

Trinity Church Vestry Meeting

December 20, 2020

The meeting was called to order at 12:32pm 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, Charles Hagon, Lesley Castellini, Carol Scollay, Adrienne Wert, Patty Forbes, Bill Presutti, Russ Bennett and Dell O'Hara

Absent: Denise Surman

Minutes:

- Minutes from the November 15, 2020 vestry meeting were read. Bill Presutti made a motion to accept the minutes. Lesley Castellini seconded. Motion carried.

Priest-in-Charge's Report:

- Christmas Eve and Day services will be livestreamed.
- Building & Grounds
 - o The three large trees were trimmed and the total amount was much less than quoted.
 - o Windows have been painted and sealed for winter.
- Social Justice
 - o Code Blue Guests are being housed in hotels by the county this year.
 - o Women's Hospitality Network guests are also being housed in hotels.
 - o NJ Together had a great meeting, with other local churches participating.
- Stewardship – We have received 74 pledges so far. We are on track for pledges being returned as compared to last year.

Finance Report:

- Michael Parent gave the Finance Report
- Hope to come in close to \$300,000 for recurring contributions for the year.
- Our PPP loan will be converted into a grant in 2021. It will become income at that time.
- Investment portfolio
 - o We have transferred \$35,000 three times this year.
 - o We will complete all transfers in the year 2021.
 - o For 2021, there is a fixed income of 3.5%.
- Vestry discussed the budget for 2021. There is a minimal deficit budgeted for the year 2021.

Carol Scollay made a motion that the vestry enter executive session. Lesley Castellini seconded. Motion carried.

Adrienne Wert made a motion that vestry exit executive session and resume the regular meeting. Lesley Castellini seconded. Motion carried.

Old Business:

- Fr. Chase read the following email resolution into the minutes: On November 24, 2020, the following email resolution was moved by Chase Danford and seconded by Bill Presutti. The motion was carried.

The Vestry of Trinity Church authorizes contracting with Jeff Longo and Longo Tree Service to trim and clean up the dead branches on the 3 large oak trees on the church grounds. These trees have been dropping large branches on our property during storms and have become dangerous. Therefore, the vestry authorizes this work to be completed immediately for the total cost of \$1,900 without the need for an additional 2 bids, as this company is known and has recently been used to work on trees on our property as a donation

- Annual Meeting
 - o The Diocese of NJ provided parishes with a draft “Rules of Order” for parishes holding virtual Annual Meetings to customize and adopt. These rules of order will take the place of the regular bylaws for the annual meeting.
 - o Vestry discussed the proposed “Supplemental Special Rules of Order for Virtual Attendance at Parish Annual Meeting” (attached). Vestry changed registration deadline proposed in the supplement to 4 days before the meeting.
 - o Vestry changed participation line to allow for non-member entry into the meeting without right to vote.
 - o Charlie Hagon made a motion that vestry approve the proposed Supplemental Special Rules of Order for Virtual Attendance at Parish Annual Meeting with the changes discussed. Bill Presutti seconded. Motion carried.

New Business:

- Fr. Chase read a letter of resignation submitted by Daniella Cundiff. Adrienne Wert made a motion to accept Daniella’s resignation. Patty Forbes seconded. Motion carried.
- We received an additional invoice from Epiphany Window to fix structural damage found when window was removed for cleaning and reinforcing. Lesley Castellini made a motion that vestry authorize paying the additional invoice received from Epiphany Windows for \$2,022.07. Dell Seconded. Motion carried.
- Adrienne Wert made a motion that, as of January 1, vestry authorize salary increases for the following staff positions: Social Justice Director \$38,600, Social Justice Worker \$22,500, and Parish Administrator \$51,900. Patty Forbes seconded. Motion carried.
- Patty Forbes made a motion that the following staff positions receive a year-end merit bonus: Co-directors of Sunday School \$250 each, Music Director \$250, and Parish Administrator \$1,000. Russ Bennett seconded. Motion carried.

- Bill Presutti put forth the following Housing Allowance Resolution:
Whereas, section 107 of the Internal Revenue Code specifies that the amount of ministers' compensation that is designated in advance by their employer as a housing allowance is not taxable in computing federal income taxes to the extent that it is used to pay for actual expenses incurred in owning or renting a home or apartment, and, in the case of ministers who own their home, does not exceed the fair rental value and maintenance of the home; and Whereas, The Rev. Chase Danford is compensated by Trinity Church, Asbury Park exclusively for services as a minister; and Whereas, Trinity Church, Asbury Park does not provide The Rev. Chase Danford with a rectory ; therefore, it is Resolved, that the total compensation paid to The Rev. Chase Danford for calendar year 2021 shall be \$95,000, of which \$60,000 is hereby designated as a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further Resolved, that the designation of \$60,000 of The Rev. Chase Danford's annual compensation as a housing allowance also shall apply to all future years that The Rev. Chase Danford is employed by Trinity Church, Asbury Park unless otherwise provided. Charlie Hagon seconded. Motion carried.
- Vestry discussed new flooring for the office wing and kitchen. Dell O'Hara made the following motion:
The Vestry of Trinity Church accepts the proposal from Carpet Gallery (attached) for replacement flooring in the office wing and gym kitchen. The vestry authorizes up to \$15,000 for this project with \$5,000 coming from Social Justice capital funds and the remainder from the main parish capital improvement funds. Carpet Gallery is a trusted vendor with Trinity and is providing the service and materials at cost. Adrienne Wert seconded. Motion carried.
- The Nominating Committee put forward the following Annual Meeting slate of candidates for vestry approval:
 - o Vestry 3-year term: Wendy Jaghab, Charles Hagon, and Gregory Curatolo
 - o Vestry 1-year term: Andy Place
 - o Convention Delegates and Alternates: NoneAdrienne Wert made a motion to accept the slate of candidates for the 2021 Trinity Church Annual Meeting. Russ Bennett seconded. Motion carried.

Dell O'Hara made a motion that the meeting be adjourned. Adrienne Wert seconded. Motion carried.
Meeting was adjourned at 2:47pm

Respectfully submitted,
Jill Osis, Recording Secretary