

Trinity Church Pawtuxet
Vestry Meeting April 9, 2024
Minutes

In Attendance:

Mother Susan Wrathall

Class of 2024: Gail Anderson, Wayne Barnes, Dawn O'Hara

Class of 2025: Rob Duncanson- Junior Warden, Ann Walter-Treasurer, Bill Caldwell,
Donna Tobin

Class of 2026: Kevin Cliff, Ginny Simms- Secretary/Clerk

Excused: Carol Deming, Margaret Thomas-Senior Warden.

The meeting was opened with prayer by Mother Wrathall.

March 2024 minutes were approved as written- motion by Ann, seconded by Donna and unanimously passed. Ann commented on the format of the class identification, reminding the vestry that the 2024 class will be on the nominating committee for choosing the next class (2027) of members.

Correspondence: Ginny shared with vestry 2 letters of thanks: 1- Ronald McDonald House Charities New England for \$25 gift amount in honor of Nancy Plumb's vestry service. 2- VA Providence Healthcare System for generous donation of socks. Ann expressed that the letters be shared with both Nancy (Ron McDonald house) and Sue Hinckley (VA). Also, Ginny shared a postcard from Good Friday offering. The Episcopal church is reminding parishes, there is also a QR code and an online site to contribute. Ann shared that \$255 was collected at the Good Friday service for the Jerusalem church.

Reports:

Priest-In-Charge: Mother Wrathall reported that she felt the Easter service was worshipful. She commended the Altar Guild for a beautiful set-up for Easter. She reiterated the use of different liturgies in our worship in order to convey different experiences. Members from the vestry expressed the appreciation for her explanation during the service regarding meaning behind changes in liturgy. Mother Wrathall again reminded vestry to be the conduit for communication: if parishioners have questions, to speak with Mother Wrathall.

Treasurer: Ann presented the figures for March (budget vs actual). Trinity is on track with our budget vs actual and is in the black. She highlighted the following:

- The statement doesn't reflect Easter offerings and gifts (counting occurred after 3/31)
- #40370- Holy Day gifts were added to the line item in the budget
- #40410- Memorial Fund is accessed quarterly- will be shown in April's statement. A discussion was tabled regarding the history of the policy changes that were approved in 2023.

- #40710- \$497 received from Diocese for congregational development. Plans for a neighborhood block party would meet the intention of the fund. Mother Wrathall working with a local realtor suggested the possibility of sending a welcome letter from Trinity to new neighbors
- #61010- \$799.97 reflects the Pennies for People initiative.
- #51210- the Diocesan Apportionment is an odd number- an additional \$1.49 needed
- Paychecks has amended the W-2 for the two employees who were paid in Jan for their Dec. work.
- #51413- Trinity received a refund for medical/dental co-pays (prepaid for Mother Tanya)
- #51466- Copier Main/Repair- To note that there is a contract for both maintenance and repair.

Senior Warden:

- Counting sheets for the counters to work better with Realm. Going well.
- Working with Citizens bank and the Diocese to set up quarterly endowment draw that was approved in the 2024 budget. Not completed yet. Waiting for a letter we need from Citizen Bank. Will follow up in late April.
- New fire box is finally installed, inspected and operational. Long process that started last year. We received a grant from the diocese in the amount of \$6,581 to completely cover the cost of the box and installation.
- Bay room electrical work estimate received for \$285. That is to put in additional outlets so the refrigerator and microwave can be moved. Money in the maintenance budget to cover it.
- Quarterly fire alarm test completed.
- Flooring update for Bay Room and hallway. Property committee received four estimates from Nancy Dorsey and Nancy Plumb. They have also researched the best way to seal the asbestos tiles. It is the committee's recommendation to use the vendor: Karpet Klinik- who plans to remove the rug, seal the tile by glueing the new tile on it. As the pricing for materials has gone down (from \$6.34 sq/ft to less than \$3.00 sq/ft) they are awaiting a new quote which will be less than the original quote of \$12,690. The project is fully funded through part of the auction and a parishioner donation.

Motion:

Property Committee to proceed with Karpet Klinik for replacing the carpet in Bay room and hallway with tile, not to exceed \$12,690. Motion made by Mother Wrathall, seconded by Rob and unanimously passed.

- Outside door locks changed and all keys distributed.
- Parochial report complete and sent to national church and diocese. Thanks to Ann.
- Transition – no report this month. Parish meeting set for **4/28**.
- Security – cameras require more research.
- One-way street signs are in the public works queue. Will follow-up in late April.
- Update on AC units: Link Construction has given us a quote- \$3,405 for 3 units: 2 for bay room and 1 for village: units are portable, floor models and vent through the cinder block eliminating the window units. Bay room and village room will also need electrical work to complete AC- approx. \$500. Fully funded through reserves and combined with auction

proceeds and parishioner donation. Temporary plexiglass will be installed in the Bay room (where window AC units were placed) until replacement windows are installed.

Motion:

To proceed with installation of 3 air conditioners with necessary electrical work in the Bay room and Village room for \$4,000. Motion made by Donna, seconded by Dawn, unanimously approved.

- Getting quotes for replacement windows in Bay room. Margaret has asked Link construction for an updated quote to replace the windows in the Bay room. Probably looking at around \$6,400 per window. They are in great need of replacement, as well as the window treatments in that room. The Bay room was redecorated sometime in the 90s and those blinds are falling out. Tom Hogan is researching another vendor but has had no response from him (nor has Margaret with her attempts to contact him) The committee will try to find another window company to give us a quote. It's not easy because these are far from standard windows.

Junior Warden:

- Church wide clean up- **Saturday, May 11, 2024.** Suggested areas that need cleaning/repair: lights in sanctuary; children's Sunday School room, nursery, removal of old radiator in front entry- will drain the old heating system that day; tidy office paper cabinet.
- Donna has been working around the church: the Narthex is finished. New red carpeting. Chapel is finished for now. Cost for materials- approximately \$500-600.
- Property committee: gutters and downspouts all need to be cleaned and possible covers over the gutters. Donna and Margaret are researching vendors. This will hopefully help eliminate some of the water problems inside the church.
- Another water leak in ceiling of women's bathroom. Rob investigated the roof on Sunday. The rubber roof is buckling and most likely is allowing water to get in. More information needed on roof replacement.

New Business:

- Ann reminded vestry of Diocese Vestry Days- **Sat. April 28th. 8:30am-12Noon.** All vestry members encouraged to attend. Ann will be attending the Treasurer's Workshop, Margaret attending the Bishop Time with Wardens.

Old Business:

- Fundraising report (sent in by Carol) Lemon Grass Buffet- **Sunday, May 5th 1-4pm.** Tickets will be on sale starting this Sunday, April 14. \$30 for adults. Children \$15. Still need raffle items. Contact Nancy Dorsey for that.

Meeting was closed in prayer offered by Ginny.

Motion to adjourn was moved by Dawn, seconded by Ann and unanimously agreed.

Respectfully submitted by Ginny Simms

Next vestry meeting: May 14, 2024. 5:30 pm