

Vestry Meeting Minutes
October 27, 2020

Present: Rector Lisa Musser, Senior Warden Chris Woodruff, Junior Warden Patricia Streeter, Treasurer Kim Houtchens, Jan Branham, Jim George, Andy Kitchell, Jesus Pureco, Ray Quick, Paul Scholar, Dorothy Sullivan

Absent: Julie Johnson, Sheryl McBride, Sandy Torres

Guests in Attendance: Joseph Rotella from Spencer Organs; Karoline Woodruff, as note taker.

The meeting was called to order at 6:50 and the Vestry Covenant was read.

Business

- Minutes of October 13, 2020
The minutes from October 13 were approved as presented

- Financials
Kim summarized the September financial report. He noted that we were under budget for Pledge and Plate in September by more than \$16,000, leaving a year-to-date deficit in revenue of almost \$70,000. Because expenses have been lower than usual this year, the year-to-date Net in General Operating is a deficit of \$14,657.

Kim reported that he met with CPA Marsha Sebring about doing a review of the 2019 financials, which is required by the diocese. She has time in November and will provide a proposal to Kim in the next few days.

Jan made a motion to accept the September financials, as presented. The motion was seconded by Dorothy and passed unanimously.

- Additions to the Agenda
Chris added a discussion on the protocols for communion distribution in winter. Patricia sent out some information for review and Chris followed with an update from the Diocese.

Discussion Items:

- Organ Restoration Project Proposal – Joseph Rotella, Spencer Organ Co. joined the meeting. Ray introduced him, saying that Joseph had visited in February for a meeting with the Organ Committee. Joseph said that he had started work on the organ with our tuner, Jim Steinborn, and an employee from Boston. First step is documentation of current status. They are on track to be finished Wednesday. They will load everything into the van and the employee will drive it back to the east coast. They found a few curiosities and a small amount of water damage in the chest, from decades ago. Ray explained that the choir division was installed after main organ, during a period that Casavant was experimenting with new parts, some of which didn't have longevity. Everything will be replaced with leather – sheep, goat, or deer, depending on purpose. The bombarde pipes were removed and placed on the back pew of the choir loft. The

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estimated time for completion is about 4 months, but the organ is unplayable now. Ray said that we need to communicate that none of the money for this project is coming from Trinity's budget. Ray added that it is a good news story and an act of faith that we are working on the organ.

- Update on Outreach program – Chris reported that the Outreach Committee met last Friday. Outreach tasks will be handled by sub-committees. Karoline Woodruff is taking the lead with the food box team. They are looking at best practices for pantries. Neil and Myra Fisher are leading the work on the Cold Weather Shelter. The shelter is scheduled to open on November 7. Protocols for serving there have changed - we can't cook food in home kitchens, so we would either have to find a licensed kitchen or have meals catered. There will be only 40 guests each night, with no tables. There was also a long conversation about the granting program. A sub-committee will develop a one-page request for funds that would go to current fund recipients and will allow the committee to build a budget request. This wouldn't replace help for individuals. Most of those requests would go through Lisa's rectors fund and outreach would have a small amount for emergencies. Chris added that the fiduciary responsibility lies in vestry. Lisa said that her question of "why outreach does what they do" led to a discussion on what the mission of the outreach group is. This is an opportunity to rebuild the programs in a forward-thinking manner and to use our resources well.
- Communion Distribution in Cold Weather – Patricia discussed the documents she shared and how that information might impact a decision about how to handle communion this winter. Lisa said that she wants to fulfill the wishes of the parish, but needs to protect herself. She has been talking to other rectors, who are doing everything they can to bring as much fresh air as possible in. Given the layout of church there could be too much exposure in the space. Other options would be the narthex, a heater in porte cochare - perhaps only on the coldest days.
Several ideas were discussed:
 - People could pick up communion in church, but not receive there, so could always be masked.
 - Could put the portable altar at the back of the church, just inside the double doors. Lisa could stand a distance away; masks would remain on and parishioners would exit to the south. It would allow them the opportunity to be in church with minimal risk to them or Lisa.
 - Doors could be opened.
 - Will people be screened for temperature before they enter church?
 - We could install a plexiglass panel between Lisa and parishioners.The vestry agreed that we need to work for everyone's safety. Vestry will discuss at the next meeting and offer recommendations for Lisa when she gets back from vacation, with a focus on keeping Lisa and any helpers safe.

Decision Items:

- Juarez Mission Food Drive - Chris reminded Vestry that Steve Teksten asked for Trinity support for the fall food and fund drive for Hands of Christ ministry, as well as a grant for gas money from Outreach. Last year, Outreach provided money for gas and held a drive to collect food

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and monetary donations from the parish. The Vestry discussed how they could support the mission.

Kim made a motion to support the mission by reimbursing Steve, from Outreach funds, for gas to take food to El Paso, in the amount of receipts up to \$600, as well as placing articles in the E-pistle to encourage the congregation to donate food and funds. Ray seconded the motion and it passed unanimously.

- Christmas ornament for 150th anniversary -
Chris summarized the proposal. Since we will not be able to celebrate the 150th anniversary of Trinity Episcopal Church, it is proposed that we create a special brass ornament in honor of the anniversary. The vestry discussed possible designs, including the building or the Trinity cross. There were several positive comments. Chris suggested that Vestry contribute to the project so that it will be a gift to the parish from Vestry – that contribution could be in any amount. Several members made positive comments about the proposal and several pledge to contribute.

Patricia made a motion that Vestry will make a gift to parish of a custom brass ornament in a Trinity cross design. The motion was seconded by Andy and passed unanimously.

Reports

Rector's Report – Lisa shared her plans for coverage while she is away for the funeral and vacation. She has supply clergy on board. Canon Alex Dyer will be here on All Saints Sunday and Fr. Bob Davidson will be at Trinity on November 8. This will be the last time he will celebrate at Trinity, since he will be moving back east soon. Lisa has also arranged for Fr. Bill Stanton, from St. Aiden's to be available for pastoral support and Julie Matt, will furnish lay pastoral/prayer support. Lisa reminded Vestry that she needs a third person in church on each ante-communion Sunday, to meet Safe Church requirements. Jan offered to be at church on November 8. Chris told Vestry that Karoline had set up a Sign-up Genius for ante-communion Sundays. He will forward the link.

Lisa asked if David could use Lisa's office to participate in the BACOM Conference, so that he will have fewer interruptions that at home. He will take appropriate precautions. Vestry agreed.

Junior Warden – Patricia reported that there are three windows high on the chapel roof that will require special access for painting. This will wait until spring. She is also working with Clifford and possibly some other master gardeners to redesign the courtyard to make room for other uses.

Senior Warden – Chris had nothing more to report.

The meeting was adjourned at 8:25 PM

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