

**Trinity Church Pawtuxet
Vestry Meeting Minutes**

January 16, 2024 5:15 p.m.

Vestry members present: Margaret Thomas, Rob Duncanson, Gail Anderson, Wayne Barnes, Barbara Chartier, Maureen Mooney, Dawn O'Hara, Nancy Plumb, Ann Walter, Bill Caldwell

Absent: Donna Blue- Tobin

The opening prayer was led by Mother Tanya.

December meeting minutes:

A motion was made by Barbara Chartier and seconded by Margaret Thomas to accept the December meeting minutes. All were in favor.

Correspondence:

Margaret Thomas reported that a letter was received acknowledging recent donations from the food pantry at Transfiguration Church.

She mentioned an article about our tenant, The Village, in the Providence Journal which was complimentary about their work in the community.

Priest in Charge Report:

Mother Tanya mentioned an Outreach project suggested by Nancy St. Germaine which serves a need in Africa. A copy of the email was provided to Mother Tanya.

Mother Tanya stated she will leave this project in Nancy's hands to oversee. Sue Hinckley is aware of this opportunity. Every week in Lent, items will be collected which are needed in Tanzania.

Items suggested are school supplies, men's and women's clothing, and food. It was suggested that this is a good starting point and could be ongoing in the future. Mother Tanya expressed this was a good partnership mentioning that Nancy has a good heart.

Documents were received from Canon Dena (Title 3) which affirm that Mother Tanya is leaving. Mother Tanya's last day will be January 28th which is the Annual Meeting.

A motion was made by Margaret Thomas, with regret, to accept Mother Tanya's resignation. Ann Walter seconded the motion. All were in favor.

It was mentioned that personal relationships, pastoral care, and administrative work are not permitted for one year by the priest departing. This is to enable relationship building between the next priest and the congregation.

Mother Tanya stated that three vestry members terms are up. Nancy Plumb, Barbara Chartier, and Maureen Mooney. She expressed her gratitude for their work on the vestry and other ministries over their 3-year term.

Treasurer Report:
2023 Budget vs. Actual

Page 1 shows gross profit of \$176,676. This figure is higher than we anticipated by \$25,765.

There was a review of the expenses page 3 showing the bottom line. We thought we would be short \$9,597 in 2023. We are ahead by \$2,683 which shows we overcame a shortage, even after subtracting the 2022 surplus of \$16,000.

The 2022 surplus was created because of the six-month clergy vacancy.

Nancy Plumb asked about the auction money raised and where it was included in the Budget vs. Actual Report Ann explained that \$1,112 of the auction revenue completed the \$3,000 in budgeted fundraising proceeds towards the operational needs of the parish. The remainder is allocated for capital improvements and will appear in the Annual Report in a new capital income and expense section.

The budget item, Pennies for People, will be moved to the Social Outreach section of the Annual Report..

The next line item discussed was the 10 a.m. cash offering of \$2,120 which was higher than the \$780 forecast.

It was noted and explained that the 8 a.m. plate offering goes into the Rector's Discretionary Fund, along with donations from weddings and baptisms.

It was noted that the purpose of the Rector's Discretionary Fund is to assist parishioners and community members who are in need. The assistance includes items like grocery cards, payment of electric bills, and rental assistance.

A motion was made to accept the Treasurer's report by Margaret Thomas and seconded by Barbara Chartier. All were in favor.

Senior Warden Report:

Margaret Thomas reported on the following:

Building/property plans and issues – She would like to more people involved in this effort. One meeting of the Property Committee was held and others will follow.

The elevator passed inspection in January.

Boiler inspection will occur next week, noting this occurs every other year for insurance purposes.

Groundwater seepage was found in the basement in the parish hall after recent rains. She noted it was not alot comparing it to the last time flooding occurred in the basement in March2010.

Margaret contacted two vendors – Tyson and Pioneer Basement. It was suggested to have a few sandbags available to protect the kitchen door in case of flooding from the exterior.

Safe Church is going well. Rekeying of the exterior doors is happening in the next 2-3 weeks. All tenants were notified of this.

A discussion evolved around the charges for a lost key. It was mentioned that the cost to rekey the building is \$2,000. It was suggested that a charge for a lost key may provide an incentive to be more careful with the key.

Mother Tanya mentioned she felt it was important to take up this issue with the vestry. She noted the tenants did not complain about the \$150 lost key charge, but Wayne Barnes anticipated there may be some objections from parishioners.

The following was decided, after all vestry members were polled. The lost key cost for parishioners will be \$75 and the cost for tenants will be \$150.

A list of key holders will be maintained and updated as needed.

Update on parking:

Signage designating Ocean Avenue as one way street on Sundays are in progress. There will be follow-up.

Junior Warden Report:

Rob Duncanson reported on snow management. He indicated he came by the church and saw that the clearing of snow was not done right last week. Mother Tanya thanked him for this effort but noted she does not expect him to take care of this.

Rob indicated he will follow up with our current snow removal person, noting it was a difficult storm with two distinct periods of snowfall. Margaret mentioned that she has someone in mind if the current provider does not work out.

Kevin Cliff is the new acolyte for the 10 am service. Louise is away for the winter. Rob will do a walk-thru with him.

Ann mentioned that the carpet in the education room had not been vacuumed on the previous Sunday. It was noted that Mr. Carl usually vacuums but church had been closed the week before due to the Cranston parking ban. It was mentioned that Hannah does clean the childcare room. Mother Tanya suggested a performance plan listing specific responsibilities for our regular cleaner.

New Business

Ann presented the 2024 Forecast Budget.

Income for 2024 includes the distribution from the Memorial Fund of \$20,462 that was authorized by the revision of the Endowment Policy in November. Pledges have been made of \$114,000, an increase over the \$98,000 in 2023.

Expenses include clergy at 30 hours per week, a part-time bookkeeping assistant, and a monthly fee for Realm, the new system that was installed for both accounting and membership data.

The 2024 Forecast Budget shows a deficit of \$19,518. All but \$834.75 of the deficit will be offset by the cumulative surplus from 2022 and 2023.

Nancy Plumb moved to approve the 2024 Forecast Budget. Barbara Chartier seconded the motion. The motion was unanimously approved.

Margaret presented basic information on the transition. There will be a special vestry meeting on January 30th to discuss the bridge priest. We will have one service on Sunday, March 3rd followed by a parish meeting led by Canon Dena.

The meeting adjourned at 7:00 p.m.

Mother Tanya led the closing prayer.

The special vestry meeting is January 30th at 5:15 pm.

The next regular vestry meeting is February 13, 2024 at 5:30 p.m.