

Trinity Church Pawtuxet
Vestry Meeting
November 11, 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

Absent: Kevin Cliff, Alyson Aharonian

Leave of Absence: Frank Castellone

Meeting opened with prayer led by Ann Walter

The October minutes were sent ahead and reviewed. Corrections to typos were noted under the heading of the senior wardens report- the word monthly, companies and removal of an "of". Motion to accept minutes with typographical corrections (Carol), seconded (Bill), all in favor.

Correspondence: Ginny read the thank you note from Edgewood Food Pantry. Trinity donated 236.5 lbs of food during the month of October. They are so very grateful for Trinity's support as the need is greater than ever.

Treasurer:

Ann Walter presented the Budget to Actual October 2025 report. Trinity's net operating for October is \$8,926 due to our expenses being lower than budgeted. She noted a few things:

- #40320 Pledge support is lower than anticipated but is anticipating some total pledges to come in towards the end of the year.
- #40510: The monthly rent from our new tenant Perspectives has helped our budget even with the increase in housekeeping expenses due to this tenant.
- #40530 and #40535: The monies from the October fundraiser "Father Misgivings" was not deposited in October. Total income from the event: \$1,123 Net.
- #61110: Current Rector's Discretionary Fund has an additional \$1,498 than noted. This is due to the 1st Sunday monies and donations that weren't deposited in October.
- #51462 Payroll taxes and insurance: The figure is higher than budgeted as an additional \$461 was paid to RI for a late payment (with interest) in 2019.
- #51476 Building Maintenance: Ann reminded us of the various projects this year: cleaning air ducts, fire sprinklers, A/C in church, new American flag
- #51477 Building Repairs: line item entails service call for the LED emergency lights, cleaning of 2 outside drains, roofer outside well.
- #51478 Safety and Inspections: includes inspection of elevator, 2 exit signs made, kitchen hood suppressor, RI state inspections.

Discussed next year's budget regarding the pay for the child caregivers. It was decided to keep the salary at the same level as 2025 but to recommend that in the job description there be a requirement for infant/child CPR training of which Trinity would pay the cost.

Motion to accept treasurer's report as presented (Donna), seconded (Carol), all in favor.

Reports:

Mother Susan reported that there will be a farewell to Mike Kelly on Sunday November 23rd. There will be cake for him between services and after the 10 am service.

Senior Warden: Rob Duncanson reported on the following property items:

- After receiving 4 bids (\$3,477, \$15,400, \$7,850, \$25,000) for the repair and replacement of French drain by the parish hall emergency exit, the property committee recommend using Diffley and Daughter. They will remove the old catch basin and install a new one. They were the only company to use a video scope of the old drain/line.

Motion: To accept the bid to remove and replace the catch basin using Diffley and Daughter not to exceed \$4,000 (Bill), seconded (Vickie), all in favor.

- The property committee has decided that it would be prudent to hire a professional company to do a building envelop survey that would prioritize a master plan for repairs to our aging building. They received 3 bids (\$12,900, \$22,961, \$8,500). The company GRLA Architects is one that is recommend by Preserve Rhode Island and whose bid came in the lowest. The funding source was discussed and decided that the Armbrust Fund would be the appropriate source.

Motion: To contract with GRLA Architects for a Building Envelop Survey at \$8,500 using the Armbrust Fund as the monetary source (Donna), seconded (Vickie), all in favor.

- Stained glass window update- the workmen cannot remove the windows as it is all one piece. Instead they are working in situ using a method to flatten in place the areas that are bowing.

Priest-In-Charge:

- A new Director of Music has been hired- Alan Cotnoir. He is coming from St. David's and will start January 1. He will receive the same salary that had been budgeted for the Director of Music's position and the job description has stayed the same. The services between 11/23 and when he starts have been filled with different music supply.
- Dates of Note:
 - Advent study: A Child is Born (Thursdays, December 4, 11, 18) 9am and 6pm
 - St. Nicholas Day- Saturday December 6; 10-11:30 am
 - Gaspee Sale: November 15, 10-2pm, December 13, 10-2pm. Trinity may have a bake sale along with the December sale. Mother Susan will ask for volunteers to organize that event.
 - Christmas in Pawtuxet- Sunday, December 14, 4pm. Mike Kelly will be playing the organ. West Bay Chorale will be singing.
 - Thanksgiving Eve service @ 6 pm, no music

- Christmas Eve- time change: **5pm** (children service, choir)
7pm (choir)
- Christmas Day- 9 am

New Business:

- A banner will be displayed on corner of Ocean and Broad with the Christmas service dates and times.
- The projector project for the parish hall is still being researched. It is planned that it be in place in time for the annual meeting.
- Nominating Team for 2026: Bill Caldwell, Donna Tobin, Vickie Ancona, Rob Duncanson and Mother Susan. Slate needed: Junior Warden plus 3 Vestry members.
- Framework for Strategic Planning- Canon Dena will be assisting Trinity in the planning. Ginny looked at past minutes. In Nov and Dec of 2022, there was a discussion about starting strategic planning but nothing came of it. They were going to look at items from the previous church profile and address them: worship, care for one another and adult formation. These items have been addressed over the past three years.
- Mother Susan is planning on purchasing new chasubles to go with the different liturgical seasons and also have them sized appropriately for her. (Not a tripping hazard)

Adjournment: Meeting adjourned with Mother Susan offering a benediction.

Respectfully Submitted,
Ginny Simms

Next Regular Vestry Meeting: December 9, 2025 @ 5:30pm.