

Trinity Church Vestry Meeting

July 21, 2020

The meeting was called to order at 7:34pm by the Rev. Chase Danford. The meeting was held via Zoom due to the COVID-19 shutdown.

The meeting opened with prayer.

Roll Call:

Present: The Rev. Chase Danford, Tim Lush, Lesley Castellini, Carol Scollay, Dani Cundiff, Adrienne Wert, Bill Presutti, Russ Bennett, Dell O'Hara, and Patty Forbes

Absent: Jerry Spanarkel and Denise Surman

Minutes:

- Minutes from the June 21, 2020 vestry meeting were read. Bill Presutti made a motion to accept the minutes. Russ Bennett seconded. Motion carried.

Priest-in-Charge's Report:

- We have had in-person worship for two weeks. Things are going very well. People are taking their time coming back so it has been a very smooth process.
- We have moved to holding services at 8am, 10am, and 5pm.
- Padre Ramon has clarified his position at Trinity. He plans to transition out of Trinity by December of this year. Felipe and Roberto will remain as they move toward ordination in the Episcopal Church. Fr. Chase has been celebrating at the 5pm service and Felipe and Roberto have been preaching.
- Stewardship – a mailing went out with hand-written notes; will do a small matching campaign for new pledges
- Staff – Fr. Chase meets regularly with the staff. He will be working on annual reviews, procedures, job descriptions, and an HR Committee.
- Music has been wonderful and will continue throughout the summer.
- August 5th is the scheduled move-in date for Fr. Chase and Giuliano.

Finance Report:

- Michael Parent gave the Finance Report
- The Finance Committee met to talk about the parish's investment strategy.
- YTD giving has been strong considering the circumstances we are living in however, we will soon be below budget for the year.
- Looking at our average contributions per month, we are looking at an approximate shortfall of \$50,000. The PPP loan should help to fill part of that shortfall.
- Expenses will be rising with full-time Priest-in-Charge expenses.
- DIT/Invested Funds
 - o Finance Committee looked at cash balances.
 - o They propose moving forward with an incremental transfer of funds into the Diocesan Investment Trust in order to average into the market.

- Moving the entire proceeds of the rectory and averaging in our invested funds now with Stonehurst will leave cash available for deficits and building improvements.
- Bill Presutti made a motion that the vestry of Trinity Church authorize the immediate transfer of all funds invested in the Charles Schwab Investment Fund, managed by Stonehurst Management, to the Diocesan Investment Trust. Additionally, the Vestry authorizes a transfer of \$35,000 per month for 12 months from the Parish Money Market Account to the Diocesan Investment Trust. Patty Forbes seconded. Motion carried.
- PPP Loan allocation – We will be allocating the PPP loan to pay for employees and utilities supported by the general parish budget.

Old Business:

- We ordered a Bioblast system to help sanitize the building.
- Epiphany Windows came and took out one window to be cleaned and repaired and placed the stabilizing frames over the two 2nd story north east windows. They should have the window reinstalled in October.

New Business:

- Parish credit card – Lesley Castellini made a motion that the Vestry of Trinity Church authorize the application for a credit card through Costco Business Services. The Credit Card will be issued through Citi Bank at an APR of 15.24% for purchases with no annual fee. Credit cards will be issued in the names of Derek Bloom, Jill Osis, and Chase Danford. Purchases made on these credit cards will be for budgeted or previously approved purchases only and receipts must be turned in with a purchase verification sheet. Each card will have the cash advance feature blocked and will have a limit of \$4,000. Dani Cundiff seconded. Motion carried.
- We need a security system update. Current one is over 20 years old. Dell O’Hara made a motion that The Vestry of Trinity Church authorizes the purchase and installation of an upgraded security system from Supreme Security to enhance monitoring of the building for fire and theft for a maximum of \$2,500 to be paid for with capital funds at 75% and Social justice funds at 25%. Carol Scollay seconded. Motion carried.
- Vestry meeting times need to change because of the recording of our online service. Will send something out before the next meeting.

Vestry Liaison Reports:

- Ministry liaison and committees will be restructured to have more active lay involvement and better defined roles.
- Adult Education – Deacon Carolyn led two groups in a book study of *The Color of Compromise* with wonderful discussions.

Patty Forbes made a motion that the meeting be adjourned. Tim Lush seconded. Motion carried. Meeting was adjourned at 8:52pm

Respectfully submitted,
Jill Osis, Recording Secretary