

Trinity Church Pawtuxet
Vestry Meeting
January 14, 2025
Minutes

In Attendance:

Mother Susan Wrathall

Class of 2024: Margaret Thomas-Senior Warden, Gail Anderson, Dawn O'Hara

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

Class of 2026: Carol Deming, Ginny Simms- Secretary/Clerk

Absent: Wayne Barnes, Kevin Cliff

Meeting opened in prayer by Mother Susan.

Motion to approve December minutes as written (Rob) seconded (Carol), unanimously approved.

Ginny shared 3 thank-you notes: 2 from The Edgewood Pawtuxet Ecumenical Food closet.

Trinity sent 500.6 lbs of donations in Oct/Nov and 254 lbs. in December. The other note was from Oakland Beach school thanking us for the gift card donations over Christmas.

Gail shared that she received a thank you from House of Hope for Trinity's Christmas gifts: 35 individuals each received 3 gifts.

Special Guest: Minister of Music, Mike Kelly announced that on **March 2, 2025 4PM**, Trinity will have a special program for the 25th anniversary of the commendation of the re-dedication of the church organ. It will be a program featuring organists from the area, through the American Guild of Organists (AGO) as well as instrumentalists. The AGO through John Brooks, is overseeing the event, Trinity is to provide the space. There will be a reception following in the parish hall. Mike, Mother Susan and Margaret will meet in the next week with the representative from AGO to finalize details.

Reports:

Priest-In-Charge: *Advent/Christmastide reflections:* Mother Susan asked for feedback regarding Advent/Christmastide. The consensus from vestry members and from comments heard from parents of church school children was that they liked having an Epiphany pageant rather than a Christmas Eve pageant. It reduced stress for parents from Christmas Eve rush and prolonged the holidays in a relaxing way.

Congregational Developmental Funds: Once again, the Diocese has chosen to share surplus of funds with congregations. Trinity is to receive \$675.64 (in addition to the funds received last year). Last year's monies were partly used for evangelism (sending letters/seeds to new residents). This year, Mother Susan noted that the Godly Play materials used in the church school needs to be updated.

Motion: That the congregational developmental funds for 2025 be split between the church school and evangelism (Margaret), seconded (Gail) and unanimously passed.

Office copier: Our copier is at least 8 years old, is not wi-fi enabled and has some issues with printing. Margaret will be exploring options for updating our current copier-making it wi-fi compatible, purchasing a new one or renting a new one.

Senior Warden: Trinity has moved forward with Perspectives, a for-profit private organization who services individuals with disabilities. Perspectives wants to rent our parish hall, Tuesday mornings and Thursday afternoons (3 hours each day). They are willing to pay \$900/month and to sign a 6 month lease. Trinity must give 48 hours notice if the parish hall is needed on those contractual days (i.e, funeral reception). They expect between 15-20 people at a time- they bring in all their equipment and will take their trash. They cannot use the kitchen facilities but can use the microwave (per state ordinances). Trinity will have to pay for extra cleaning (most likely between rental days). Margaret will confirm starting month of February 1, 2025.

Motion: To extend a letter of agreement containing the above information to Perspectives (Carol), seconded (Rob), unanimously passed.

Property updates:

- Electrician fixed the blinking light (LEDs do not work with our current dimmer switches), the front/side door light, emergency lights and emergency exit sign (all deficiencies per MetroFire eval)
- MetroFire: Also need to add fire extinguisher near the altar area-most likely put in the sacristy.
- Bay Room: Work has been completed. Room looks lovely. Kudos to all who made it happen.
- Elevator: yearly inspection completed.
- HVAC- maintenance this coming Thursday.
- ServPro- coming Thursday to clean ducts.
- NorthEast Contractors- awaiting more information from them regarding long-term maintenance/property priority plan for the outside of our building. Already NorthEast has done a drone survey of the building.
- Credit card- Margaret will send the required 2 year end statements in order to finish the paperwork for the church credit card.
- FYI- The Village (which rents the bottom floor of the administration building- \$600/month) lease will be up for renewal end of 2025. May need to look into specifics in the lease, e.g.- what space can/cannot use. Per the current lease, The Village may use either the Bay Room or parish hall for events. The Village will be hosting a 50 + person training on January 28th, using the parish hall. Trinity will need to add extra cleaning for this event.
- Margaret while going off the Vestry will continue to chair the Property committee.

Junior Warden: Nothing additional to report except a big thank-you to Kevin Cliff for repairing the Bay Room conference table- saved Trinity money for not having to purchase a new one.

Treasurer: Ann presented the December financials. She reported that Trinity ended 2024 with a \$9,934 surplus- to be adjusted per bank fee and reconciliation of the December bank statement (adjustment @ \$25). She noted a few line items of interest:

- 40710. (Asst.fr.Diocese for Operations) contains \$1,176 which is the 2024 congregational development fund from Diocese and will be added to the 2025 monies we received.
- 40540. (Grocery Card sales) reflects the Thanksgiving and Christmas cards.
- 61020. (Gifts to Rector's Discretionary Fund) is growing.

Motion: To accept the Vestry Budget vs. Actual December 2024 financial report as presented (Donna), seconded (Bill), unanimously passed.

Ann presented the Finance Committee's Draft 2025 Budget for Trinity. Line items of note:

- 40320. Budget is using actual pledges. Received 61 pledges.
- 51210. In October 2024, Diocese changed the formula for apportionment. Trinity's amount was reduced.
- 51420. Trinity able to increase Minister of Music's salary (\$1,000)
- While the budget reflects a deficit (\$5,182) it does not include the potential rental income from the new tenant Perspectives. If that contract gets signed before the annual meeting, those monies will be added to the budget, eliminating the projected deficit.

Motion: To accept the Draft 2025 Budget (Gail), seconded (Rob), unanimously passed.

New Business:

Mother Susan reminded us that annual meeting **February 2, 2025**. She would like to be able to distribute the annual report and budget prior to that meeting. Annual reports for committees are due to Margaret, Thursday, Jan. 16, 2025.

Mother Susan thanked those going off Vestry: Dawn, Gail, Wayne and Margaret. Per tradition, those going off vestry are asked to choose a charity of choice and Trinity makes a contribution in their name. Margaret has chosen World Central Kitchen. The others are to tell Mother Susan. They will be recognized at the annual meeting.

Mother Susan ended the meeting with a dismissal: Go in peace to love and serve the Lord.

Next Regular Vestry Meeting: Tuesday, February 11, 2025.