

Trinity Episcopal Church
Fishkill, NY 12524
Minutes of Vestry Meeting on June 20, 2017

Priest in Charge Garrett Mettler called the meeting to order at 7:06 p.m. Opening prayers were offered. Fr. Garrett led the group in a bible exploration relative to passages in Philipians that reflected how love is strengthened when enhanced with discernment.

Present: The Rev. Garrett Mettler; Warden Wayne Bunker; Warden Bob Beattie Vestry members Julie Dotter, Michael Schappert, Terry Badura, Susan Quade, Jan Humbert, Rosanne Desjardins, Steven Blanks

Absent: None

Follow Up Items From Previous Meetings(s)

Approval of the May minutes.

Bob Beattie made a motion to approve the May minutes. Terry Badura seconded. Vote was all in favor with no abstentions. Motion carried.

Review of past action items left the following items open:

DECEMBER ITEMS	RESOLUTION
Update Core Care list for each Vestry member.	Fr. Garrett, Wayne Bunker Terry Badura OPEN
JANUARY ITEMS	RESOLUTION
Follow up with Eucharistic Minister License which have expired.	Fr. Garrett- OPEN
FEBRUARY ITEMS	RESOLUTION
Coordinate all changes from Vestry members and present to Vestry for approval of changes.	Vestry - Initial copy provided. Vestry meeting of June 20th is now the first of the two meetings required to affect changes. OPEN
APRIL ITEMS	RESOLUTION
Provide the list of appeals from the Diocese to the Outreach committee so the committee can decide which events will be supported on and annual basis..	Fr. Garrett and Outreach Committee – OPEN
MAY ITEMS	RESOLUTION
Conduct screening of candidates for Nursery Care Provider	Fr. Garrett – OPEN
Identify Strategic Plan work group before next Vestry meeting.	Vestry – OPEN

Attachment B lists all closed items from this review.

Fr. Garrett mentioned that he has worked on screening and has more new candidates for the Nursery Care Provider and will continue to screen them. Garrett also mentioned that no progress had been made identifying the Strategic Plan work group.

New Items

Treasurer's Report

Steven Blanks explained that the report contained multiple errors and an action item is assigned for Steven and Dave to conduct a review and correct all errors. Steven explained this normally is conducted in advance and that he had not had time to do this due to family issues. Steven mentioned several of the multiple errors. The action item is assigned in **Attachment A**. Dave Bishop mentioned that he was now aware that the responsibility for arranging the annual audit was a Parish Administrator Duty and he is in the process of arranging that. A brief discussion followed regarding the audit process and what would be covered. Dave asked the Vestry members if the tax bills should be paid by Associa or not. Since there would be a charge for this, the Vestry preferred that the tax bills be paid by Trinity Church.

Clerk of Vestry's Report

There was no report.

Committee Reports

Standing committees:

Wayne Bunker reported on side walk repairs were completed after the oil tank remediation. Fr. Garrett thanked Wayne for installing the blacktop patch at each end of the new concrete sidewalk.

Jan Humbert and Susan Quade reported on their progress regarding the Trinity Church Picnic. Susan gave out flyers and left the remainder to be placed with the worship bulletins. Dave has an action item to make sure the picnic information is in our bulletins and electronic communications. The picnic will be held Sunday, Aug. 27th, Parish Picnic at Bowdoin Park in pavilion number three, near the playground. Susan requested Vestry members sign up for support activities on the sheet she passed around. Jan mentioned that they are focusing on obtaining a large cross section of ages of parishioners and have volunteers ready to help with games and activities at the picnic. If anyone has ideas for games and activities, please provide them to Jan and Susan. Susan reported that the Outback Lunch fundraiser is set for Sunday December 10th at the Outback Steakhouse in Wappingers Falls. It is scheduled to begin at 11:30 a.m. and she expects another excellent turnout.

Dave mentioned the ST-124 form needed to be signed and Bob Beattie signed it.

Special committees: There were no special committee reports.

Priest in Charge Report

Fr. Garrett reported that he expects during the summer months to focus on the nursery care item and administration items and not take on new items if possible. Garrett mentioned that he was spending pastoral care time with Robin who had been with Ken Gross about four years before he passed away. He mentioned that the 50th anniversary celebration for Evelyn and Reg Bently at last Sunday's worship service allowed parishioners to see the benefit of special celebrations like this. Garrett mentioned several other types of special celebrations that are available and hopes to

have the opportunity to use them, allowing parishioners to experience the value of these services. Garrett has been spending time with Marcy MacInnes, June's daughter after June passed away. Garrett mentioned that he received positive feedback, from the two people he shared it with, on the audio recording of the worship service he did on his cell phone. Garrett suggested that perhaps the recordings be put on our web site. He hoped that that this may lead to Trinity obtaining recording equipment. This equipment was discussed about a year ago. Terry Badura expressed a strong support as she can not always make an 8 a.m. service and cannot attend the 10 a.m. service because she is teaching the children in Sunday School. Garrett mentioned that he will be away on July 9th and had arranged for Rev. Joseph Wallace Williams, a priest and brother from Holy Cross Monastery in West Park, who will be leading worship service that day. Garrett will be away the week following July 9th and return Friday July 14th. A question regarding Brian Jones led Garrett to note that after several calls requesting money, Brian had requested a letter of reference, which Garrett had provided.

Strategic Planning Process

Fr. Garrett acknowledged that he is aware that this process is a requirement for him to do with the church in the current letter of agreement and looks forward to feedback from the Vestry on the process this fall.

By Law Changes

Vestry members entered a discussion regarding the proposed by law changes. Bob Beattie described his experience at the Warden's conference he attended on June 17th. He and Garrett agreed that Bob would research more and provide any feedback that might affect future by law changes.

Garrett suggested that the changes detailed below be approved. A detailed discussion provided the following:

1. Cover page – revision date be updated to reflect date of the final vote next month
2. Page 3 – Article 1 sections modified to read as follows:
 - a. **Section 1. Date:** The annual election of the Corporation shall be held on a designated Sunday in February in each year, at an hour and place to be fixed by the Vestry. Vestry may reschedule the annual election meeting (based on weather or similar circumstances) to a later Sunday within three (3) weeks after notification to Members through current communication channels.
 - b. **Section 2. Notice:** Notice...in the time of divine service. If for any reason the usual place of worship of the Parish is not open for divine service, the notice shall be given through current communication channels. Such notice shall specify the place...
3. Page 10 and 11 – Article X modified as follows:
 - a. **Order of Procedures at Vestry Meetings**
The order of proceeding for all meetings of the Vestry shall be set at the discretion of the Rector, in consultation with the wardens. Notification will be given to all Vestry members no later than 48 hours in advance of the scheduled vestry meeting. The order of proceeding shall include the following elements:
 - a. Call to order
 - b. Prayer
 - c. Determination of attendance or absence of Vestry members
 - d. Approval of minutes

- e. Reports from Committees (as recognized by Wardens and Vestry)
- f. Report from the Rector
- g. Review of Vestry self-assigned tasks (completed or not completed)
- h. Unfinished Business (“old Business”)
- i. Report of Treasurer
- j. New Business
- k. Additional comments from congregation members
- l. Prayer
- m. Adjournment

As situation may warrant, these topics may be added:

- a. Selection of presiding officer if Rector be absent
- b. Report of Clerk of Vestry

As situation may warrant, order of proceeding may be amended by vote of Vestry members present.

A quorum being present, Wayne Bunker made a motion to accept the proposed changes listed above to the bylaws and openly provide written notice for the next meeting where such amendments will be acted upon. Terry Badura seconded the motion. Vote was unanimous in favor with no abstentions. Motion carried.

Additional Business

Unfinished:

Changes to church email addresses.

A brief discussion of the status of the email change forced by Verizon terminating email service took place. Dave noted that in **Attachment D** the new emails on Dream Host are ready to use and migration of the old Trinity emails to AOL for future access is complete. Garrett expressed his desire to use the personal emails listed and suggested a name for the one remaining email needed to complete the notifications. The Vestry agreed the remaining email will be info@trinityfishkill.org. Dave takes an action item to make all changes and complete the transition to the new emails.

Servant Keeper Upgrade

A brief discussion determined that Dave will order and install the upgrade to the most recent version of Servant Keeper. This would be done after the training scheduled for Dave next Monday June 26th.

New:

There was no new business.

Core Care

Core Care is still on hold. The related action item remains open.

Calendar Items

Next meeting is July 18, 2017.

Mike Schappert led the Compline.

Wayne Bunker made a motion to adjourn the meeting. Bob Beattie seconded. Vote was unanimous in favor with no abstentions. Motion carried.

Meeting was adjourned at 9:10 p.m.

Attachment A is a list of new action items from this meeting.

Respectfully submitted,
Dave Bishop

Attachment A – New action Items from May Vestry meeting

ACTION	Assignee
Perform review of May Treasurer's Report and send corrected copy to the Vestry when completed.	Dave Bishop, Steven Blanks - OPEN
Provide information in bulletins and electronic communications regarding the Trinity Church picnic.	Dave Bishop - OPEN
Set up the info@trinityfishkill.org email and complete the transition to Dream Host emails.	Dave Bishop - OPEN

Attachment B – Closed action items resulting from this months review.

ACTION	Resolution
Add notice about the August 27 Church Picnic to the Bulletin, Trinity News.	Dave Bishop-notice in e-news and posted on Facebook and website - CLOSED
Determine if possible double payment for 203-058 which is high at 71%	Dave Bishop-accounting will seem high until next FY - CLOSED
Determine if QuickBooks account items are appropriately assigned for Property/School Taxes as in 202-108	Dave Bishop-Email sent 6/5/17 - CLOSED
Determine if the budget line for 105-02 Pledges was adjusted per previous Vestry meeting	Dave Bishop, Steven Blanks-Report sent with draft minutes - CLOSED
Provide 105-02 Pledges total dollar amount of pledges paid in full to date vs. the budgeted pledge income amount	Dave Bishop-Report sent with draft minutes – CLOSED

Attachment D:

5/23/17

Email Migration

Our new emails are set up to use on DreamHost – All that is required is that we advertise it on our web site and Facebook pages. No cost to Trinity as it is part of our web site service.

Those who have emails can just log in at <http://webmail.trinityfishkill.org> and start using it.

Dave = dave@trinityfishkill.org (PSWD=Orange195)

Garrett = garrett@trinityfishkill.org (PWSD=Purple947)

Phedy = phedy@trinityfishkill.org (PWSD=Green284)

Outreach = outreach@trinityfishkill.org (PSWD=Yellow172)

Food Pantry = foodpantry@trinityfishkill.org (PSWD=Silver957)

Paula will teach how to make new emails if we want more in the future.

Our web site developer has used DreamHost for over 10 years with no excessive problems and would not recommend if there were.

It would cost \$100 or less (about one hour of work) to migrate all old emails to AOL and give us the sign in information so the old emails can be accessed in the future.

Appendix A**Treasurer's Report – May 2017****Balance Sheet**

Trinity's assets on May 31, 2017:

	<u>Jan 1</u>	<u>YTD</u>	<u>Increase / (Decrease)</u>
Checking	12,214	30,174	17,960
Savings	77,133	80,155	3,022
Disc. Acct.	910	2,055	1,145
Investments	470,175	482,327	12,152
Total	<u>\$560,432</u>	<u>\$594,711</u>	<u>\$34,279</u>

Income Statement

	<u>May 2017</u>	<u>YTD</u>	<u>Prior Year</u>
Operating income	14,203	95,351	\$180,928
Operating expenses	17,726	82,162	103,992
Net profit (loss)	(3,523)	13,189	76,936
Non-operating income	2,630	8,374	8,607
Non-operating expenses	285	571	2,099
Net profit (loss)	(3,523)	7,803	6,508
Total income	16,833	103,725	189,535
Total expenses	18,011	82,733	106,091
Net profit (loss)	<u>\$(1,178)</u>	<u>20,992</u>	<u>\$83,444</u>

- 100-05 Check for \$3,279.41 for May not received yet. 18 ½ not occupied
- 105-02 Pledge Income to date 61% vs. projected 42% includes two paid in full pledges
- 108-02 Paid for Columbarium engraving-reference JE-1065
- 200-03 Includes Safe Deposit Fee and deposit bag order-no other expenses expected
- 202-106 Reminder-will spend \$1,500 Budget plus \$7,889.13 from restricted donation
- 202-136 Spent \$1,500 Budget, Now using \$10,000 restricted donation
- 203-45 Possibly under budgeted based on new 1/1/17 LOA
- 203-058 Will seem high on annual budget due to reimbursement in 1st Quarter
- 203-605 Possibly under budgeted based on employment
- 205-02 Possibly under budgeted
- 205-08 Possibly under budgeted

**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: To be used for capital improvements and major repairs to the columbarium.

2. Definition

Unrestricted Net Assets: Funds that are fully expendable and have no donor-imposed constraints regarding their use or purpose.

Operating Income and Expenses May 2017

	May 17	YTD	Budget	\$ Over Budget	% Annual Budget
100 · Income from Property Assets					
100-01 · Building Uses Income	160.00	1,635.00	4,200.00	(2,565.00)	39%
100-05 · Rental Property	0.00	5,632.48	20,000.00	(14,367.52)	28%
Total 100 · Income from Property Assets	160.00	7,267.48	24,200.00	(24,040.00)	30%
103-00 · Income from Banks & Investments					
103-02 · Dividend Income	0.00	0.00	0.00	0.00	
103-03 · Interest Income	5.30	15.62	13.80	1.82	113%
103-04 · Withdrawal from Investments	0.00	0.00	69,000.00	(69,000.00)	0%
Total 103-00 · Income from Banks & Investments	5.30	15.62	69,013.80	(68,998.18)	0%
105 · Offerings					
105-01 · Plate	245.00	883.90	1,500.00	(616.10)	59%
105-02 · Pledges	13,812.00	74,015.00	121,254.00	(47,239.00)	61%
Total 105 · Offerings	14,057.00	74,898.90	122,754.00	(47,855.10)	61%
106 · Special Offerings					
106-01 · Christmas	0.00	120.00	750.00	(630.00)	16%
106-03 · Easter	0.00	1,119.00	750.00	369.00	149%
106-08 Buildings & Grounds Maintenance	0.00	10,000.00			
106-09 Columbarium Retaining Wall	100.00	300.00			
106 Special Offerings - Other	125.00	125.00			
Total 106 · Special Offerings	225.00	11,664.00	1,500.00	10,164.00	778%
108 · Other Income					
108-02 · Miscellaneous Income	(244.78)	1,504.91			
108-08 Buildings & Grounds Maintenance	0.00	0.00			
Total 108 · Other Income	(244.78)	1,504.91	0.00	1,504.91	
Total Income	14,202.52	95,350.91	217,467.80	(122,116.89)	44%
Expense					
200 · Administration					
200-02 · Auditing & Accounting Services	0.00	0.00	150.00	(150.00)	0%
200-03 · Bank Expenses	0.00	86.55	120.00	(33.45)	72%
200-051 · Vestry	0.00	158.33	1,550.00	(1,391.67)	10%
200-06 · Copier and Folding Machine	165.00	838.78	2,000.00	(1,161.22)	42%
200-08 · Office Supplies					
200-081 · Computer-Hardware & Software	99.00	248.00	550.00	(302.00)	45%
200-082 · Paper & Misc. Office Supply	29.78	659.09	1,300.00	(640.91)	51%
200-083 · Subscriptions	0.00	133.35	400.00	(266.65)	33%
Total 200-08 · Office Supplies	128.78	1,040.44	2,250.00	(1,209.56)	46%
200-10 · Postage	50.40	165.44	400.00	(234.56)	41%
200-12 · Telephone & Internet	144.88	907.63	2,100.00	(1,192.37)	43%
Total 200 · Administration	489.06	3,197.17	8,570.00	(5,372.83)	37%
201 · Christian Education					
201-01 · Adult Education	0.00	0.00	500.00	(500.00)	0%
201-02 · Church School	0.00	0.00	500.00	(500.00)	0%
201-09 · Stewardship	0.00	0.00	700.00	(700.00)	0%
Total 201 · Christian Education	0.00	0.00	1,700.00	(1,700.00)	0%
202 · Facilities					
202-01 · Building Supplies	22.44	72.76	500.00	(427.24)	15%
202-02 · Grounds Expenses					
202-023 · Grounds Expenses Other	0.00	38.80	1,000.00	(961.20)	4%
202-021 · Lawn Service	489.00	489.00	3,200.00	(2,711.00)	15%

202-022 · Snow Removal	0.00	3,670.00	5,700.00	(2,030.00)	64%
Total 202-02 · Grounds Expenses	489.00	4,197.80	9,900.00	(5,702.20)	42%
202-04 · Security System	73.50	147.00	825.00	(678.00)	18%
202-05 · Insurance Property	0.00	3,256.50	6,300.00	(3,043.50)	52%
202-06 · Property Maintenance Services	79.99	1,347.13	3,900.00	(2,552.87)	35%
202-07 · Trash Removal	0.00	15.00	200.00	(185.00)	8%
202-10 · 18 Main St.					
202-106 · 18 Main St. - Repair/Maint.	0.00	0.00	1,500.00	(1,500.00)	0%
202-108 · Property/School Taxes	0.00	0.00	5,750.00	(5,750.00)	0%
Total 202-10 · 18 Main St.	0.00	0.00	7,250.00	(7,250.00)	0%
202-13 · Parish Hall					
202-131 · Parish Hall - Water	0.00	39.60	400.00	(360.40)	10%
202-132 · Parish Hall - Electric	120.89	473.98	1,500.00	(1,026.02)	32%
202-133 · Parish Hall - Gas	185.08	1,588.43	3,500.00	(1,911.57)	45%
202-136 · Parish Hall - Repair/Maint.	0.00	1,500.00	1,500.00	0.00	100%
Total 202-13 · Parish Hall	305.97	3,602.01	6,900.00	(3,297.99)	52%
202-14 · Church Bldg					
202-142 · Church Bldg - Electric	87.57	399.65	1,500.00	(1,100.35)	27%
202-146 · Church Bldg - Repair/Maint	271.50	472.07	1,500.00	(1,027.93)	31%
202-148 · Church Bldg - Gas	138.13	1,281.00	3,000.00	(1,719.00)	43%
202-149 · Church Bldg - Roof Reserve Fund	0.00	0.00	2,920.00	(2,920.00)	0%
Total 202-14 · Church Bldg	497.20	2,152.72	8,920.00	(6,767.28)	24%
202-15 · 20 Main St.					
202-156 · 20 Main St. - Repair/Maint.	0.00	0.00	1,000.00	(1,000.00)	0%
Total 202-15 · 20 Main St.	0.00	0.00	1,000.00	(1,000.00)	0%
Total 202 · Facilities	1,468.10	14,790.92	45,695.00	(30,904.08)	32%
203 · Payroll Expenses					
203-606 · Payroll Contingency	0.00	0.00	8,300.00	(8,300.00)	0%
203-05 · Priest in Charge					
203-45 · Supply Clergy	575.10	1,230.85	600.00	630.85	205%
203-511 · PIC Discretionary Fund	0.00	435.10	1,008.00	(572.90)	43%
203-051 · Salary	2,627.78	12,987.88	31,809.64	(18,821.76)	41%
203-052 · Housing Allowance	1,440.08	7,200.40	15,904.82	(8,704.42)	45%
203-053 · Tax Reimbursement	261.58	1,307.90	3,650.16	(2,342.26)	36%
203-054 · Medical Insurance	608.00	3,040.00	7,296.00	(4,256.00)	42%
203-055 · Family Medical Co-pay	362.18	1,810.90	4,937.28	(3,126.38)	37%
203-056 · Dental Insurance	68.00	340.00	816.00	(476.00)	42%
203-057 · Pension Premiums	770.47	3,852.35	9,245.63	(5,393.28)	42%
203-058 · HSA Contribution	150.00	1,425.00	1,800.00	(375.00)	79%
203-059 · Continuing Education	0.00	0.00	500.00	(500.00)	0%
203-510 · Travel Allowance	0.00	0.00	250.00	(250.00)	0%
Total 203-05 · Priest in Charge	6,863.19	33,630.38	77,817.53	(44,187.15)	43%
203-10 · Music Director					
203-111 · Supply Organist	0.00	0.00	600.00	(600.00)	0%
203-101 · Salary	1,250.00	6,250.00	15,000.00	(8,750.00)	42%
203-102 · FICA-Medicare	96.42	482.20	1,148.00	(665.80)	42%
203-107 · NYS Unemployment	6.26	28.17	75.00	(46.83)	38%
Total 203-10 · Music Director	1,352.68	6,760.37	16,823.00	(10,062.63)	40%
203-20 · Parish Administrator					
203-201 · Salary	1,475.00	7,375.00	17,700.00	(10,325.00)	42%
203-202 · FICA-Medicare	112.24	562.71	1,354.05	(791.34)	42%
203-204 · NYS Unemployment	7.36	39.93	88.50	(48.57)	45%
Total 203-20 · Parish Administrator	1,594.60	7,977.64	19,142.55	(11,164.91)	42%
203-60 · Payroll Benefits					
203-603 · Payroll Service Fees	36.00	191.01	432.00	(240.99)	44%
203-604 · Disability Insurance	63.29	63.29	136.00	(72.71)	47%
203-605 · Workers Compensation Insurance	0.00	953.00	850.00	103.00	112%

Total 203-60 · Payroll Benefits	99.29	1,207.30	1,418.00	(210.70)	85%
Total 203 · Payroll Expenses	9,909.76	49,575.69	123,501.08	(73,925.39)	40%
204 · Outreach					
204-01 · Diocesan Assessment	4,035.00	8,070.00	20,987.00	(12,917.00)	38%
204-04 · Theological Education-Seminary	0.00	0.00	500.00	(500.00)	0%
204-06 · Special Outreach Programs	288.69	1,662.06	4,000.00	(2,337.94)	42%
Total 204 · Outreach	4,323.69	9,732.06	25,487.00	(15,754.94)	38%
205 · Worship					
205-01 · AdultChoir	0.00	0.00	300.00	(300.00)	0%
205-02 · Altar Flowers	285.00	571.00	500.00	71.00	114%
205-03 · Altar Supplies	0.00	269.80	500.00	(230.20)	54%
205-08 · Music Expenses	0.00	299.00	300.00	(1.00)	100%
205-09 · Music Equip. Maintenance	0.00	5.00	500.00	(495.00)	1%
205-11 · Special Worship Programs	0.00	0.00	100.00	(100.00)	0%
205-14 · Parish Family	0.00	0.00	1,000.00	(1,000.00)	0%
Total 205 · Worship	285.00	1,144.80	3,200.00	(2,055.20)	36%
208 · Special Restricted - Other					
208-082 · Oil Tank Remediation	1,250.00	3,546.85	15,000.00	(11,453.15)	24%
208-08 · Website Development / Maint.	0.00	175.00	300.00	(125.00)	58%
208-10 · Columbarium Wall Plaque	0.00	0.00	500.00	(500.00)	0%
Total 208 · Special Restricted - Other	1,250.00	3,721.85	15,800.00	(12,078.15)	24%
Total Expense	17,725.61	82,162.49	223,953.08	(141,790.59)	37%
Net Ordinary Income	(3,523.09)	13,188.42	(6,485.28)	19,673.70	-27%
Net Income	(3,523.09)	13,188.42	(6,485.28)	19,673.70	-27%

Trinity Episcopal Church
Non-Operating Income and Expenses
May 2017

	May 17	Jan - May 17
Ordinary Income/Expense		
Income		
107 · Special Offerings-Restricted		
106-04 · Good Friday	0.00	100.00
107-01 · Capital Fund Income	0.00	11.00
107-05 · Rector's Discret Fund Income	0.00	1,283.00
107-08 · Trinity Networking Team	2,261.39	2,261.39
107-09 · Miscellaneous Offerings	0.00	50.00
107-10 · Food Pantry	80.00	3,380.00
107-20 · St. Pauly Shed Income	288.50	1,288.25
Total 107 · Special Offerings-Restricted	2,629.89	8,373.64
Total Income	2,629.89	8,373.64
Expense		
205 · Worship		
205-02 · Altar Flowers	285.00	571.00
Total 205 · Worship	285.00	571.00
Total Expense	285.00	571.00
Net Ordinary Income	2,344.89	7,802.64
Net Income	2,344.89	7,802.64