

Agenda · Vestry Meeting · May 16, 2019
6:30 pm – 8:30 pm

Gathering

Call to Order

Vestry Goal #1 – Making Disciples

Turning to Christ, Session One: Do you turn to Jesus Christ?

Pilgrim Program lead by Kris Gregory and Susan Newkirk

Review and Approval of April vestry minutes

New Business | Hospitality – Pentecost Sunday, organized pot-luck after 9:30 am service

Stewardship Report

Property Report

Treasurer's Report

Updates

Website

Outstanding Business

PWSB

Rector's Time

Summer Worship

Vestry Goal #2 – Shared Space, Shared Ministry

What does life-giving ministry look like, sound like, act like?

Closing Prayer and Adjournment

Vestry Minutes

From the April 18, 2019 Vestry Meeting

Respectfully submitted by: Cindy Chatell, Clerk of the Vestry

The Rev. Johanna Marcure opened the meeting at 8:25 pm.

#1. Reviewed March 21, 2019 Vestry Minutes

Motion was made and seconded to accept the minutes with changes noted from the March 21, 2019 meeting. All agreed, no opposed.

#2. The Pilgrim books handed out to Vestry members.

- Asked to read Session One starting Page 5.
- Susan and Kris will share during meditation

#3. Vestry Tidings submissions

- Capture small piece of learnings from Vestry meeting that you want to share.
- 1 Vestry person per week will be available during the service you currently attend
- Jill will manage schedule

#4. Property Report

- Sample of paint on side of the building.
- Payment is due 100% when job is completed. Anticipate payment due the end of May. Funds made available from the Memorial Fund and Building Fund.
- Air conditioners are removed from Aldrich Hall. Clapboard has been installed
- Boy Scout Shed – has been cleaned
- John asked to be kept apprised of Day Care requirements
- Move barrels in the parking lot to the edge of the woods so snow plows can plow properly.

#5. Treasurer's Report

- Error within Summary – 3rd bullet. Correction - \$44,687 received for 1st quarter.
- Oil bill has tripled. Need to manage thermostats
 - Action Item – Rick to re-check the thermostat timers.

- Page 2 – Expenses Snow Removal – John suggested to double next year’s budget due to Day Care requirements
- In Summary – Susan confirmed that Crossing Light balance due is \$8,000.00. Amount is paid after street painting is completed. Monies available from the DIT account upon receipt of bill.
- Susan stated that it is important to submit expenses within 30 days so that budgeted funding is accrued in current year.
- Audit Committee selected. Terry Holmes, Chris Kershaw and Lisa Gaddes.

Motion was made and seconded to submit expenses within a 30 day period of expense. All agreed, no opposed.

Motion was made and seconded to accept the Treasurers Report for audit. All agreed, no opposed.

#6. Providence Water Supply Board

- Rev Johanna has made several calls to the Providence Water Supply Board. Waiting for an update.
- Zoning Board Application - Change the application to include the changes Trinity has been asked to make.
 - Speak to the interior and exterior work that has to be completed
 - Revisit the information that Megan has submitted during the May Vestry meeting.
 - Treasurer and Wardens should meet prior to the next Vestry to work out financial outlook

Motion was made and seconded that the Jr. and Sr. Wardens will proceed to start reviewing planning costs prior to the May Vestry meeting. Work along the Treasurer and Megan. All agreed, no opposed.

#7. Mary Blackmore has asked to have a luncheon on May 6th to thank the volunteers who work in the food closet and thrift shop.

Motion was made and seconded to utilize Thrift Shop funds. All agreed, no opposed.

#8. RI Food Bank has asked that Trinity complete the information form.

- Rev Johanna will approach Jean to complete the form appropriately

Motion was made and seconded to reject the request to offer the Food Bank additional storage and manpower during the event of an emergency.

#9. Food Closet is asking to submit an Episcopal Charities Grant in the amount of \$4,000.00. Rev. Johanna helped complete the application.

Motion was made and seconded to approve the submission of the Grant. All approved, no opposed.

#10. Trinity Episcopal Church completing the Grant from Subsidiary of June Leavy for basic human needs (food).

- Treasurer should review application for required information
 - Annual Budget
 - Most recent Balance Sheet showing Assets and Liabilities
 - Board of Directors
- Vestry needs to understand what do they want in kind.
- Grant is due April 30th
- Once completed Grant will need to be signed off by the Treasurer and Wardens.
- We need ministries to maintain a calendar outlining events with due dates

#11. Telephone system has been installed

Next meeting will be held on Thursday, May 16th.

Meeting was adjourned at 10:10 pm.

Stewardship Report

May 16, 2019

Respectfully submitted by Jim Segovis, Chair

Our Stewardship Committee met at the end of April to discuss our next steps. Our team came up with the idea of a Blessing Jar initiative starting on Pentecost Sunday, June 9th. A description of this exciting, cross – generational, family project can be found below.

Blessing Jar

On Sunday, June 9th the church will celebrate Pentecost, the day the Holy Spirit is poured out among us – remember to wear red! As the season of Pentecost begins, your family is invited to take home a Blessing Jar as a way to intentionally count God’s blessings by depositing loose change into the jar. The action of placing a coin in a jar every time we experience a blessing helps us to notice the wonderful things that happen each and every day. It also provides us with a way to intentionally offer our thanks and make an offering to God for those wonderful, grace-filled things. The intention of the Blessing Jars is that they be an invitation to all of us to embrace and deepen a daily practice of gratitude for all of God’s blessings during the less structured days of summer.

After Labor Day, on Sunday, September 15th – with grateful hearts – we will have a celebration of blessings and ministry as part of our homecoming after the summer months. On that day, we will present our Blessing Jars during the offertory as a small expression of our gratitude for the many blessings we have been given. The monies from our Blessing Jars will then be used to help support Trinity’s mission and ministries – all of which bless others.

In addition, our committee reviewed a number of ideas from the Episcopal TENS Stewardship site. We will be discussing these at our next meeting for implementation during the fall.

Property Committee Report

May 16, 2019

Respectfully submitted by John Holmes

Kitchen Inspection by Department of Health. On May 1, 2019

The Department of health inspected Trinity Church kitchen 9 am and noted the following items to be addressed.

1. Display chart illustrating dish washing procedure.
2. Sanitizer strips must be located near the final rinse tub.
3. Dish washing procedure will be typed in a larger type, type and displayed.

The rest of the inspection items passed with flying colors. This included refrigerator temperature readouts, all were in spec. Inspector found the kitchen in remarkably clean including the vents over the stove. The inspector found the storage closet remarkably organized and clean, great job.

05/14/19
Accrual Basis

Trinity Episcopal Church
Vestry Report - Budget vs. Actual
January through April 2019

	Jan - Apr 19	Budget
Ordinary Income/Expense		
Income		
DIT INVESTMENT INCOME 4	2,698.28	11,000.00
FUNDRAISING 5		
Other Fundraising Events	815.31	
Turkey Supper Proceeds	225.00	
FUNDRAISING 5 - Other	0.00	29,377.00
Total FUNDRAISING 5	1,040.31	29,377.00
OTHER INCOME 5		
Hall Rental		
AA Donation	200.00	800.00
Aldrich Hall Rental	600.00	2,600.00
Total Hall Rental	800.00	3,400.00
Interest Income	33.13	75.00
Misc Income / Other Sources		
Amazon Smile	32.27	
IGA	15.21	
Misc Income / Other Sources - Other	100.00	600.00
Total Misc Income / Other Sources	147.48	600.00
Thrift Shop	2,300.00	9,000.00
OTHER INCOME 5 - Other	0.00	17,200.00
Total OTHER INCOME 5	3,280.61	30,275.00
TITHES & OFFERINGS 3		
Altar Guild/Season Memorials	1,314.00	4,250.00
Christmas	0.00	1,000.00
Easter	1,063.00	1,500.00
Good Friday 11	390.00	1,300.00
Plate-Non Pledge Offering	2,247.30	2,500.00
Pledges		
Vanco-Capital Campaign	180.00	
Vanco-Pledge Fund	6,951.73	
Pledges - Other	49,888.00	175,000.00
Total Pledges	57,019.73	175,000.00
Pledges Prior Year	624.00	1,500.00
Special Offering	506.00	1,300.00
TITHES & OFFERINGS 3 - Other	0.00	1.00
Total TITHES & OFFERINGS 3	63,164.03	188,351.00
Total Income	70,183.23	259,003.00
Gross Profit	70,183.23	259,003.00
Expense		
ADVERTISING 14	0.00	1,300.00
APPORTIONMENT 12	11,228.00	33,700.00

05/14/19
 Accrual Basis

Trinity Episcopal Church
 Vestry Report - Budget vs. Actual
 January through April 2019

	Jan - Apr 19	Budget
BANK -EFT FEES 14		
Check and Deposit Slip Order	0.00	150.00
Vanco Fees	204.73	650.00
BANK -EFT FEES 14 - Other	3.90	
Total BANK -EFT FEES 14	208.63	800.00
BUILDING-A Hall (Kitchen) 14		
Equipment Repair & Maintenance	100.00	1,200.00
Propane	218.26	1,000.00
Total BUILDING-A Hall (Kitchen) 14	318.26	2,200.00
BUILDING & GROUNDS MAINT 14		
Equipment Maintenance & Repair	0.00	300.00
Fire Safety & Maintenance	809.00	500.00
Floor Maintenance	0.00	600.00
General Property Repair	-431.57	2,000.00
Grounds Maintenance & Landscape	15.00	250.00
Housekeeping Supplies	264.65	500.00
HVAC Maintenance & Repairs	0.00	1,200.00
Licenses & Fees	55.00	600.00
Pest Control	400.00	1,200.00
Snow Removal, Sanding	2,130.45	3,500.00
Trash Removal	317.40	1,200.00
Water & Sewer Maintenance	60.00	500.00
BUILDING & GROUNDS MAINT 14 - Ot...	0.00	1,000.00
Total BUILDING & GROUNDS MAINT 14	3,619.93	13,350.00
CHRISTIAN FORMATION		
Scholarships	0.00	3,000.00
SOS, Wings		
Facilitator	300.00	750.00
Supplies	39.68	200.00
Total SOS, Wings	339.68	950.00
Youth Christian Formation		
Curriculum	0.00	500.00
Supplies-Activities	0.00	200.00
Total Youth Christian Formation	0.00	700.00
CHRISTIAN FORMATION - Other	164.35	
Total CHRISTIAN FORMATION	504.03	4,650.00
CONVENTIONS 14	0.00	100.00
INSURANCE 14		
General Liability	3,425.00	6,600.00
Worker's Comp	527.00	650.00
Total INSURANCE 14	3,952.00	7,250.00

05/14/19
 Accrual Basis

Trinity Episcopal Church
 Vestry Report - Budget vs. Actual
 January through April 2019

	<u>Jan - Apr 19</u>	<u>Budget</u>
MINISTRIES 14		
Outreach		
Community Outreach	276.99	1,300.00
Food Closet	0.00	2,000.00
Total Outreach	<u>276.99</u>	<u>3,300.00</u>
Parish Life		
Hospitality	258.57	1,000.00
Parish Life - Other	314.13	
Total Parish Life	<u>572.70</u>	<u>1,000.00</u>
Stewardship Program	0.00	450.00
Total MINISTRIES 14	<u>849.69</u>	<u>4,750.00</u>
OFFICE 14		
Accounting Service	1,000.00	2,600.00
Computer Servicing & Maintenanc		
Computer Software - Hardware	287.99	700.00
Website Maintenance	463.21	1,500.00
Computer Servicing & Maintenanc - Ot...	160.00	500.00
Total Computer Servicing & Maintenanc	<u>911.20</u>	<u>2,700.00</u>
Copier		
Property Tax - Copier	0.00	700.00
Toshiba Lease	1,026.10	4,000.00
Toshiba Supplies	51.73	340.00
Xerox Maintenance & Supply	0.00	200.00
Total Copier	<u>1,077.83</u>	<u>5,240.00</u>
Office Supplies		
General Office Supplies	198.62	600.00
Paper	330.57	800.00
Postage	294.35	1,100.00
Total Office Supplies	<u>823.54</u>	<u>2,500.00</u>
Total OFFICE 14	<u>3,812.57</u>	<u>13,040.00</u>
OTHER OPERATING EXPENSES 14	59.46	150.00
PAYROLL 14		
Office Administrator	4,012.00	14,200.00
Office Consultant	1,567.50	2,500.00
Organist	4,626.58	13,364.00
Sexton	2,520.00	8,360.00
Total PAYROLL 14	<u>12,726.08</u>	<u>38,424.00</u>
PAYROLL EXPENSES 14		
Federal FICA Employer Tax	973.55	2,680.00
State of RI Taxes	0.00	600.00
Total PAYROLL EXPENSES 14	<u>973.55</u>	<u>3,280.00</u>

05/14/19
 Accrual Basis

Trinity Episcopal Church
 Vestry Report - Budget vs. Actual
 January through April 2019

	Jan - Apr 19	Budget
PWA LAND LEASE & TAXES 14	0.00	765.00
RECTOR'S COMPENSATION PKG 14		
Continuing Education	240.00	1,000.00
Health Insurance	9,392.00	28,176.00
Pension	1,943.22	12,632.00
Rectory-Phone, Wifi, Cable	727.08	1,800.00
Rectory Electric	584.39	2,000.00
Rectory Oil 1	1,275.59	2,200.00
Salary	19,872.72	57,410.00
Travel & Professional Expenses	439.44	4,000.00
Total RECTOR'S COMPENSATION PKG 14	34,474.44	109,218.00
RECTOR - SUPPLY CLERGY 14		
Mileage	13.92	200.00
Services	220.00	1,400.00
Total RECTOR - SUPPLY CLERGY 14	233.92	1,600.00
SABATICAL FUND 18	0.00	500.00
STATE OF RI MISC FEES 14	22.00	25.00
UTILITIES - Church & Hall 14		
Electric		
Church-Undercroft	1,872.55	6,600.00
Hall	276.60	1,500.00
Electric - Other	757.24	
Total Electric	2,906.39	8,100.00
Oil 2 & 3		
2 Church	1,958.04	3,700.00
3 Hall	2,305.52	1,635.00
Total Oil 2 & 3	4,263.56	5,335.00
WiFi & Phone		
Church-Undercroft WiFi/Phone	846.93	2,700.00
Hall WiFi	239.27	1,100.00
Total WiFi & Phone	1,086.20	3,800.00
Total UTILITIES - Church & Hall 14	8,256.15	17,235.00
WORSHIP & LITURGY 14		
Altar Guild	1,459.94	4,561.00
Music-Choir		
Instrumentalists & Musicians	300.00	600.00
Music	119.63	450.00
Supply Organist	0.00	300.00
Total Music-Choir	419.63	1,350.00

05/14/19
 Accrual Basis

Trinity Episcopal Church
 Vestry Report - Budget vs. Actual
 January through April 2019

	Jan - Apr 19	Budget
Publications - Worship Planning	601.84	655.00
WORSHIP & LITURGY 14 - Other	160.23	100.00
Total WORSHIP & LITURGY 14	2,641.64	6,666.00
Total Expense	83,880.35	259,003.00
Net Ordinary Income	-13,697.12	0.00
Other Income/Expense		
Other Income		
NON-BUDGET INCOME		
Other Collections UTO etc.	60.00	
Capital Campaign Income 8	3,349.50	
Discretionary Income 11	1,512.15	
Food Closet Grant	40.00	
Food Closet Income 10	2,504.75	
Fundraising (Other) 5	71.94	
Memorial Donation Income 11	-24.11	
Mens Group Income 5	1,053.36	
Outreach Income 10	605.00	
Thrift Shop Checking Deposits	5,602.00	
Turkey Supper Income 5	225.00	
Wings Income 10	1,600.00	
Total NON-BUDGET INCOME	16,599.59	
Total Other Income	16,599.59	
Other Expense		
NON-BUDGET EXPENSES		
Congregational Dev Fund Grant D	1,643.45	
Thrift Shop Checking Disb.	4,324.00	
Adult Choir Expense 16	50.00	
Altar Guild Expense 14	889.75	
Capital Campaign Expense 15	17,028.60	
Discretionary Expense 18	1,745.08	
Food Closet Expense 16	4,102.30	
Fundraising Other Expense 14	71.94	
Funds to Other Organiz Exp 18	50.00	
Mem Donation Unrestric Exp 15	1,000.00	
Men's Group Expense 14	415.15	
WINGS Expense 16	1,300.00	
Total NON-BUDGET EXPENSES	32,620.27	
Total Other Expense	32,620.27	
Net Other Income	-16,020.68	
Net Income	-29,717.80	0.00

05/15/19
 Accrual Basis

Trinity Episcopal Church
 Balance Sheet
 As of April 30, 2019

Apr 30, 19

ASSETS	
Current Assets	
Checking/Savings	
FMSI ACH DIRECT DEPOSIT	3,062.39
Navigant Operating Checking 19	24,099.39
Discretionary Checking 18	5,007.67
Thrift Shop Checking 19	2,661.73
Emergency Savings 19	25,245.73
Navigant Restricted Checking 19	
Congregation Development Fund	3,283.04
Adult Choir Fund	6,714.11
Building Fund	4,480.74
Capital Campaign	-11,074.10
Clergy Education Fund	4,241.69
Food Closet	14,961.88
Fundraising (Other)	2,060.00
Memorial Donation (Unrestricted)	4,661.42
Mens' Group	267.44
Missionary Fund	3,532.53
One Time Event	-4,199.01
Outreach	605.00
Pilgrimage Fund	1,725.31
Prayer Shawl Group	100.00
Sabbatical	3,700.00
Turkey Supper	225.00
Wings	300.00
Youth Groups	2,209.96
Total Navigant Restricted Checking 19	37,795.01
CASH BOX	150.00
Petty Cash	100.00
Total Checking/Savings	98,121.92
Other Current Assets	
DIT-Diocesan Investment Trust 4	241,009.11
Total Other Current Assets	241,009.11
Total Current Assets	339,131.03
Fixed Assets	
Church Buildings	1,005,900.00
Total Fixed Assets	1,005,900.00
TOTAL ASSETS	1,345,031.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,078.27
Total Current Liabilities	2,078.27
Total Liabilities	2,078.27
Equity	
DIT-Value Adjustments	-14,484.87
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-10,942.33
Net Income	-29,717.80
Total Equity	1,342,952.76
TOTAL LIABILITIES & EQUITY	1,345,031.03

05/15/19

Trinity Episcopal Church
Food Closet Income/Expense (All)

Accrual Basis

January through April 2019

Type	Date	Num	Name	Memo	Amount
NON-BUDGET INCOME					
Food Closet Grant					
Check	01/22/2019	867	RI Community Food Bank	2018 Q3 Wakefern Grant	0.00
Check	01/22/2019	867	RI Community Food Bank	2018 Q4 Wakefern Grant	
Check	04/12/2019	881	RI Community Food Bank	2019 Feb Shared Maintenance Grant	13.40
Check	04/12/2019	881	RI Community Food Bank	2019 Feb Shared Maintenance Grant	26.60
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
Total Food Closet Grant					40.00
Food Closet Income 10					
General Journal	01/13/2019	\$1101		1101	700.00
General Journal	01/27/2019	\$1492.00		\$1492	215.00
General Journal	02/03/2019	1112.25		1112.25	399.75
General Journal	02/10/2019	\$281		281.00	40.00
General Journal	02/19/2019	\$1215		\$1,215	1,020.00
Sales Receipt	02/19/2019	2/17	Operating Income	"Outreach"	10.00
General Journal	02/24/2019	\$75		\$75	40.00
General Journal	03/17/2019	\$260		\$260	40.00
General Journal	04/07/2019	\$115		115.00	40.00
Total Food Closet Income 10					2,504.75
Total NON-BUDGET INCOME					2,544.75
NON-BUDGET EXPENSES					
Food Closet Expense 16					
Check	01/22/2019	865	Price Rite	12/03 03740168913	-101.91
Check	01/22/2019	865	Price Rite	12/10 03740162471	-219.54
Check	01/22/2019	865	Price Rite	12/17 03740159541	-167.64
Check	01/22/2019	865	Price Rite	12/21 03740513382	-99.24
Check	01/22/2019	866	Grover, Jeanne	Food Closet	-23.00
Check	01/22/2019	866	Grover, Jeanne	Food Closet	-20.00
Check	01/22/2019	867	RI Community Food Bank	474548 12/06	-270.80
Check	01/22/2019	867	RI Community Food Bank	474857 12/20	-295.07
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-40.25
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-20.14
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-19.00
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-27.00
Check	01/31/2019	870	Blackmore, Mary	food closet supplies	-24.84
Check	01/31/2019	871	Grover, Jeanne	Food Closet	-25.94
Check	01/31/2019	871	Grover, Jeanne	Food Closet	-11.00
Check	02/26/2019	873	Price Rite	1/07 03740121039	-72.72
Check	02/26/2019	873	Price Rite	1/22 03740241698	-195.72
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-57.28
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-22.00
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-32.00
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-44.14
Check	03/15/2019	875	Blackmore, Mary	food closet supplies	-11.00
Check	03/15/2019	876	Grover, Jeanne	Food Closet	-25.94
Check	03/15/2019	876	Grover, Jeanne	Food Closet	-21.18
Check	04/09/2019	878	Price Rite	2/04 03740125866	-134.82
Check	04/09/2019	878	Price Rite	2/11 03740100105	-126.63
Check	04/09/2019	878	Price Rite	2/19 03740227218	-79.28
Check	04/09/2019	878	Price Rite	2/22 03740566047	-55.23
Check	04/09/2019	879	Blackmore, Mary	food purchases	-46.14
Check	04/09/2019	879	Blackmore, Mary	food purchases	-18.00
Check	04/09/2019	879	Blackmore, Mary	food purchases	-41.14
Check	04/09/2019	879	Blackmore, Mary	food purchases	-44.14
Check	04/12/2019	880	Price Rite	3/11 03740101490	-143.73
Check	04/12/2019	880	Price Rite	3/16 03740663579	-139.02
Check	04/12/2019	880	Price Rite	3/19 03740297090	-26.85
Check	04/12/2019	880	Price Rite	3/27 03740316919	-174.24
Check	04/12/2019	881	RI Community Food Bank	2/07 475732	-342.16
Check	04/12/2019	881	RI Community Food Bank	2/21 476156	-379.54
Check	04/24/2019	883	Blackmore, Mary	food purchases	-87.51
Check	04/24/2019	883	Blackmore, Mary	food purchases	-96.03
Check	04/24/2019	883	Blackmore, Mary	food purchases	-26.14
Check	04/24/2019	883	Blackmore, Mary	food purchases	-10.70
Check	04/24/2019	883	Blackmore, Mary	food purchases	-37.14
Check	04/24/2019	884	RI Community Food Bank	3/21 476874	-246.51
Total Food Closet Expense 16					-4,102.30
Total NON-BUDGET EXPENSES					-4,102.30
TOTAL					-1,557.55

Website & Social Media Report

May 16, 2019

Respectfully submitted by Justin Greenough

Social Media

Our Facebook presence continues to be successful and grow. The following goals have been accomplished:

- Making sure that the majority of our public or semi-public events are posted as “Events” so that they gain greater exposure.
- Continue to take photos at parish events and post them to Facebook.
- We’ve begun educating and encouraging our members to mark events as “interested” or “going” so that they appear in their friends’ feeds as “Your friends are interested in events nearby.” This habit increases exposure and will help when we begin our more public Fall and Winter events like the Bazaar and Turkey supper.
- We’ve begun encouraging members to send-in photos of parish events and news items about our parish family doing good things in the community.

Website

- The website has been successfully transitioned to our own hosting services and our relationship with Mouseworks is complete.
- A “one-page” website replaced the existing website as a temporary “under construction” presence until the new site and all the new content is ready to release.
- We have transitioned to a Google Calendar that can be maintained by the parish office staff and will be automatically published to the website.
- Information about the upcoming Reservoir Walk has been posted to the temporary website with a link to pay using Paypal. Ownership of the Paypal account has been transitioned from Linda Strocky to the Treasurer and Webmaster.
- New forwarding email addresses with the “@trinitynorthscituate.org” domain have been created for the office, rector, treasurer, and most of our ongoing ministries and events. This will make contacting the right people for each ministry event easier and the addresses can be managed centrally by the webmaster or the parish office staff.
- We have begun the process of building the new website. The following things are complete:

- Met with Rev. Johanna and completed an outline of the content for the site
 - Wrote draft content for 85% of the outlined topics
 - Rev. Johanna has collected bios and photos from all Vestry members
 - Have begun setting-up Wordpress and structuring the pages based on the outline.
-
- To Do:
 - Continue working on website structure and adding draft content.
 - Meet with Rev. Johanna as needed to talk about colors and fonts.
 - Work with Rev. Johanna and/or the Vestry on final edits and approvals of all content.
 - Obtain additional media (photos, videos, etc.) that may be needed to fill-out all of the content pages. There is some discussion about producing videos for some or all of the ministries.
 - Other tasks as they arise.
 - Go-Live!

Office Admin Report

May 16, 2019

Respectfully submitted by Jane Hartman

I would like to propose purchasing a document laminator for the church. There are many licenses and certificates Trinity Church is required to display related to the Food Closet and the kitchen. Rather than purchasing cheap frames for those documents, a laminator would work well and would be inexpensive overall.

Currently I have two Staples gift cards – one for \$5 and the other for \$30. With the use of these cards, I could purchase the following laminator for a total of \$1.79. But I must purchase it soon, as these cards expire June 15.

A package of laminating “pouches” is \$19.00 for 100 sheets (\$0.19 per sheet) – which would last us for years.

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Business Exclusive



Fellowes Spectra 95 Thermal Laminator, 9.5" Width, Silver/Black (5738201)

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