

Trinity Episcopal Church
Fishkill, NY 12524
Minutes of Vestry Meeting on February 17, 2010

The Rev. Jean Campbell called the meeting to order at 8:00 p.m. Opening prayers were offered.

Present: The Rev. Jean Campbell; Wardens Connie Smith and Susan Quade; Vestry members Terry Badura, Steven Blanks, Wayne Bunker, Tara Casaregola, Cheri Hamilton, Robert McCollum, Bob Rothmann, Marilyn Sullivan, Bob Tetrault; Vestry secretary Linda Herrera.

Welcoming of New Vestry Members

- Sr. Jean welcomed Susan Quade, Terry Badura, Steven Blanks, Tara Casaregola, and Bob Tetrault to the Vestry. Each was given a Vestry Members Handbook explaining roles and responsibilities and these items were briefly discussed.
- A more in-depth discussion of Vestry responsibilities will be held next month. Sr. Jean will email to members the list of Trinity organizations and asked the Vestry to consider the committees on which they would be interested in serving.
- The Core Care program of assigning a group of parish families to a Vestry member was discussed. The purpose of Core Care is to make contact with people individually and to help them feel connected to the parish community. Suggestions for getting to know new parishioners included highlighting a “family of the month” and posting photos on the bulletin board of people who have joined Trinity since the last photo directory was published. An updated Vestry photo would also be helpful.

Minutes of Vestry Meeting on January 20, 2010

The procedure for reviewing Vestry meeting minutes was discussed. A draft version of the minutes will be emailed to members approximately one week after the meeting; members are asked for additions, corrections, or an approval as written. After all responses are received, final minutes are distributed and posted in the Parish House and on the website.

Wayne Bunker made a motion to accept the minutes of the January Vestry Meeting; Smith seconded. Vote was unanimous in favor. Motion carried.

Treasurer’s Report – January 2010

Balance Sheet

- Trinity’s assets on January 31, 2010 totaled \$516,505:
 - \$20,596 Checking and savings accounts
 - \$51,494 Chevron stock
 - \$444,416 Morgan Stanley and Vanguard managed accounts
- Our available cash of \$11,948 is insufficient to meet remaining 1st quarter operating expenses. Rob McCollum requested that the Vestry approve a withdrawal in the amount of \$9,500 from the Morgan Stanley Active Assets money market account to cover a portion of payroll expenses (\$2,400), property tax (\$1,052), property insurance (\$1,150), and the 1st qtr. diocesan assessment (\$4,900). This money represents a portion of the 2010 budget allowance of \$20,000 in withdrawals from the investments.

- **Wayne Bunker made a motion to withdraw \$9,500 from the Morgan Stanley money market account to meet operating expenses. McCollum seconded. Vote was unanimous in favor. Motion carried.**

Income Statement

	<u>January 2010</u>	<u>Prior Year</u>
Operating income	\$ 23,901	\$ 24,192
Operating expenses	17,290	14,521
Net profit (loss)	<u>6,612</u>	<u>9,671</u>
Non-operating income	373	392
Non-operating expenses	147	626
Net profit (loss)	<u>226</u>	<u>(234)</u>
Total income	24,274	24,584
Total expenses	17,436	15,147
Net profit (loss)	<u>\$ 6,838</u>	<u>\$ 9,437</u>

- Offering income for the month was high due to prepaid 2010 pledges. Wayne Bunker noted that January offering income, typically a strong month, would have been under budget if not for the more than \$8,000 in prepaid 2010 pledges.
- While the stewardship campaign was successful in that pledged totals are higher, income is still lagging.
- Terry Badura asked if there is some mechanism in place to automatically change the E-Pledge amounts for parishioners enrolled in the program when they submit their annual pledge cards. This is not done automatically. Participants must complete a Change Authorization Form, available on the Stewardship page of our website or from the Parish Office.

Committee Reports

Buildings and Grounds

- The first-floor and kitchen Parish House doors have been replaced; others are being repaired.
- The water heater in the Parish Hall broke and needed to be replaced. The cost for the new unit and parts was approximately \$1,000. This was an unplanned expense that completely expended the budgeted amount for Parish Hall repairs and maintenance for the year. The Vestry expressed gratitude to Wayne Bunker and Frederick Villforth for installing the new water heater.
- Repair work at 18 Main St. is ongoing.

Old Business

Key to New Parish House Doors

Architectural Doors, Co. will provide us with 40 extra copies of the key that opens the first and second floor entrances and the kitchen. The new key will be distributed to the Vestry and whoever else needs them. New Vestry members will receive a complete set of keys to the Parish House, Parish Office, and the Church.

Choir Robes

- The Vestry reviewed a memo from Beverly Simmons regarding the cost to purchase new choir robes. The previously-discussed option of asking the American Sewing Guild to make the robes was dropped because it would be cheaper to buy them than to purchase the amount of material necessary to make them.
- The cost for 16 robes would be approximately \$2,277. While there are Memorial Fund donations that could be used for the purchase, we would be tapping the investment funds at a time when the money in those accounts is needed to generate income and supplement the operating budget.
- The Vestry decided to table this issue until we get a better indication of how this year will shape up financially.

New BusinessBanking / Check Signers

- With the installation of a new Warden, the authorized signatories on the church's bank accounts must be revised.
Wayne Bunker made a motion to name The Rev. Jean Campbell, Wardens Connie Smith and Susan Quade, and Treasurer Rob McCollum as authorized signatories on Trinity's bank and investment accounts. McCollum seconded. Vote was unanimous in favor. Motion carried.

Combined Leadership/Vestry Day on May 8th

A joint vestry meeting with the leadership of other churches in the So. Dutchess Clericus has been scheduled for Saturday, May 8th. More details will follow.

Holy Week Schedule

The following schedule of Holy Week and Easter services was published in the March newsletter and is also posted on the Calendar page of our website:

March 28 th	Palm Sunday	
April 1 st	Maundy Thursday	7 PM
April 2 nd	Good Friday	12 Noon and 7 PM
April 3 rd	Easter Vigil with Baptism	8 PM
April 4 th	Easter Day	8 AM and 10 AM with brass

Adult Formation Opportunities

- On Friday evenings during Lent, Sr. Jean will hold "bread, soup and conversation" sessions on the topics of prayer and scripture.
- On Sundays in March and April, there will be "inquirer's classes" on what it means to be an Episcopalian. These will be especially helpful for members who are new to the church and wish to be formally received during the Bishop's visitation in April.
- Bishop Donovan will visit Trinity on April 25th; the Vestry was asked to stay until approx. 1:30 p.m. on that day for an extended coffee hour and meeting with the Bishop.
- The Vestry discussed using whatever free advertising is available (e.g. the Poughkeepsie Journal's Religion Page) to publicize these events outside the parish and to list them more prominently on the website. It would be useful to have tri-fold information brochures to hand out to visitors. Visitors should also be encouraged to sign the guest books so that they can receive a follow-up note and call.

Summer Intern

Ms. Ezgi Saribay, a junior at Drury University and parishioner of St. John's, Springfield, has been invited to come to Trinity for several weeks beginning the second week of June. She is currently working as a campus ministry intern for the diocese of West Missouri and is interested in exploring a vocation to the priesthood.

Parking at 18 Main Street

Wayne Bunker noted that parishioners have been parking in the lot that is reserved for tenants next to 18 Main St. He recommended that the announcements include a reminder to leave those spaces free. Sr. Jean suggested that a "Tenant Parking Only" sign might remedy the problem.

Terry Badura moved to adjourn the meeting at 9:30 p.m. Tetrault seconded. Vote was unanimous in favor.

Respectfully submitted,
Linda Herrera