

Trinity Episcopal Church
Fishkill, NY 12524
Minutes of Virtual Vestry Meeting May 19, 2020

GoToMeeting was activated for the April Vestry Meeting. At 7:04 Garrett called the meeting to order and opened with a prayer.

The following were together online: Rev. Garrett Mettler, wardens Terry Badura and Jan Humbert, Vestry members Cliff Chapin, Joe Bird, Nancy Drennan, Tom Quackenbush, Jay Anderson, Connie Smith, treasurer Bryan Swarthout and Vestry secretary Dave Bishop.

Not online: Vestry Member Nancy Bitteker

Members spent time sharing experiences related to the pandemic.

Follow Up Items from Previous Meetings(s)

Approval of the April minutes.

Jan Humbert made a motion to approve the April minutes. Cliff Chapin seconded.

No discussion followed. **The vote was six in favor with two abstentions. The motion carried.**

Review of past action items left one item open.

January	Assignee
Provide Vestry suggested changes regarding insurance, liability, and the current building use rental agreements.	Dave Bishop – OPEN

Attachment B lists items closed since the last Vestry meeting.

Immediate Items

Ongoing disruptions and adaptations, Office Routine, food pantry, pastoral care, Considerations for resumption of worship services

Ongoing disruptions and adaptations

Garrett mentioned that no Trinity members have joined in with the St. James Virtual Black Coffee events. This is fine as the event is meant as an invitation to Trinity and not a requirement. He will leave the notice in our e-news for one more week and then remove it. Trinity members will always be welcomed if they join.

Office Routine

Garrett noted that the office has remained open on Thursdays and Dave is taking care of the shed. A brief discussion of the shed work followed. Garrett is looking forward to resuming time on site for himself and feels the time is getting close to being on site more often. Garrett feels this will happen before a return to Sunday worship services in the Sanctuary. He will discuss office work and routine with Dave and let

everyone know the resulting decision regarding himself and Dave being in the office more often. He is going to ensure the proper protocols are in place to ensure a safe return to opening the office more often.

Food Pantry

Garrett noted that NY State Senator Sue Serino visited the food pantry. Jan discussed the operation and noted that the last two pantry sessions provided food for 17 and 19 people. This is more than we were serving before the pandemic. Currently the pantry seems well stocked except for cans of fruit. A large donation was made by Wilfredo Gonzalez. A discussion of the dates being opened followed and for now the fourth Saturday and the second and fourth Tuesdays are the dates. Dave mentioned that he has updated the sites advertising our pantry dates and times and that Julia wanted to recanvas volunteers regarding which Saturday the pantry will be open. Jan noted we are looking to provide consistency to those served and the volunteers who serve. Dave noted the dates are good for May and can be changed again if a different decision was made. Jan noted the Fishkill food pantry was open again.

Pastoral Care and Check-in calls

Garrett spoke of his continuing follow up with Nancy Bitteker, whose mother, Donna Slivka, has passed away. Nancy will be traveling to Ohio for a family remembrance. Garrett mentioned that he is in communication with Sandra Goloway, whose husband George has passed away. A discussion of the Core Care calls followed. Garrett indicated that Vestry members making the calls should use their judgement to determine the frequency and methods to make these contacts. Vestry should, if they have not done so yet, let their contacts know they can contact us if support is needed. Jan mentioned that it is important to let Garrett know if any of the Core Care contacts have a pastoral need. Jan feels these contacts will provide a closer relationship when worship in the Sanctuary resumes.

Consideration for resumption of Worship

Garrett expects that before the next Vestry meeting Dutchess will have opened non-essential businesses. We are still in the double restriction of our Diocese limit of July 1st, and the Dutchess County matrix for returning to Sunday worship. A lengthy discussion followed where members present provided their feedback on what to consider related to resuming Sunday worship in our Sanctuary. Garrett discussed how he feels leadership can make a difference when conflict arises related to guidelines presented to resume worship. Garrett asked what the threshold of protection will be, and members provided more feedback. Garrett noted that we will have to set some non-negotiable conditions. He mentioned that the ushers will have to be firm in their enforcement of the non-negotiable Safe Return Protocols we elect to put in place. Garrett noted there are three major categories that we must consider for Safe Return:

1. Communion
2. Singing
3. Offering of the Peace

Garrett proposes Action Items for himself to put in writing the Safe Return Protocols and distribute them to Vestry members for feedback and then send the edited items to the Bishops of the Diocese for their review and feedback before finalizing the protocols. Garrett noted he is acutely aware of the emotional impact COVID-19 is having on all. Connie noted we must communicate the Safe Return Protocols very well before we return to services in the church. Garrett noted that the diocese Bishops will be additional authority source for the return protocols established. Cliff noted that we must consider the “what-ifs” and include measures to address them. He noted his observance of a lack of enforcement in local stores and gave the example of what if a person refused to wear a mask and we require it to attend worship in church.

Garrett noted that the possibility of a contact trace after we resume worship in church, could put the entire attending congregation in a fourteen-day isolation procedure. Bryan noted he is going through the same preparatory planning at his work and noted that the difficulty of deciding on the proper protocols is the same there. Garrett noted that he feels the Trinity member's trust and relationships will be the key to resolving any potential conflicts. He is planning on providing his draft of Safe Return Protocols to the Vestry for their feedback after he solicits ideas from St. James Vestry members.

Ongoing Items

Capital Campaign

Dave reported the following:

Campaign ended on 5/3/2020. We have received campaign pledges after this date, see treasurer's report for updates.

Interior painting – two open items: shades and gouge.

Exterior painting – soft wash of exterior completed 5/13/20. We have not received a start date for painting as of 5/14/20. He expects this date to be a month or more in the future.

Roof replacement – Our Diocese oversight contact has sent 4 new contractors a request for bid packages.

An electronic copy of this is available for your review if you send a request to Dave at info@trinityfishkill.org. Jan noted that one contractor was on site doing a walkdown.

New Items

Committee Reports

Garrett noted he has changed the committees giving reports. There are no updates for Outreach or Communications. Connie reported for B&G that a tree that had come down on the rental property was cut up and removed by Don. Don and Dave have opened the columbarium fountain. Wayne has changed the downstairs bathroom lights to LED. Dave noted this is still tripping and will contact Wayne to discuss possible solutions. Connie noted she has been treating weeds in the walkways and in the columbarium area. She noted that the hillside needs to be addressed but there are safety concerns working in the elevated locations. Wayne is planning to replace the failing porch railings at 20 Old Main Street. Areas of missing and loose parish hall siding at the rear of the building have been restored. Dave reported he had emailed Steven's Property Management and asked them to remind the tenants that trash removal was their responsibility. The trash that was behind the rental properties has since been removed.

Priest-in-Charge

Garrett noted that Hymn Sing #1 is available, and that Dave is working with our web-site developer to provide an additional page, similar to the sermons page, where these hymn sings will be available. Hymn sing #2 is ready for posting now. He noted there may be one or two more completed and added. He hoped the copyright restrictions will be ignored during the pandemic, and he plans to remove the singing videos when we can gather again. Nancy Drennan asked about how to access the St. James' services and noted the link to the virtual coffee hour was missing from the most recent web page updates. Garrett offered to contact Nancy or anyone having difficulty directly to help with accessing the St. James archived services on their Facebook page. Connie noted she was not aware of being able to access the previous St. James live streams on their Facebook page. Jan mentioned that Lynne Campisi thought she had to have Zoom to

access worship services. Garrett clarified that neither Zoom or GoToMeeting was required to access either Trinity or St. James' services.

Treasurer Report

Bryan noted there are not a lot of noteworthy items in this month's report. He highlighted building use income, which will be down, pledge income is good, but plate income is reduced due to not gathering. He mentioned that income for Easter seems to have been a lost opportunity, and that utility spending was still higher than the projected amount. Dave mentioned he is actively pursuing utility pricing, which is variable for our account with Central Hudson, and will provide a report to Bryan for his review. Bryan concluded his report and exited the virtual meeting at 9:16 p.m.

Additional Ongoing Items and Additional New Business

No items.

Upcoming Calendar:

Watch for worship events in our e-News and on the home page of the Trinity web site.

Next Meeting: June 16, 2020 or sooner if needed.

Garrett led the Compline.

A motion to adjourn was made by Tom Quackenbush and seconded by Cliff Chapin. No discussion followed. **The vote was unanimous in favor and the motion carried at 9:25 p.m.**

Attachment A – New action items.

Respectfully submitted, Dave Bishop

Attachment A – New Action Items

May	Assignee
Put Safe Return Protocols for worship in the Sanctuary in writing and distribute them to Vestry members for feedback.	Garrett – OPEN.
Send the edited Safe Return Protocols items to the Bishops of the Diocese for their review and feedback before finalizing the protocols.	Garrett – OPEN.

Attachment B – Closed Action Items

April	Assignee
Garrett will provide information in our e-News that Trinity members can join the Virtual Black Coffee meetings being held by St. James.	Garrett – CLOSED.

Appendix A

Treasurer's Report – May 2020

Balance Sheet

Trinity's assets on April 30, 2020:

	<u>Jan 1</u>	<u>YTD</u>	<u>Increase / (Decrease)</u>
Checking	43,675	17,081	(26,594)
Savings	97,593	107,467	9,874
Disc. Acct.	1,918	1,918	0
Investments	633,912	575,274	58,638)
Total	<u>\$777,098</u>	<u>\$701,740</u>	<u>\$(75,358)</u>

Income Statement

	<u>Apr 30</u>	<u>YTD</u>	<u>04/30/19</u>
Operating income	19,512	67,905	82,896
Operating expenses	11,926	58,589	73,386
<i>OE Net profit (loss)</i>	<u>7,586</u>	<u>9,316</u>	<u>(9,510)</u>
Non-operating income	5,712	10,758	7,931
*Non-operating expenses	97	35,058	6,904
<i>NOP Net profit (loss)</i>	<u>5,615</u>	<u>(24,300)</u>	<u>1,027</u>
Total income	25,224	78,663	90,827
Total expenses	12,023	93,647	80,290
Total Net profit (loss)	<u>\$13,201</u>	<u>\$(14,984)</u>	<u>\$10,537</u>

2020 Pledges:

Amount Pledged as of 4-30-20	\$134,470
Amount paid in as of 4-30-20	<u>\$ 55,229</u>
Remaining	\$ 79,241

Capital Campaign:

Amount Pledged as of 5-6-20	\$85,375
Amount paid in as of 5-6-20	<u>\$74,200</u>
Remaining	\$11,175

*Include capital campaign expense \$33,289.66 for interior painting of church

Trinity Episcopal Church Notes & Definitions

1. Trinity's Use Restricted Net Assets

Capital Fund: To be used for funding capital improvements to Trinity property.

Parish House Elevator Fund: Established to fund the installation of an elevator in the Parish House.

Memorial Fund: To be used to purchase church items in memory of deceased parishioners.

Columbarium Fund: Funds were used for capital improvements and major repairs to the columbarium.

Capital Campaign: Funds collected to support three Vestry selected projects of paint exterior of church, paint interior of church and repave parking lot parcel 910934 and 919926.

2. Definitions

Permanently restricted net assets:

Funds that are contribution and other inflows of assets whose use by the organization is limited by donor-imposed restrictions that do not expire or cannot be satisfied by actions taken by the organization.

Other asset increases and reductions that are so restricted.

Reclassifications from or to other net asset classification as a result of donor-imposed terms.

Temporarily restricted net assets:

Contributions and other inflows of assets whose use by the organization is limited by donor-imposed restrictions that either expire with the passage of time or can be satisfied or removed by actions taken by the organization.

Other asset increases and reductions that occur from such conditions.

Reclassifications from or to other net asset classifications as a result of donor-imposed terms, passage of time, or satisfaction and removal by actions of the organization.

Unrestricted Net Assets:

Funds that are neither permanently nor temporarily restricted by requests of the donor.

Trinity Episcopal Church
Operating Income & Expenses vs. Budget

April 2020

	APR	YTD	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
100 · Income from Property Assets					
100-01 · Building Uses Income	0.00	982.50	4,565.00	(3,582.50)	21.52%
100-05 · Rental Property	2,718.74	11,386.71	31,795.54	(20,408.83)	35.81%
Total 100 · Income from Property Assets	2,718.74	12,369.21	36,360.54	(23,991.33)	34.02%
103-00 · Income from Banks & Investments					
103-03 · Interest Income	7.80	35.89	75.00	(39.11)	47.85%
103-04 · Withdrawal from Investments	0.00	0.00	27,000.00	(27,000.00)	0.0%
Total 103-00 Income from Banks & Investments	7.80	35.89	27,075.00	(27,039.11)	0.13%
105 · Offerings					
105-01 · Plate	0.00	142.39	900.00	(757.61)	15.82%
105-02 · Pledges	16,760.00	55,083.00	132,310.00	(77,227.00)	41.63%
105-05 · Other Gifts - Unrestricted	0.00	250.00		250.00	
Total 105 · Offerings	16,760.00	55,475.39	133,210.00	(77,734.61)	41.65%
106 · Special Offerings					
106-01 · Christmas	0.00	0.00	900.00	(900.00)	0.0%
106-03 · Easter	25.00	25.00	1,000.00	(975.00)	2.5%
Total 106 · Special Offerings	25.00	25.00	1,900.00	(1,875.00)	1.32%
Total Income	19,511.54	67,905.49	198,545.54	(130,640.05)	34.2%
Expense					
200 · Administration					
200-02 · Auditing & Accounting Services	0.00	0.00	200.00	(200.00)	0.0%
200-03 · Bank Expenses	0.00	50.00	200.00	(150.00)	25.0%
200-051 · Vestry	0.00	0.00	0.00	0.00	
200-06 · Copier and Folding Machine	199.22	796.88	3,100.00	(2,303.12)	25.71%
200-08 · Office Supplies					
200-081 · Computer-Hardware & Software	0.00	174.99	650.00	(475.01)	26.92%
200-082 · Paper & Misc. Office Supply	159.87	396.83	1,100.00	(703.17)	36.08%
200-083 · Subscriptions	170.30	184.30	550.00	(365.70)	33.51%
200-084 · Vestry	0.00	0.00	500.00	(500.00)	0.0%
Total 200-08 Total Office Supplies	330.17	756.12	2,800.00	(2,043.88)	27.0%
200-10 · Postage	0.00	88.30	400.00	(311.70)	22.08%
200-11 · Printing	0.00	0.00	0.00	0.00	
200-12 · Telephone & Internet	241.47	1,202.85	2,900.00	(1,697.15)	41.48%
200-18 · Diocesan Convention/Conferences	0.00	0.00	550.00	(550.00)	0.0%
Total 200 · Administration	770.86	2,894.15	10,150.00	(7,255.85)	28.51%
201 · Christian Education					

201-01 · Adult Education	0.00	0.00	0.00	0.00	
201-02 · Church School	0.00	0.00	0.00	0.00	
201-09 · Stewardship	0.00	0.00	0.00	0.00	
Total 201 · Christian Education	0.00	0.00	0.00	0.00	
202 · Facilities					
202-02 · Grounds Expenses					
202-01 · Building Supplies	0.00	22.89	400.00	(377.11)	5.72%
202-021 · Lawn Service	0.00	0.00	3,300.00	(3,300.00)	0.0%
202-022 · Snow Removal	0.00	3,750.00	7,500.00	(3,750.00)	50.0%
202-023 · Grounds Expenses - Other	0.00	0.00	400.00	(400.00)	0.0%
Total 202-02 · Grounds Expenses	0.00	3,772.89	11,600.00	(7,827.11)	32.52%
202-04 · Security System	0.00	143.50	735.00	(591.50)	19.52%
202-05 · Insurance Property	1,480.50	2,904.92	6,000.00	(3,095.08)	48.42%
202-06 · Property Maintenance Services	361.19	1,211.37	4,671.77	(3,460.40)	25.93%
202-07 · Trash Removal	0.00	0.00	30.00	(30.00)	0.0%
202-10 · 18 Main St.					
202-106 · 18 Main St. - Repair/Maint.	0.00	190.00	1,500.00	(1,310.00)	12.67%
202-108 · Property/School Taxes	0.00	1,148.70	5,900.00	(4,751.30)	19.47%
Total 202-10 · 18 Main St.	0.00	1,338.70	7,400.00	(6,061.30)	18.09%
202-13 · Parish Hall					
202-131 · Parish Hall - Water	45.00	90.66	325.00	(234.34)	27.9%
202-132 · Parish Hall - Electric	0.00	417.98	1,400.00	(982.02)	29.86%
202-133 · Parish Hall - Gas	0.00	1,371.38	2,800.00	(1,428.62)	48.98%
202-136 · Parish Hall - Repair/Maint.	0.00	102.11	650.00	(547.89)	15.71%
Total 202-13 · Parish Hall	45.00	1,982.13	5,175.00	(3,192.87)	38.3%
202-14 · Church Bldg					
202-142 · Church Bldg - Electric	0.00	562.58	1,000.00	(437.42)	56.26%
202-146 · Church Bldg - Repair/Maint	0.00	318.50	1,000.00	(681.50)	31.85%
202-148 · Church Bldg - Gas	0.00	1,305.10	2,200.00	(894.90)	59.32%
202-149 · Church Bldg - Roof Reserve Fund	0.00	0.00	0.00	0.00	
Total 202-14 · Church Bldg	0.00	2,186.18	4,200.00	(2,013.82)	52.05%
202-15 · 20 Main St.					
202-156 · 20 Main St. - Repair/Maint.	0.00	0.00	500.00	(500.00)	0.0%
Total 202-15 · 20 Main St.	0.00	0.00	500.00	(500.00)	0.0%
Total 202 · Facilities	1,886.69	13,539.69	40,311.77	(26,772.08)	33.59%
203 · Payroll Expenses					
203-05 · Priest in Charge					
203-051 · Salary	2,491.66	9,966.64	30,600.00	(20,633.36)	32.57%
203-052 · Housing Allowance	1,245.84	4,983.36	15,249.08	(10,265.72)	32.68%
203-053 · Tax Reimbursement	285.92	1,143.68	3,519.00	(2,375.32)	32.5%
203-054 · Medical Insurance	745.00	2,980.00	8,500.00	(5,520.00)	35.06%
203-055 · Family Medical Co-Pay	0.00	0.00	1,383.00	(1,383.00)	0.0%
203-056 · Dental Insurance	71.00	284.00	900.00	(616.00)	31.56%

203-057 · Pension Premiums	724.22	2,896.88	8,750.00	(5,853.12)	33.11%
203-058 · HSA Contributions	300.00	750.00	1,836.00	(1,086.00)	40.85%
203-059 · Continuing Education	0.00	0.00	375.00	(375.00)	0.0%
203-45 · Supply Clergy	0.00	553.92	5,781.70	(5,227.78)	9.58%
203-510 · Travel Allowance	0.00	0.00	0.00	0.00	
203-511 · PIC Discretionary Fund	0.00	39.10	1,724.30	(1,685.20)	2.27%
Total 203-05 · Priest in Charge	5,863.64	23,597.58	78,618.08	(55,020.50)	30.02%
203-10 · Music Director					
203-101 · Salary	1,541.66	6,166.64	18,500.00	(12,333.36)	33.33%
203-102 · FICA-Medicare	117.94	471.76	1,415.30	(943.54)	33.33%
203-107 · NYS Unemployment	7.72	30.88	100.00	(69.12)	30.88%
203-111 · Supply Organist	0.00	200.00	350.00	(150.00)	57.14%
Total 203-10 · Music Director	1,667.32	6,869.28	20,365.30	(13,496.02)	33.73%
203-20 · Parish Administrator					
203-201 · Salary	1,548.76	6,195.04	20,502.00	(14,306.96)	30.22%
203-202 · FICA-Medicare	118.48	473.92	1,568.40	(1,094.48)	30.22%
203-204 · NYS Unemployment	7.74	30.96	100.00	(69.04)	30.96%
Total 203-20 · Parish Administrator	1,674.98	6,699.92	22,170.40	(15,470.48)	30.22%
203-60 · Payroll Benefits					
203-603 · Payroll Service Fees	36.00	144.00	433.50	(289.50)	33.22%
203-604 · Disability Insurance	0.00	0.00	116.71	(116.71)	0.0%
203-605 · Workers Compensation Insurance	0.00	0.00	761.00	(761.00)	0.0%
Total 203-60 · Payroll Benefits	36.00	144.00	1,311.21	(1,167.21)	10.98%
Total 203 · Payroll Expenses	9,241.94	37,310.78	122,464.99	(85,154.21)	30.47%
204 · Outreach					
204-01 · Diocesan Assessment	0.00	4,371.00	22,483.00	(18,112.00)	19.44%
204-06 · Special Outreach Programs	0.00	0.00	3,000.00	(3,000.00)	0.0%
Total 204 · Outreach	0.00	4,371.00	25,483.00	(21,112.00)	17.15%
205 · Worship					
205-01 · Adult Choir	0.00	0.00	0.00	0.00	
205-02 · Altar Flowers	0.00	0.00	600.00	(600.00)	0.0%
205-03 · Altar Supplies	27.00	278.95	650.00	(371.05)	42.92%
205-08 · Music Expenses	0.00	0.00	300.00	(300.00)	0.0%
205-09 · Music Equip. Maintenance	0.00	260.00	300.00	(40.00)	86.67%
205-11 · Special Worship Programs	0.00	0.00	0.00	0.00	
205-14 · Parish Family	0.00	175.00	600.00	(425.00)	29.17%
Total 205 · Worship	27.00	713.95	2,450.00	(1,736.05)	29.14%
208 · Special Restricted - Other					
208-06 · Columbarium Expenses	0.00	0.00	100.00	(100.00)	0.0%
208-08 · Website Development / Maint.	0.00	0.00	100.00	(100.00)	0.0%
Total 208 · Special Restricted - Other	0.00	0.00	200.00	(200.00)	0.0%
Total Expense	11,926.49	58,829.57	201,059.76	(142,230.19)	29.26%
Net Ordinary Income	7,585.05	9,075.92	(2,514.22)	11,590.14	(360.98%)

Trinity Episcopal Church
Non-Operating Income & Expenses vs. Budget

April 2020

	<u>Apr 20</u>	<u>Jan - Apr 20</u>
Ordinary Income/Expense		
Income		
107 · Special Offerings-Restricted		
107-04 · Memorial Fund Income	0.00	100.00
107-05 · Rector's Disc. Fund Income	0.00	217.00
107-09 · Other Gifts - Restricted	4,160.00	6,850.00
107-10 · Food Pantry	795.00	1,012.00
107-18 · Special Offerings	0.00	253.97
107-20 · St. Pauly Shed Income	482.06	2,044.22
Total 107 · Special Offerings-Restricted	5,437.06	10,477.19
108 · Miscellaneous Non Op Income		
108-02 · Miscellaneous Income	275.00	280.97
Total 108 · Miscellaneous Non Op Income	275.00	280.97
Total Income	5,712.06	10,758.16
Expense		
200 · Administration		
200-06 · Copier and Folding Machine		
200-061 · Copier - Excess Copy Charge	0.00	180.11
Total 200-06 · Copier and Folding Machine	0.00	180.11
Total 200 · Administration	0.00	180.11
202 · Facilities		
202-14 · Church Bldg		
202-147 · Church Bldg-Capital Improvement	0.00	33,289.66
Total 202-14 · Church Bldg	0.00	33,289.66
Total 202 · Facilities	0.00	33,289.66
204 · Outreach		
204-03 · Community/Food Pantry	96.97	187.35
Total 204 · Outreach	96.97	187.35
205 · Worship		
205-07 · Nursery Care Provider	0.00	390.00
Total 205 · Worship	0.00	390.00
207 · Miscellaneous Non Op Expenses		
207-03 · Columbarium Engraving Expenses	0.00	590.00
Total 207 · Miscellaneous Non Op Expenses	0.00	590.00
208 · Special Restricted - Other		

208-05 · Memorial Fund	0.00	421.00
Total 208 · Special Restricted - Other	0.00	421.00
Total Expense	96.97	35,058.12
Net Ordinary Income	5,615.09	-24,299.96
Net Income	5,615.09	-24,299.96