no longer supported. A new financial and database system called Realm is being considered. This system is more efficient as it creates statements and integrates the membership and financial information needed. Margaret added that Veronica Tierney, a

consultant for the Diocese, can set up the accounts. Margaret indicated there is more to learn on both the account side and membership side both with conversion, trouble shooting, etc. Veronica will be able to assist with all. Donna Blue Tobin also offered to assist with data entry. Mother Tanya highly recommended this change as Veronica is not only familiar with the system, but her skill set is also exceptional.

Junior Warden's Report

Rob Duncanson reported he repaired several ceiling tiles in the parish hall.

There was a lengthy discussion regarding handicapped access and the one-way traffic on Ocean Avenue. This has been a continuing issue for some time. Gail spoke to Scott Avedisian to see if he could assist in some regard. A meeting was suggested with the Cranston City Council representative. Rob will set up a meeting which will also include Mother Tanya and Margaret based on everyone's schedules.

Mother Tanya emphasized the importance of a makeshift effort until this is resolved. One idea was offered, such as having an officer on duty during the Sunday morning services. In the meantime, it was decided that orange cones will be placed in the front of the church immediately. These would be temporary until the other issues are resolved. Rob will place the cones before the 10:00 a.m. service.

The new Property Committee will develop a maintenance calendar for tracking and scheduling recurring items. They will work to create a list of needed improvements and prioritize the top three.

As an example, when the copier was purchased in 2013, it did not have the capacity for color copies or folding.

Old BusinessA discussion followed regarding parish approval of the Policy Governing the Memorial Fund. It was decided that a parish meeting would be scheduled for Sunday, December 3rd between services. There would be a two-week notice provided to the parish.

It was mentioned that the Finance Committee is meeting on Friday, November 10th.

Liaison Reports

Donna Tobin provided a report as a participant in a recent communications meeting with the Diocese, indicating it was very informative. The meeting was held over Zoom with participants throughout New England.

Topics included:

Stating on the website exactly where to park for example, that only on the street parking is available.

Asking parishioners to identify what is "missing" in the church.

Writing "Show Me" stories that provide a glimpse of the parish and the work of the church.

Developing an annual calendar for the parish, listing due dates when things happen and deadlines for the process.

Awareness that the website is also meant for a wider community inviting them to the church. Including stewardship stories online was discussed and considered a good idea.

--Donna will re-emphasize the Thursday deadline for the Trinity newsletter- some articles are not being submitted until Friday, which is too late.

--Information sent to Donna needs to be in Microsoft word doc format.

Closing prayer was led by Maureen Mooney

The meeting was adjourned at 7:42 p.m.