

**Approved Minutes
Vestry Meeting
Thursday April 26, 2018**

Present: Rose Riley, Denise Paternostro, Warren Blessing, Donna Brown, Ray Colburn, Rob Heath, Carol Jones, Garth Myers, Judy Shaw and Jerry Stavola.

Chaplain: Rebecca Scruton

Meeting was called to order at 7:04 pm.

I. Opening Worship was led by Rebecca

II. Minutes for March 22nd, 2018 meeting were accepted as written.

III. Treasurer's report was accepted.

In March, the income was \$1,000 under budget but \$5,900 over for the year. Expenses for March were over budget by \$400, \$3,300 over for the year. This is not unexpected due to the costs of heating and snow removal during the winter season.

IV. Informational Items

- i. Two special monetary donations were recently received.
- ii. Vestry will wear name tags at the Newcomer's Breakfast on April 29. We will ask if parish members want to wear name tags during the coffee hour each week. A signup sheet will be placed in the parish hall.
- iii. We need volunteers for stewardship and organizing social activities.
- iv. Upcoming Events
 - April 29, after 9 am service: Newcomers Brunch (pot luck)
 - May 6, after 9 am service: Trinity 150th Anniversary Celebration: Idea-Gathering Meeting. A planning committee will be formed at this meeting. Seabury room.
 - May 12, 9:30 am – 1:30 pm: Vestry Retreat
 - May 20, after 9 am service: Confirmation-Reception-Reaffirmation Information Meeting in the Seabury Room with Rev. Tom Furrer.

V. Old Business

- i. 500 new Welcome cards were purchased and about 250 have been placed in the card holders in the pews. This project came in significantly under budget.
- ii. The ceiling repair in the hallway outside the office has been completed under budget.
- iii. Trinity Communications Privacy Policy

MOTION: To approve the Communications Privacy Policy (Appendix 1) (Donna/Garth).
Motion carried.

VI. New Business

i. Rector's Discretionary Fund

MOTION 1: To approve the transfer of \$350 into the Rector's Discretionary Fund from a

parish account to be defined by our treasurer (Denise/Garth). Motion carried.

Rationale: The current balance of the Rector's Discretionary fund is zero; existing funds were disbursed to fill a pressing need in February. This transfer of funds is necessary to ensure that funds are available should another need arise.

MOTION 2: To approve allocation of \$35 per month from the loose plate offering to the Rector's Discretionary Fund (Denise/Rose). Motion carried.

Rationale: At present we do not follow a standard practice to fund the Rector's Discretionary fund. Most recently, requests have been made of parish members to contribute to the fund but this does not provide a steady stream of funding for this important purpose. Allocating a portion of the loose plate offerings is one way for of providing a steady stream of funding for this purpose and is consistent with Canon Law (III.9 5(b)(6)). The balance of the account will be reviewed at budget time.

ii. Music for Worship

MOTION: To approve expenditure from the Music Restricted Fund to purchase two hymnals and subscribe for the current year to a music licensing service, OneLicense (Donna/Judith). Motion carried.

Rationale: The hymnals, "*Gather*" and "*Lead Me, Guide Me*" contain a number of contemporary hymns that are not included in our Episcopal hymnal. These hymnals are included in the OneLicense licensing service which allows us to legally make copies of the for use in Sunday morning service. The balance in the restricted music account is \$1,343.94. The cost of hymnals and a one-year subscription to OneLicense is \$282.52.

iii. Capital Expenditures Policy

MOTION: To approve the Capital Expenditures policy (Appendix 2) (Warren/Ray). Motion carried.

Rationale: The Capital Expenditures policy will enable Trinity to identify large property projects as Capital Projects and, thereby, increase our flexibility in determining how to pay for them. Non-capital projects must be paid from operating income and, if it is necessary to augment our operating income by withdrawing from our endowment to pay for the project, these withdrawals come under the Diocesan limit on withdrawals (a maximum of 25% of the endowment value over a three-year period). Capital projects may be paid from operating income or endowed funds. Withdrawals for capital expenses are not subject to the Diocesan limit on withdrawals.

iv. Lawn Service

MOTION: To contract with Ironwood Landscaping to provide lawn maintenance services (mowing, trimming, blowing) for the 2018 season (Warren/Ray). Motion carried.

v. Proposed Property Projects

Below is a list of proposed property projects for Trinity. This list provides a vehicle for keeping track of projects, which have been proposed by parish members and seem to be

feasible. This list includes potential capital projects and ones that are not eligible to be classified as capital projects. Before any work commences on these projects (besides initial evaluation and obtaining initial estimates) they will be brought to Vestry for approval to proceed. This list should be useful to Vestry if parish members ask questions about property projects or propose new ones. Any newly proposed projects should be sent to the Property Chair.

<u>Priority</u>	<u>Task</u>	<u>Date Added</u>	<u>Rationale</u>	<u>Comments</u>
1	Hallway ceiling outside Office needs repair	7/15/2017	Appearance	Just Completed, Painting of ceiling panel outstanding
2	Ceiling lights for Office and/or Rectors Office	7/15/2017	Safety Usability	Two quotes have been obtained, one outstanding
3	Repair to Parish Hall ceiling(Including Lights)	9/12/2017	Safety Appearance	Exploring repair and replacement
4	Parish Hall Floor	9/9/2017	Appearance	Explore repair and replacement
6	A/C System for Parish Hall	2/1/2018	Comfort	
7	Church exterior wooden doors (9)	4/16/2018	Preservation Appearance	Repair and refinish -Southern Sanctuary side the worst
5	Stained glass Window repairs	2/1/2018	Preservation	
8	A- Window Frames B- Stained Glass Windows		Preservation Preservation	Exterior wooden frame repair
9	Supplementary Heat System for the Sanctuary	2/1/2018	Comfort	Would be added to A/C ssystem

vi. Office Photocopier

MOTION: To replace the office copier with a new machine that also provides color copying and Wi-Fi connectivity, from Ryan Business Systems (Denise/Donna). Motion carried.

Rationale: The current copier is old and at the end of its lease. A new copier would provide the capability to copy in color and be accessed by the Parish Administrator's desktop via the Wi-Fi system. The cost of the lease is \$99.00 a month, with a per copy charge of 1.2 cents for black and white and 7 cents for color. The color copier will enable us to print more inviting and vibrant publications as needed.

VII. Closing

The meeting was closed in prayer by Rebecca at 8:51 pm.

Next meeting: Thursday, May 24 at 7 pm

Respectfully submitted,

Carol A Jones

Parish Clerk

Appendix 1

Privacy Policy for Use of Photographs in Communications of Trinity Episcopal Church, Wethersfield

Trinity will use group photographs in which no one is identified by name, of church related activities in any of our communications (electronic or paper) without seeking permission. Group photographs are those including more than 1 adult.

Any photograph that includes children under the age of 18 requires parental consent.

Children will never be identified by name.

Permission is required for photographs of individuals.

Permission is required if names are used with photographs.

Media release forms are available in Trinity's office and will be kept on file.

Appendix 2

Capital Expenditures Policy

With Vestry approval, expenditures relating to property additions or upgrades or major property maintenance projects may be classified as capital projects if their estimated cost exceeds \$1,500. Projects not meeting the capital project definition would be reported as minor property additions or maintenance and reported as operating expenses.

With Vestry approval items, under \$1,500 may be bundled into a single capital project if the expenditures are related.

To be classified as capital projects, property upgrades must be permanent in nature or must provide a long lasting (>5 years) benefit to Trinity.