

Trinity Church Pawtuxet  
Vestry Meeting  
June 3, 2025  
Minutes

In Attendance:

Mother Susan Wrathall

Class of 2025: Shanon Horridge- Junior Warden, 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

Absent: Kevin Cliff, Frank Castellone, Alyson Aharonian

Meeting opened with the Mother Susan leading the vestry with the *Closing of Day* from BCP.

Motion to accept May 2025 minutes as written (Carol), seconded (Ann), unanimously agreed.

Correspondence: Ginny shared three thank-you letters that Trinity received: Wyman Elementary school nurse regarding donations to their "wish list", ECC (Episcopal Conference Center of RI) for \$650 donation in memory of Fr. Harrington Gordon, House of Hope for the Easter food baskets.

**Reports:**

**Priest-In-Charge:** Mother Susan reported:

- 1) EFM (Education for Ministry) has books and pamphlets to peruse at the back of the church. Most likely there will be an offering of EFM classes in the fall either at Trinity and/or St. Barnabas in Warwick- possibly with two offerings (daytime and evening). There will be an **open house on Saturday, July 12th from 10-12pm for all interested individuals**. The program is four-years with each year focusing on one specific category-OT, NT, Christian history, Spiritual Ethics respectively. New this year is a one-year offering that provides a wide-angle lens on the entire course.
- 2) She is continuing to tidy and straighten the educational room.
- 3) Tom Hoban will now be at Trinity until the fall. He still will be meeting with the COM in June. (Originally it was planned- stated in the May's minutes- that he would be leaving Trinity in June.)
- 4) As the window treatments in the Bay room and educational room are to be changed, the curtains in the nursery (room adjacent to the Bay room) also needs to be changed. They need to be fire retardant. Also, that room gets very warm. The nursery workers have submitted a "wish list" which Mother Susan gave to the property committee. Ann reminded the vestry that there is still \$426 from the diocese (congregational development grant) and \$95 (prayers & squares) which can be used to help offset the requests.

**Treasurer:** Ann presented the *Vestry Budget to Actual May 25*. She highlighted the following:

- 1) Looking at the overall picture- we are over budget (actual) by \$2,715. Partly due to expenditures we had not anticipated, e.g. duct cleaning
- 2) Revenues:
  - #40310-We have more in the loose plate than we budgeted. Partly due to new people attending the church. If they decide to pledge we will see a shift in the income categories.
  - #40360- Holy day offerings. We still have specific Thanksgiving and Christmas offerings.
  - #40370- Memorial flowers. We still will receive Christmas flowers donations.
  - #40540- Grocery card sales. There were no deposits this month for grocery cards.

- #40580-This was a category created when we thought we had an insurance surplus. Last month Ann reported that we received and paid the entire year's bill for insurance. Instead what we had received was a duplicate half-year invoice. Ann inadvertently paid both bills, so while we are overpaid for this time period, our insurance has gone up this year and we still will have a higher expense than originally budgeted. (See expenses # 51471).
  - #60810 Capital Gifts. \$20,274 contains \$20,000 from the Diocese Resource Fund. That \$20,000 combined with the \$20,000 from the Salisbury Fund provides \$40,000 for the new windows in the Bay room and Educational room.
  - #61020- Gifts to the Rector's Discretionary Fund. As an example of how much we receive in loose change on the first Sunday of the month, Trinity collected \$68 on Sunday May 4th.
  - #61110- Funds for transmittal (holding spot until the funds are dispersed); \$287- Church in Jerusalem, \$650 ECC memorial gift for Fr.Gordon, \$152- Meditation group.
- 3) Expenses:**
- #51424- We will have 3 supply pastors for June and 1 guest organist for June due to staff vacations.
  - #51465- Technology. We spend \$111/month for Realm software and support, an additional \$556 was cost to renew our domain names.
  - #51467- Advertising includes purchase of banners (Easter, Organ concert and Christmas)
  - #71510- CarJohn finished the HVAC work in the sacristy and altar area. Ann thanked Vickie about her suggestion to look at the extra tariff fee to our bill. We received an \$18 credit.
  - #51471- There was a discussion over insurance- what is actually covered: worker's compensation, casualty and liability, replacement cost. **Was suggested that the Finance committee review the policy when it is up for renewal in November.**

Motion to accept the financial report as written (Donna), seconded (Vickie) unanimously approved.

**Senior Warden:** Rob reported that the new American flag is flying. It will remain up for the upcoming June and July holidays.

**Junior Warden:** Shanon reported on the following:

- 1) Handicap ramp was inspected and found to be adequate and legally compliant. There is some work to be done on it though.
- 2) Fire Inspection through City of Cranston- all okay.
- 3) Property committee is looking for another vendor for fire alarm system as current is getting expensive.
- 4) Peter Dorsey has been working on the memorial garden. Sandy DeMarinis has been tending the the front garden. Shanon has advertised for volunteers to help with weeding the gardens.
- 5) Property committee researching tree pruning/removal for property. Getting quotes from Stanley tree. Concerning is the mulberry tree by the handicap ramp.
- 6) The window treatment for the children's room needs to be flame retardant- all will be considered when looking at windows.
- 7) Property committee looked at the two windows in the kitchen. Decided that the southwest window, by the stove, should be blocked up as well as the southeast window. Suggestion made that possibly glass block could be used in the southeast window. Ann reminded that the pest control agency will patch any hole in the building with screen for \$10 a hole.
- 8) Mice droppings were seen in some of the storage rooms but the pest control agency said that they were old. Carpenter ants were treated.

**New Business:**

- 1) Gaspee Days: Tuesday, June 10 @ 6pm there will be a community service and concert followed by a reception hosted by the Gaspee Day committee. There will be wine served

as well as non-alcoholic choices. A Tip Certified attendant supplied by the Gaspee Committee will be serving the wine.

- 2) Dave Kane is scheduled to perform on October 24th. Trinity will also have a potluck supper- possibly themed. Dave Kane charges \$8/head for tickets. As a fundraiser, Trinity may add any additional cost to the ticket price.
- 3) Carol suggested that Trinity have a fundraiser in the late fall/prior to Christmas combining the sale of Gaspee ware with either a craft or cookie fair. Christmas in Pawtuxet is Sunday, December 14th. It was suggested that the fair run the Friday, Saturday before.
- 4) Shanon asked if we could possibly to have meetings online so one could attend if one had to be absent. It was determined that a vestry member could FaceTime on a case by case basis.
- 5) It was agreed that there will not be a July meeting. If there is anything pressing, according to by-laws, a vote can be taken via e-mail as long as all vestry members respond to the email vote.
- 6) Mother Susan will send out via email a copy of the Safe Church policy to all vestry members to read before the August 12th meeting. We need to review it and can only make changes that make it more restrictive, not less. In September, Margaret will meet with the Safe Church auditor to review our policies. An individual parishioner's safe church status is good for three years.

Mother Susan adjourned the meeting with a benediction.

Respectfully Submitted,  
Ginny Simms

**Next Regular Vestry Meeting: Tuesday, August 12, 2025 @ 5:30 pm.**