

Trinity Church Pawtuxet  
Vestry Meeting  
May 13, 2025  
Minutes

In Attendance:

Mother Susan Wrathall

Class of 2025: Ann Walter-Treasurer, Bill Caldwell, Donna Tobin

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

Class of 2027: Rob Duncanson- Senior Warden, Vickie Ancona, Alyson Aharonian

Absent: Kevin Cliff, Shanon Horridge, Frank Castellone

Meeting opened with Mother Susan leading the vestry in a prayer from the Prayer Book.

Minutes were presented and motion to accept (Carol), second (Rob) unanimously agreed with the following corrections:

- Page 2- Under Old Business: last bullet to read “Shanon Horridge is working on a letter of agreement”, not Mother Susan.
- Page 2- Under Treasurer’s report: last bullet to read “Miscellaneous expenses need to be corrected to \$436. \$331 needs to be removed...”

Correspondence: We received a thank-you note from the Edgewood Food Pantry. Trinity donated 190.2 pounds of food in March as well as a \$100 donation.

**Reports:**

**Priest-In-Charge:** Mother Susan reported on the following:

- Pentecost is June 8th. Mother Susan will have different languages spoken for the reading of the Gospel.
- June 10th is the Gaspee service at the church. Currently it is advertised as an ecumenical service but in the future it will be noted as a community service.
- Mother Susan will be away for the last 3 weeks in June. She and Margaret have arranged for priest coverage for the 3 Sundays she is away.
- June 1st will be Tom Hoban’s last Sunday with us. It is also the last Sunday for Sunday school. There will be an after church party for both.
- Mother Susan reminded us that all key holders were sent an email to remind them to lock up upon leaving and to make sure all lights are switched off. Mother Susan entered the church in the morning of May 3rd, and the door was unlocked and lights were still on. There are reminder signs on each of the outside doors.

**Senior Warden:** Rob reported on the following:

- HVAC system was installed in sacristy.
- Roof was caulked around the chimney- hopefully that will stop any more leaks in the back-hallway women’s bathroom.
- Tom Hogan fixed the parish hall emergency door.
- Pest control treated downstairs for ants.
- Fire suppression system inspection- fixed the kitchen suppression system.
- Peter Dorsey is doing the planting in the memorial garden. It was noted that there is a tree to be taken down as well as one by the kitchen back door.
- A new flag needs to be flown. It was decided that Trinity would hang one on significant days: Gaspee, Flag day, Independence Day, Memorial Day, etc. The conditions by the

water tear up a flag. Bill suggested that a smaller flag- 4 x 6 would be better for that pole. There may be extra flags in the storage room that Rob will check out.

- Ann noted that we have not received a bill from CarJohn for service done with the HVAC but did receive a packet which contains the mechanical permit. She will be watching for the invoice.

**Treasurer:** Ann presented the financial report noting the following:

- This month, Trinity spent more in expenses than received in revenue (\$3,924). That was due to the property insurance bill which was billed semi-annually (January and May) rather than quarterly as budgeted. Trinity now has paid the total yearly bill.
- Under Revenue she explained the following:
  - Regular support, non-pledged consists of donations to cover cost for envelopes, and the use of parishioners for QR code.
  - Holy Day offering: \$815 given in Easter envelopes + \$375 for Ash Wednesday. While Trinity collected \$287 on Good Friday for the Episcopal Church in Jerusalem, that amount is noted in outreach.
  - External income- there is an increase due to the 6 month lease with Perspectives.
  - Grocery card sales now reflects the 5% that Trinity receives from the sales.
  - Capital Gift- Trinity received a refund from Stickley furniture for \$274 due to a scratch on the new furniture.
  - Rector's discretionary fund is growing- consisting of individual checks, cash from the 1st Sunday service of month, funerals. Mother Susan has used the fund recently for some requests.

Under Expenses, Ann noted:

- Not using all budgeted monies under child care as one of the workers is donating her time in kind.
- Technology: includes the cost to install wireless system and our monthly contract with Realm (accounting software).
- Advertising- includes the cost of banners for Easter and organ concert.
- Building maintenance- duct cleaning
- Safety inspection: noted that invoice had 20% cost for materials tariff surcharge.
- Motion to accept report (Donna), seconded (Rob) unanimously accepted.

**Junior Warden:** Property report given in Senior Warden's report as Shanon was absent.

***New Business:***

Church School: Mother Susan reported that the church school is winding down. Carl is out due to medical issue; she has arranged with some of the church families regarding church school: "Rector's Reporters"- clipboards in back of sanctuary as activities for students during the service; no church school on Memorial weekend; June 1st- children will participate in the service, party after service to end church school year. Will plan on having a "Mr. Carl" party when Carl returns in September.

Fall Fundraiser: Mother Susan mentioned that the church will have a fundraiser, Dave Kane sometime in October. She has already asked a few people to be part of the organizational team. It will be a potluck dinner with Dave Kane performing afterwards.

Meeting was adjourned @ 6:30 pm.

Respectfully Submitted,  
Ginny Simms

**NEXT REGULAR VESTRY MEETING: TUESDAY JUNE 3, 2025 @ 5:30 pm.  
PLEASE NOTE THE DATE- 1 WEEK BEFORE THE REGULARLY SCHEDULED.**

