

## **Vestry Minutes December 20, 2022**

The meeting was called to order at 6:37 p.m.

Present: Rev. Lisa, Stewart Abbot, Mark Johnson, Dorothy Sullivan, Judy Gregory, Jim DeMersseman, Bob Brunswig, Andy Kitchell, Margaret Grant, Lisa Blank, and Linda Springer.

Absent: Katie Kinney, Joe Butler

### **Prayer**

Opening prayer from the New Zealand BCP was led by Stewart.  
The Lord's Prayer was led by Linda.

**Visitor Recognition:** Sarah LaMotte, considering the position of assistant Treasurer, moving to Treasurer upon Katie's departure.

**Correspondence:** An encouraging note from former parishioners Myra and Neil Fisher was read.

**Additions to the Agenda:** Approve the Rector's housing allowance for 2023 (Decision),  
Discussion of senior graduation plans (Discussion)

**Approve Minutes of November 29:** Motion by Margaret, seconded by Bob. Approved with one dissent – Andy.

**Approve November Financial Report:** Motion by Andy, seconded by Dorothy. Approved without dissent.

### **Business**

The Clerk of the Vestry position remains open. Stewart volunteered to complete the Minutes.

From Finance committee: They would like to have input on the fee schedule for the proposed Building Use policy prior to adoption. Jim has concerns that this will prolong the adoption process.

Building Use Policy: Discussion about this policy was moved into this portion of the meeting. The Chamber Orchestra and Wee Love's use contracts will be separately negotiated, not subject to this policy. Jim feels the GCO is being undercharged given the rehearsal use, performance and especially storage being included. Further discussion and editing of the eligibility for use portion ensued. There exist separate fee schedules for weddings and funerals, so they also are not included in this policy. There is some discrepancy of opinion regarding charging a use fee to parishioners for non-parish groups, and indeed whether there should be any use fee at all. This because as a church, we don't pay taxes, and this would be a way for Trinity to "give back" to the community. Unfortunately, history shows that parishioners don't

“automatically” make a free will donation for use of the facility, yet we still have costs related to cleaning, security, and utilities. At the close of the discussion, the consensus was that outside non-profit groups will be charged a fee, parishioner involvement or not. Set up and acceptable clean up will be expected. A clean up check list should be created. The lack of a Sexton makes this consideration much more complicated. Perhaps consider a charge schedule based on intensity of use, e.g. how many people in attendance. Use of the term “cleaning fee” would risk groups leaving a mess, assuming the fee they pay is sufficient. Discussion about groups needing liability coverage naming Trinity or for small groups not having such needing to sign a hold harmless agreement. Additionally, it would behoove us to start negotiations with GCO and Wee Love sooner rather than later. This process would include the Rector and a Warden.

## **Discussion**

**Graduation Plans:** Lisa B reported that we will have 5 or 6 graduating seniors this Spring and that Suzie Muttel, Sally Clift and Sabrina will be making plans for the recognition Sunday.

## **Decision**

**Gift Acceptance Policy:** Judy and her group had an initial meeting focusing on a Memorial Fund/committee. She presented a proposed policy document. Committee members would create a Memorial “wish list” and opportunities for donation to a 1) Memorial fund for management by the committee for the wish list, 2) larger donations for a wish list item in its entirety (plaque if appropriate?), 3) proposal of a non-wish list item. This would necessitate committee discussion/decision of the appropriateness of such for Parish needs ongoing. Jim advised that Sheryl McBride would like to be included in the committee. After discussion, the consensus is that the vestry will need to affirm the group members and that Rev. Lisa will give them her current “wish list” as a start.

**Definition of “Capital Expense”:** Referred from Finance Committee. “Regarding expenditures from the Capital Fund, the amount shall be at the discretion of the Finance Committee, and that the item/project must have a useful life of 3 years or more.” This is to clarify what monies in the “Capital” fund may be used for. Finance committee has determined that this fund is not restricted to the most recent capital campaign for the Narthex addition, nor is mandated for new construction or major renovation. This definition emphasizes useful life rather than dollar amount. Motion to approve this definition by Mark, second by Linda. Passed without dissent.

**Rector’s Housing Allowance:** A resolution designating \$45,640 of the Rector’s compensation as her housing allowance was read by Stewart and offered as a motion. Second by Margaret. This amount is treated by the IRS as not eligible for income tax. Approved without dissent.

## **Reports**

**Treasurer:** In Katie’s absence, Stewart and Rev Lisa gave updates on finances. For November, pledge and plate income was \$21,001 and non-pledge giving was \$5,829 with total of \$26,830. Our actual YTD net operating was, roughly, -\$137,000 vs -\$120,000 at the end of October. This

will be offset by the net proceeds from the sale of the water share, \$153,000. Parishioners have commented their appreciation about seeing limited income/expense information in the bulletin. Bright White's annualized cost presently is about \$37,000. This is similar to other bids we have obtained. Should we consider using this amount for hiring a Sexton to accomplish more tasks other than cleaning?

We have received 59 pledges totaling \$245,822 so far. This compares with 72 pledges received for 2022 for \$243,290. Stewart has written thank you notes to pledgers for 2023. Non pledge income for 2022 to date is about \$70,000. The budget process will start just after the first of the year and go to Finance 1/18 for approval by Vestry 1/24 and presentation at the Annual Meeting 2/12. Discussion ensued about personnel/position costs.

**Jr. Warden:** Still no answer about the staining at the roof peak above the altar, now thought to be butyl rubber, a sealant of the roofing material.

**Rector:** Since the last meeting, Trinity has had a Quiet Day, St. Nick night (well attended!), two funerals, and Wreaths Across America. As well, new folks continue to come and give encouraging comments. All this gives her energy and joy. The Wee Love Christmas event was well attended and energetic. Rev Lisa gave a blessing at this event. There will be a baptism and recognition event for Lynette on Jan 8. An Evening Prayer service will be in the chapel for Epiphany.

**Senior Warden:** Sarah LaMotte was excused. The By Laws allow an assistant treasurer position. Knowing that Katie will be moving away in the next couple of months, it seemed reasonable to have both of them functioning for now. Motion by Stewart to approve Sarah LaMotte as Assistant Treasurer, seconded by Judy. Passed without dissent.

### **Closing:**

Our Cultural moment was presented by Stewart with a reading of "The Perfect Husband" by Ogden Nash. Stewart then offered a closing prayer. Meeting adjourned at 8:47 pm

Respectfully submitted,

Stewart Abbot  
Senior Warden