

...delighting in our neighbor enough to serve for their sake...

**Agenda · Vestry Meeting · January 16, 2020
6:30 pm – 8:30 pm**

Gathering

Call to Order

Opening Prayer | Rev. Johanna

Review and Approval of December Vestry Minutes

Follow Up Items

- Ministry articles in Weekly Tidings (Lynette Cunningham)
- Safe Church Training (Gail Harrison)
- Thank you to Officer Ian Noonan (Cindy Chatell)
- Miki Lombardi, Chair; Jill Shurtleff, Co-chair 20-Week Club
- Copier now only prints in black and white. Color prints require a code. Administrator, Treasurer, Rector have individual codes

Nominating Committee Report

Stewardship Report | 2020 Shining our Light Stewardship Campaign

Finance Committee Report | 2020 Proposed Budget Update

Treasurer's Report

- Approval of December's Treasurer's Report for Audit

Property Report

Rector's Time

- AGAIN: It is all about PROCESS!
- Marketing and Management of Rental of Aldrich Hall and our Kitchen

Senior Warden's Time

Proposals

Committee/Ministry Reports

Closing Prayer and Adjournment

Trinity Episcopal Church | North Scituate, R.I.
Vestry Meeting Minutes: December 19, 2019
Respectfully prepared by: Cindy Chatell, Clerk of the Vestry

Attendees: Rev. Johanna Marcure, Susan Newkirk, Steve Gaddes, John Holmes, Bob Liptrot, Kris Gregory, Jill Shurtleff, Cindy Chatell, Jim Segovis, Lynette Cunningham, Megan Picozzi

Absent: Deb Luchka, Levond Jones, Gail Harrison

Opening Prayer by Rev Johanna

#1. Reviewed November Vestry Minutes

- Page 4 Rector's Time – Correct spelling '2020 Apportionment.

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

#2. Follow Up Items

- Steve Gaddes Insurance Renewal. No changes other than Treasurer Contact, Website and Email Address for Administration contact. Recommend that coverage remain unchanged. If traveling out of the country, Trinity would need a Rider to cover trip.
- Clerk of Vestry to send Thank You note to Officer Ian Noonan for his Cross Walk coverage during the Holiday Bazaar.

#3. Senior Warden's Time

- **Graham Hall - Follow up from last month discussion to make better use of the space, relocation of the Thrift Shop and Food Pantry.**
 - Conducted a 'white board' conversation (reference hand out).
 - Hours are driven due to shared volunteer time between parish and non-parish volunteers.
 - Size is adequate, however, need more storage for gift baskets
 - Food closet lacks interview space
 - Need ability to lock cabinets and space
 - Did not feel that there was a broader vision in combining the two ministries.
 - Based on this feedback, take this information, map out the space, and provide the vestry a few options for review and approval.

- Continue to include all volunteers in discussions.

Motion was made and seconded to initiate a process in turning the space in Graham Hall to support the Thrift Shop and Food Closet Ministries. Begin with mapping out space, Vestry to review and approval available options. Review budgetary needs to establish budget for final Vestry approval. All agreed, no opposed.

Motion was made and seconded to continue the work of the established sub-committee and provide benchmark reporting on a monthly basis reporting in 3 months. All agreed, no opposed.

#4. Stewardship Report - Jim Segovis (see report)

- Good news. Pledges appear to be up with a potential of attaining \$193,000.

#5. Finance Committee Report – Steve Gaddes

- Trinity is \$21,000 short of a 2020 balanced budget based on the \$175,000. Baseline.
- Stewardship has confirmed receiving \$170,000 as of 12/11 receipts
- Notify congregation of this deficit and encourage all to speak with their Vestry for more information.
- Vestry members are encouraged to attend the January 2nd Finance Committee Meeting that outlines the 2020 budget and deficit.

Motion was made and seconded to table the 2020 discussion with congregation until further work is completed. All agreed, no opposed.

#5. Treasurers Report – Susan Newkirk

- Susan outlined key takeaways:
 - Copier contract – used our 5 year stipend in 1 ½ years. Received bill in the amount of \$1,045.35 mainly due to color copies
 - Place Pin # on copier and change print to black and white.
 - \$12,000 expense has now been paid off. Up to \$500.00 per month will be transferred to fund capital campaign.
 - Tax penalty due to SECA Tax. Penalty for late payment of \$270.00. Should not occur again.

Motion made to change Tiding to Black and White Print. All approved, no opposed.

Motion made to fund the Sabbatical Fund for 2019 in the amount of \$500.00. All approved, no opposed.

Motion was made and seconded to accept the November 2019 Treasurers Report. All agreed, no opposed.

#6. Property Report - John Holmes

- Four broken lights in rectory have been fixed.
- Doors are 2/3 completed
- Plow Markers purchased.
- Will be sending out three bids for Plowing.
- No other major project until the 2020 Budget has been approved.
- No outstanding invoices.

#7. Hospitality and Sunday School Reports – Megan Picozzi

- Youth groups are going very well.

#8. Food Closet Report

- Add receipt from RI Foundation of \$5,000
- Review how information is handled and shared. Suggest that information be stored on Trinity Campus.

Closing Prayer and Adjournment – 9:25 pm

Nominating Committee Report

January 2020

Prepared by: Rev. Johanna Marcure

Committee Members: Norman Shardlow, at-large member; Levond Jones, Megan Picozzi, Jim Segovis outgoing vestry members; and Rev. Johanna, ex-officio.

The Nominating Committee presents the following slate of Officers to serve a one-year term:

Senior Warden	Steve Gaddes (2020)
Junior Warden	John Holmes (2020)
Treasurer	Donna Martel (2020)
Clerk of the Vestry	Cynthia Chatell (2020)

The Nominating Committee presents the following individuals to fill the three, three-year at-large seats vacant on the vestry:

Pam Borden (2022)
Justin Greenough (2022)
John Morgan (2022)

The Nominating Committee presents the following individuals to serve as delegates and alternate delegates to the 2020 Diocesan Convention:

Delegates to Diocesan Convention:

Steve Lombardi
Phyllis Schumacher

Alternate Delegates to Diocesan Convention:

Jim Segovis
Megan Picozzi

2020 Vestry Officers:

Senior Warden	Steve Gaddes (2020)
Junior Warden	John Holmes (2020)
Treasurer	Donna Martel (2020)
Clerk of the Vestry	Cynthia Chatell (2020)

Members at-large: Class of 2020 Lynette Cunningham
Bob Liptrot
Jill Shurtleff

Class of 2021 Kristine Gregory
Gail Harrison
Deb Luchka

Class of 2022 Pam Borden
Justin Greenough
John Morgan

Stewardship Committee Report

January 2020

Prepared by: Rev. Johanna Marcure

Committee Members: June Guglielmi, Deb Luchka, Donna Martel, Jim Segovis, Chair, Phyllis Schumacher, and Rev. Johanna, ex-officio.

Total Number of Pledges:	108
Total Amount of Pledge Income:	\$202,571.08
Average Pledge Amount:	\$1,875.65

Trinity Episcopal Church
2020 Proposed Budget
 January through December 2020

Ordinary Income/Expense	Budget
Income	
DIT INVESTMENT INCOME 4	10,800.00
FUNDRAISING (not F Closet) 5	27,000.00
OTHER INCOME 5	
Blessing Jars	1,500.00
Hall Rental	
AA Donation	800.00
Aldrich Hall Rental	2,000.00
Total Hall Rental	2,800.00
Income Other Sources	300.00
Interest Income	80.00
Thrift Shop	12,000.00
Total OTHER INCOME 5	16,680.00
TITHES & OFFERINGS 3	
Christmas	1,312.00
Easter	1,030.00
Good Friday 11	500.00
Plate-Non Pledge Offering	2,500.00
Pledges	202,311.00
Pledges Prior Year	700.00
Season Memorials	1,400.00
Special Offerings	600.00
Weekly Flowers	1,600.00
Total TITHES & OFFERINGS 3	211,953.00
Total Income	266,433.00
Gross Profit	266,433.00
Expense	
ADVERTISING 14	1,600.00
APPORTIONMENT 12	38,475.00
BANK -EFT FEES 14	
Check and Deposit Slip Order	150.00
Square & PayPal Fees	100.00
Vanco Fees	650.00
Total BANK -EFT FEES 14	900.00

BUILDING & GROUNDS MAINT 14

	Budget
Building General Repair	4,450.00
Capital Improvement Fund	800.00
Equipment Maintenance & Repair	300.00
Fire Safety & Maintenance	500.00
Floor Maintenance	400.00
Grounds Maintenance & Landscape	250.00
Housekeeping Supplies	614.00
HVAC Maintenance & Repairs	600.00
Kitchen - A Hall 14	
Equipment Repair & Maintenance	1,200.00
Propane	600.00
Total Kitchen - A Hall 14	1,800.00
Licenses & Fees	400.00
Pest Control	1,200.00
Rectory Repair	500.00
Snow Removal, Sanding	3,500.00
Trash Removal	1,225.00
Water & Sewer Maintenance	500.00
BUILDING & GROUNDS MAINT 14 - Other	1,000.00
Total BUILDING & GROUNDS MAINT 14	18,039.00

CHRISTIAN FORMATION

Congregation Spritual Formation	
Facilitator	750.00
Supplies	100.00
Total Congregation Spritual Formation	850.00
Men's Spritual Formation	
Facilitator	750.00
Supplies	100.00
Total Men's Spritual Formation	850.00
Scholarships	2,000.00
Women's Formation.	
Facilitator	750.00
Supplies	100.00
Total Women's Formation	850.00
Youth Christian Formation	
Curriculum	400.00
Supplies-Activities	200.00
Youth-Jr & Sr High Group	300.00

	Budget
Total Youth Christian Formation	900.00
Total CHRISTIAN FORMATION	5,450.00
CONVENTIONS 14	75.00
INSURANCE 14	
General Liability	6,850.00
Worker's Comp	650.00
Total INSURANCE 14	7,500.00
MINISTRIES	
Outreach 13	
Community Outreach	800.00
Food Closet	2,000.00
Total Outreach 13	2,800.00
Parish Life 14	
Hospitality	1,000.00
Total Parish Life 14	1,000.00
Stewardship 14	
Program - Supplies	400.00
Stewardship 14 - Other	500.00
Total Stewardship 14	900.00
Total MINISTRIES	4,700.00
OFFICE 14	
Accounting Service	3,360.00
Computer Service & Maintenance	
Computers Maintenance	500.00
Software - Hardware	700.00
Website Maintenance	200.00
Total Computer Service & Maintenance	1,400.00
Copier	
Color Printing Expense	1,900.00
Property Tax - Copier	700.00
Toshiba Lease	4,000.00
Toshiba Supplies	340.00
Xerox Maintenance & Supply	750.00
Total Copier	7,690.00
Office Supplies	
General Office Supplies	900.00
Paper	500.00

	Budget
Postage	900.00
Total Office Supplies	2,300.00
Total OFFICE 14	14,750.00
OTHER OPERATING EXPENSES 14	100.00
PAYROLL 14	
Office Administrator	15,100.00
Organist	13,364.00
Sexton	6,800.00
Total PAYROLL 14	35,264.00
PAYROLL EXPENSES 14	
Federal FICA Employer Tax	8,300.00
Total PAYROLL EXPENSES 14	8,300.00
PWA LAND LEASE & TAXES 14	765.00
RECTOR'S COMPENSATION PKG 14	
Continuing Education	1,000.00
Health Insurance	29,100.00
Pension	10,700.00
Rectory-Phone, Wifi, Cable	1,800.00
Rectory Electric	2,000.00
Rectory Oil 1	2,200.00
Salary	57,500.00
Travel & Professional Expenses	4,000.00
Total RECTOR'S COMPENSATION PKG 14	108,300.00
RECTOR - SUPPLY CLERGY 14	
Mileage	40.00
Services	450.00
Total RECTOR - SUPPLY CLERGY 14	490.00
SABATICAL FUND 18	500.00
STATE OF RI MISC FEES 14	25.00
UTILITIES - Church & Hall 14	
Electric	
Church	4,800.00
Hall	2,600.00
Total Electric	7,400.00
Oil 2 & 3	
2 Church	3,000.00
3 Hall	3,000.00
Total Oil 2 & 3	6,000.00

	Budget
WiFi & Phone	
Church WiFi-Phone	2,700.00
Hall WiFi	1,300.00
WiFi & Phone - Other	0.00
Total WiFi & Phone	4,000.00
Total UTILITIES - Church & Hall 14	17,400.00
WORSHIP & LITURGY 14	
Altar Guild	
Supplies	900.00
Weekly Flowers	1,600.00
Total Altar Guild	2,500.00
Music-Choir	
Instrumentalists & Musicians	0.00
Music	0.00
Supply Organist	300.00
Total Music-Choir	300.00
Worship Planning & Environment	1,000.00
Total WORSHIP & LITURGY 14	3,800.00
Total Expense	266,433.00
Net Ordinary Income	0.00
Net Income	0.00

TREASURER'S REPORT to the Vestry

TRINITY EPISCOPAL CHURCH, N. SCITUATE, RI

January 16, 2019 Submitted by Susan Newkirk

Report questions sent to Accountant for Clarification or correction

Balance Sheet:

- **Current Liabilities:** The Edron color copy bill should have been booked in December as the invoice was dated 12/31.
- **Capital Campaign:** The negative balance looks a bit low to me given the Non Budget transaction register shows income of \$4042 and expenses of \$17028.60. I've asked the accountant to review this and advise.

Budget vs Actual Report

- **Christian Formation/SoS,Wings:** The \$325 showing under other should be charged to Sos,Wings Facilitator.
- **Toshiba Copier:** The new line item requested Color Copy Overage is not showing. This is where the December bill referenced above should be listed and it is not. This will be a varied re-occurring expense in 2020 as well.
- **Ministries/ Outreach/Community Outreach:** The expense of \$133.98 under Outreach/-Other should be booked under Community Outreach.
- **Sabbatical Fund Transfer:** I did not see it on the transaction report. The expense should be reflected on the 2019 report, as it is a budget line item. The Vestry voted in December to transfer the \$500. I may have sent the request in Jan. If it shows in 2020 that would be ok as it is a line item in the 2020 budget. The thing is at the end of 2020 if the vestry votes again to transfer the funds, that transfer will have to be booked in 2021 so we don't exceed the budgeted amount for 2020

Note: Funds to Other Organizations: \$28 is owed to the UTO.

Food Closet Report: In December the food closet received a \$5000 grant from the RI Foundation. A combination of the grant and donations in December have given the food closet adequate funds until approximately June, if their monthly expenses remain the same or less than 2019.

2018 Audit: Audit committee members have been contacted and we are working to coordinate a day and time to meet regularly.

2020 Budget: The Finance committee has finalized the 2020 budget and it is now ready for Vestry review and approval. Some areas of concern discussed at the previous Vestry meeting have been resolved as additional pledges have been received. We still rely heavily on fundraising to meet our annual budget. I recommend the vestry continue to work on developing better ways of generating income to enable the church to meet expenses in the future.

New Treasurer in 2020 – Shift in Duties: The responsibility of overseeing the counters, updating counter forms and procedures, issuing donation envelopes and generating statements are all tasks traditionally handled by the Assistant Treasurer (along with entering the weekly donations into the donation tracking program). Lynette Cunningham will now assume responsibility for all the above duties, in the roll of Assistant Treasurer. Kelly Lemire will assist Lynette by continuing to manage all aspects of the Vanco system.

Before the next vestry meeting, all necessary check signing changes and account updates will be made to reflect the name of our new treasurer.

I will continue to be available and provide support to the new treasurer if needed. I wish to thank all vestry members for the support given to me over the past several years. My best wishes to the new vestry as you head into the new year with some very exciting projects on the agenda.

01/15/20
Accrual Basis

Trinity Episcopal Church
Balance Sheet
As of December 31, 2019

Dec 31, 19

	<u>Dec 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Navigant Operating Checking 19	57,197.11
Discretionary Checking 18	5,411.68
Thrift Shop Checking 19	2,220.37
Emergency Savings 19	25,304.25
Navigant Restricted Checking 19	
Congregation Development Fund	3,283.04
Adult Choir Fund	4,979.15
Building Fund	1,580.74
Capital Campaign	-3,947.82
Clergy Education Fund	4,241.69
Food Closet	24,103.38
Fundraising (Other)	2,000.00
Funds to Other Organizations 18	28.00
Memorial Donation (Unrestricted)	1,716.42
Missionary Fund	3,532.53
Pilgrimage Fund	1,725.31
Prayer Shawl Group	100.00
Sabbatical	4,200.00
Wings	163.00
Youth Groups	2,209.96
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Total Navigant Restricted Checking 19	49,915.40
Cash Box - Fundraising	150.00
Petty Cash	93.01
	<hr/>
Total Checking/Savings	140,291.82
Other Current Assets	
DIT-Diocesan Investment Trust 4	251,377.65
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Total Other Current Assets	251,377.65
Total Current Assets	391,669.47
Fixed Assets	
Church Buildings	1,005,900.00
	<hr/>
Total Fixed Assets	1,005,900.00
	<hr/>
TOTAL ASSETS	1,397,569.47
	<hr/> <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	5,001.47
	<hr/>
Total Current Liabilities	5,001.47
	<hr/>
Total Liabilities	5,001.47
Equity	
DIT-Value Adjustments	-4,116.33
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-10,942.33
Net Income	9,528.90
	<hr/>
Total Equity	1,392,568.00
	<hr/>
TOTAL LIABILITIES & EQUITY	1,397,569.47
	<hr/> <hr/>

01/15/20
Accrual Basis

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

	Jan - Dec 19	Budget
Ordinary Income/Expense		
Income		
DIT INVESTMENT INCOME 4	10,793.13	11,000.00
FUNDRAISING 5	34,812.11	29,377.00
OTHER INCOME 5	17,150.02	30,275.00
TITHES & OFFERINGS 3	198,159.10	188,351.00
49900 · Uncategorized Income	43.64	
Total Income	260,958.00	259,003.00
Gross Profit	260,958.00	259,003.00
Expense		
ADVERTISING 14	1,135.75	1,300.00
APPORTIONMENT 12	33,695.00	33,700.00
BANK -EFT FEES 14	846.26	800.00
BUILDING-A Hall (Kitchen) 14	927.49	2,200.00
BUILDING & GROUNDS MAINT 14	8,565.91	13,350.00
CHRISTIAN FORMATION	3,199.48	4,650.00
CONVENTIONS 14	60.00	100.00
INSURANCE 14	7,345.00	7,250.00
MINISTRIES 14	2,087.06	4,750.00
OFFICE 14	11,596.45	13,040.00
OTHER OPERATING EXPENSES 14	93.59	150.00
PAYROLL 14	34,772.50	38,424.00
PAYROLL EXPENSES 14	8,337.10	3,280.00
PWA LAND LEASE & TAXES 14	705.64	765.00
RECTOR'S COMPENSATION PKG 14	104,785.55	109,218.00
RECTOR - SUPPLY CLERGY 14	591.80	1,600.00
SABATICAL FUND 18	0.00	500.00
STATE OF RI MISC FEES 14	22.00	25.00
UTILITIES - Church & Hall 14	17,606.62	17,235.00
WORSHIP & LITURGY 14	6,683.45	6,666.00
Total Expense	243,056.65	259,003.00
Net Ordinary Income	17,901.35	0.00
Other Income/Expense		
Other Income		
NON-BUDGET INCOME	100,569.87	
Total Other Income	100,569.87	
Other Expense		
NON-BUDGET EXPENSES	108,942.32	
Total Other Expense	108,942.32	
Net Other Income	-8,372.45	

Trinity Episcopal Church
Vestry Report - Budget vs. Actual

01/15/20
Accrual Basis

January through December 2019

	Jan - Dec 19	Budget
Net Income	<u>9,528.90</u>	<u>0.00</u>

01/15/20
Accrual Basis

Trinity Episcopal Church
Food Closet Income/Expense (All)
January through December 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 G...	13.40
Check	04/12/2019	881	RI Community Food Bank	2019 Feb Shared Maintenance G...	26.60
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
Check	04/24/2019	884	RI Community Food Bank	2019 Grant	
General Journal	05/05/2019	2977.00		Scituate Art Festival Grant	2,000.00
Check	05/23/2019	1005	RI Community Food Bank	2019 Q1 Wakefern Grant	138.32
Check	05/23/2019	1005	RI Community Food Bank	2019 Q1 Wakefern Grant	11.68
Check	06/11/2019	1014	RI Community Food Bank	2019 Q1 Wakefern Grant	0.00
Check	06/11/2019	1014	RI Community Food Bank	2019 Q1 Wakefern Grant	0.00
Check	08/06/2019	1036	RI Community Food Bank	2019 Q2 Wakefern Grant (7/18/19)	18.49
Check	10/28/2019	1069	RI Community Food Bank	2019 Q# Wakefern Grant (xx/xx/19)	
Check	11/26/2019	1078	RI Community Food Bank	2019 Q# Wakefern Grant (xx/xx/19)	
General Journal	12/22/2019	\$5100		\$5100	5,000.00
Check	12/31/2019	1087	RI Community Food Bank	2019 Q3+Q4 Wakefern Grant (11...	119.96
Total Food Closet Grant					7,328.45
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
General Journal	05/20/2019	666.00		666.00	6.00
General Journal	06/02/2019	1623		\$1623.00	1,176.00
General Journal	06/16/2019	1703.00		1703.00	45.00
General Journal	06/23/2019	2069.00		2069.00	70.00
General Journal	06/30/2019	\$427		427.00	225.00
General Journal	07/14/2019	\$128		Restricted deposit 7/14	20.00
General Journal	07/21/2019	\$137.50		Restricted deposit 7/21	28.00
General Journal	07/28/2019	497.00		Restricted deposit 7/28	5.00
General Journal	08/18/2019	155.00		\$155	35.00
General Journal	08/18/2019	155.00		\$155	25.00
General Journal	08/25/2019	\$1371		\$1371	155.00
General Journal	09/01/2019	672		\$672	7.00
General Journal	09/15/2019	2631		restricted 2631.00	80.00
General Journal	09/22/2019	\$1337		\$1337	32.00
General Journal	10/13/2019	125.00		125.00	100.00
General Journal	10/19/2019	1407.00		1407.00	135.00
General Journal	11/03/2019	725		725	405.00
General Journal	11/10/2019	211		211	110.00
General Journal	11/17/2019	746		holiday baskets	295.00
General Journal	11/17/2019	746		746	55.00
General Journal	11/23/2019	376		376.00	120.00
General Journal	12/01/2019	462.00		462.00	40.00
General Journal	12/08/2019	1072		\$1072	1,005.00
General Journal	12/15/2019	1981		\$1981	467.00
General Journal	12/22/2019	\$5100		\$5100	100.00
General Journal	12/23/2019	\$1422.00		\$1422	385.00
General Journal	12/29/2019	\$1247.81		\$1247.81	20.00
Total Food Closet Income 10					7,650.75
Food Closet Walk Income					
General Journal	04/29/2019	1779.50		1779.50	605.00
General Journal	06/13/2019	Paypal		K Greene	0.00
General Journal	06/14/2019	Paypal		M Greene	0.00
General Journal	06/14/2019	Paypal		G Lucci, M Lucci	0.00
General Journal	06/16/2019	1703.00		1703.00	1,525.00
General Journal	06/16/2019	Paypal		A Berling	0.00
General Journal	06/23/2019	2069.00		2069.00	1,725.00
General Journal	06/30/2019	\$427		427.00	125.00

01/15/20

Trinity Episcopal Church
Food Closet Income/Expense (All)

Accrual Basis

January through December 2019

Type	Date	Num	Name	Memo	Amount
Deposit	07/31/2019			PayPal Transfer KDS	344.49
Total Food Closet Walk Income					4,324.49
Total NON-BUDGET INCOME					19,303.69
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
Check	05/23/2019	1003	Blackmore, Mary	volunteer appreciation luncheon	-74.89
Check	05/23/2019	1003	Blackmore, Mary	volunteer appreciation luncheon	-24.00
Check	05/23/2019	1003	Blackmore, Mary	volunteer appreciation luncheon	-11.32
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-38.56
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-18.00
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-12.14
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-12.00
Check	05/23/2019	1004	Blackmore, Mary	food purchases	-20.00
Check	05/23/2019	1005	RI Community Food Bank	4/04 477234	-138.32
Check	05/23/2019	1005	RI Community Food Bank	4/18 477593	-106.55
Check	06/11/2019	1014	RI Community Food Bank	5/02 477927	-204.48
Check	06/11/2019	1014	RI Community Food Bank	5/16 478345	-125.78
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-7.35
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-20.14
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-42.21
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-32.14
Check	06/18/2019	1015	Blackmore, Mary	food purchases	-43.00
Check	06/18/2019	1016	Price Rite	4/22	-107.70

01/15/20
 Accrual Basis

Trinity Episcopal Church
 Food Closet Income/Expense (All)
 January through December 2019

Type	Date	Num	Name	Memo	Amount
Check	06/18/2019	1016	Price Rite	4/29	-118.32
Check	06/18/2019	1016	Price Rite	5/08	-64.35
Check	06/18/2019	1016	Price Rite	5/13	-46.38
Check	06/18/2019	1016	Price Rite	5/20	-178.46
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-144.86
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-54.14
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-32.14
Check	07/02/2019	1027	Blackmore, Mary	food purchases	-22.28
Check	07/11/2019	1029	Price Rite	1-30 days	-194.67
Check	07/11/2019	1029	Price Rite	current	-361.74
Check	08/06/2019	1036	RI Community Food Bank	June BFF	-184.87
Check	08/06/2019	1036	RI Community Food Bank	7/18 479777	-68.32
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-74.42
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-48.21
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-36.98
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-24.00
Check	08/14/2019	1039	Blackmore, Mary	food closet supplies	-36.00
Check	08/19/2019	1040	Price Rite	7/1	-117.48
Check	08/19/2019	1040	Price Rite	7/10	-44.10
Check	08/19/2019	1040	Price Rite	7/17	-131.49
Check	08/19/2019	1040	Price Rite	7/22	-200.13
Check	08/19/2019	1040	Price Rite	7/23	-35.76
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-46.21
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-31.00
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-21.00
Check	09/11/2019	1056	Blackmore, Mary	food closet supplies	-16.00
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-47.21
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-45.00
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-23.14
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-46.00
Check	10/28/2019	1068	Blackmore, Mary	food closet supplies	-29.07
Check	10/28/2019	1069	RI Community Food Bank	Sept 1 BFF	-518.47
Check	10/28/2019	1069	RI Community Food Bank	9/05 #480817	-125.53
Check	10/28/2019	1069	RI Community Food Bank	9/19 #481156	-129.49
Check	10/28/2019	1070	Price Rite	7/29	-187.65
Check	10/28/2019	1070	Price Rite	8/05	-47.49
Check	10/28/2019	1070	Price Rite	8/14	-90.90
Check	10/28/2019	1070	Price Rite	8/21	-80.61
Check	10/28/2019	1070	Price Rite	8/27	-33.15
Check	10/28/2019	1070	Price Rite	9/02	-127.95
Check	10/28/2019	1070	Price Rite	9/09	-44.55
Check	10/28/2019	1070	Price Rite	9/16	-108.72
Check	10/28/2019	1070	Price Rite	9/23	-91.92
Check	11/06/2019	1072	Jones, Levond	Aldi 10/28	-19.96
Check	11/06/2019	1072	Jones, Levond	Brigido's 10/31	-15.70
Check	11/26/2019	1076	Price Rite	9/29	-160.57
Check	11/26/2019	1076	Price Rite	10/07	-94.83
Check	11/26/2019	1076	Price Rite	10/16	-63.96
Check	11/26/2019	1076	Price Rite	10/23	-82.63
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-25.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-23.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-23.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-43.00
Check	11/26/2019	1077	Blackmore, Mary	food closet supplies	-46.00
Check	11/26/2019	1078	RI Community Food Bank	10/03 #481504	-292.23
Check	12/10/2019	1081	Grover, Jeanne	holiday vegetables	-278.00
Check	12/10/2019	1081	Grover, Jeanne	gift cards	-300.00
Check	12/31/2019	1085	Price Rite	10/28	-87.63
Check	12/31/2019	1085	Price Rite	11/13	-81.95
Check	12/31/2019	1085	Price Rite	11/20	-47.66
Check	12/31/2019	1086	Blackmore, Mary	food closet supplies	-188.00
Check	12/31/2019	1086	Blackmore, Mary	food closet supplies	-28.00
Check	12/31/2019	1086	Blackmore, Mary	food closet supplies	-26.00
Check	12/31/2019	1086	Blackmore, Mary	food closet supplies	-19.00
Check	12/31/2019	1086	Blackmore, Mary	food closet supplies	-12.00
Check	12/31/2019	1087	RI Community Food Bank	11/07 #482268	-20.10
Check	12/31/2019	1087	RI Community Food Bank	11/21 #482665	-119.96

01/15/20
Accrual Basis

Trinity Episcopal Church
Food Closet Income/Expense (All)
January through December 2019

Type	Date	Num	Name	Memo	Amount
Total Food Closet Expense 16					-11,349.22
Food Closet Walk Expense					
4K Walk					
Check	06/18/2019	1017	Jones, Levond		-5.35
Check	06/24/2019	1026	Giovine, Kathleen	ice, gift card 4K Walk	-62.81
Check	07/02/2019	1028	Rhode Island State Police	June 25 invoice for 6/22/19	-352.36
Total 4K Walk					-420.52
Total Food Closet Walk Expense					-420.52
Total NON-BUDGET EXPENSES					-11,769.74
TOTAL					7,533.95

Building & Grounds Committee Report

January 2020

Prepared by: John Holmes, Junior Warden

- As you have seen the Church Kitchen has undergone a complete cleaning Times two. This was an impromptu task by the Building and Grounds committee. As Junior warden I was surprised and elated with the results.
- The one thing that was missing, planning. In other words, no exchange of ideas. But as always with such a diverse group we pulled it off, great job. I cannot begin to estimate the savings. I will say this, no company could have done the job the guys did.
- The Bishop's chair in the church has been repaired, but still needs a new cover of cloth.
- Shea Reed and I have cleaned the Janitor's closets out and re-organized them.
- Snow removal to date has been light, I hope this trend holds out, providing some savings.
- My charge this year is to focus on using existing project planning sheets developed by the Treasurer.
- Then present the projects to the Vestry with cost estimates and savings. This is my focus and I will insist no additional projects will be started without prior Vestry approval. Reason, monies have been allocated for projects to be completed this year.
- Goals to be met, start a preventive maintenance 'To Do' list for future tasks around the Church proper.
- Thanks for all your support, we appreciate it.

To: Members of the Vestry
Trinity Episcopal Church
North Scituate, RI

From: Justin Greenough, Trinity Member

Re: Proposal for a “Kitchen Committee”

Dear Members of the Vestry,

I’m writing you in proposal that we form a small standing “Kitchen and Hall Committee” that will be primarily responsible for the general upkeep of the commercial kitchen in Aldrich Hall as well as working to propose and implement policies and procedures that will keep the facility in good working order for both parish events and as a rental property.

As such, I would suggest the following committee responsibilities:

- Meet as needed, a minimum of twice per year.
- Coordinate a twice-annual “Deep Cleaning” of the kitchen and vault and a checklist for doing so. This would ideally happen in the summer (prior to Labor Day) and in the Winter (January or February) so that the kitchen is ready for our fall fundraisers and is properly restored to order after them. As part of the deep cleaning, each ministry or committee that regularly uses the kitchen would be asked to send one or two workers. This would include, of course:
 - The Men’s Group
 - The Bazaar
 - The Turkey Supper
 - Hospitality
 - St. George’s Ministry
- When budgetary funds permit, establish a contract with a professional cleaning company to have the hood, ranges, and flooring professionally steam-cleaned on a periodic basis.
- Establish a “Policies and Procedures” binder to be left in the kitchen for all users to refer to and relevant associated signage to be posted around the facility. This would contain:
 - Cleanup checklists
 - Instructions for using all appliances
 - Instructions for keeping the vault tidy
 - Basic Food Safety

- Responsibilities of renters
- Frequently asked Questions
- Establish a list of consumable items that are provided out of the parish budget for use by all ministries such as cups, napkins, takeout containers, coffee service items, cleaning supplies, etc. and procedures for reordering or purchasing new supplies when needed.
- Ensure that our commercial kitchen certification is kept current and attempt to have no fewer than two parishioners who are trained and certified in food safety at all times.
- Work with the Vestry and Parish Office to establish processes and procedures for rental of both Aldrich Hall and the Kitchen. Assure that there are mechanisms for the following:
 - Making sure the renter left the kitchen and hall in the expected condition after use and that it has been locked-up after the event.
 - A cleaning deposit or fee that can be used to have the hall cleaned (by a parishioner or the Sexton) in the event that a renter does not leave it as it was found.
 - Policies and procedures for allowing the use or rental of items from the vault, from cookware to serviceware.
 - Establishing a list of “Preferred Catering Partners” that we can offer to renters who may wish to bring in a caterer.
 - Establishing a list of any add-on services or products that can be provided for an extra fee. For example, supplies for coffee service, disposable plates and flatware, sterno fuel, tablecloths, etc.
- Work with the Vestry to gradually replace and upgrade small equipment that has reached the end of its useful life (such as dull vegetable peelers, knives, etc.)
- Work with the Vestry to establish long-term plans for improvement projects. For example:
 - Addition of a deep fat fryer
 - Increased refrigeration capacity
 - Minor construction to the vault to reduce critter access
 - Direct plumbing water to the coffee machines

To: Members of the Vestry
Trinity Episcopal Church
North Scituate, RI

From: Justin Greenough, Trinity Member

Re: Proposal for an “Amazon Wishlist”

Dear Members of the Vestry,

I’m writing to you to propose that we create a parish “Amazon Wishlist.” I first saw this done by The Episcopal Conference Center. The camp maintains an ongoing list of items offered by Amazon.com that the camp is in need of, from office and craft supplies to furnishings for buildings and renovation projects like their current project to rebuild the medical dispensary. The list is linked to from their website and social media accounts and generous donors can choose to order anything off the list and have it shipped directly to the camp.

It occurred to me that Trinity could make use of the same feature to help supply items that we would like to have but that, for one reason or another, cannot be included in our annual budget or capital campaigns at this time. For example:

- Hand cooking tools (knives, peelers, thermometers, “Maid” cutters, etc.) needed to replace aging or broken tools in the Aldrich Hall vault.
- Easy-Up canopies for use during the Turkey Supper and other outdoor events
- Kleenex to offset the cost of providing them in the church pews
- Supplies for our hospitality ministry (tea, paper cups, drink mixes, etc.)
- Office or computer supplies needed above and beyond the usual budgeted items
- Large-Print copies of the BCP and Hymnal
- Items to support various ministries (Sunday School, Youth Group, Sock Sunday, St. George’s, Food Closet, etc.)

I realize that ideally, most of these items would be funded through the annual pledge and budget processes, but that’s not always possible and occasionally, people want to be able to donate “a thing” rather than money. This wish list allows us to make sure people are donating the things we have the most need for.

Please let me know if you would like to move forward with this proposal and I will begin working with Rev. Johanna and the parish office to set-up and maintain the list and promote it on the website and social media.

Sincerely,
Justin Greenough

Hospitality Report to Vestry

January 2020

Respectfully submitted by Megan Picozzi

After reflecting back to our last Vestry/Budget Meeting, and giving great thought about our financial situation, I spoke with Steve Gaddes and Rev. Johanna about how we could save money with our coffee hour budget. After speaking with them, the decision was made that Steve Gaddes would install a coffee rack to hang coffee mugs in Aldrich Hall near the serving window. Over the next two weeks, an invitation will go out to our church family in "This Week at Trinity" to please bring a mug from home for them to use during fellowship after church or other church functions/meetings. Each person will be responsible for their mug (washing and placing it back on the rack) extra mugs will be purchased for visitors or for those who forgot their mug. By doing this, I hope to save money within the hospitality's budget and to help the environment.

Sunday School Report to Vestry

January 2020

Respectfully submitted by Megan Picozzi

I would just like to take a moment to comment on our Epiphany Celebration on January 6th. The Epiphany Celebration was well attended by many parishioners and visitors. The children and youth in our parish did an amazing job reading, acting out the parts, playing instruments and being greeters. I also wanted to recognize our amazing and dedicated Sunday School teachers who support and lead our children and youth each week as they learn the teachings of Jesus and stories from the Bible. Thank you to the parents of these wonderful children. I would also like to thank our High School Youth Group leaders, the 2 wise men singers, Pat Cichy and Rev. Johanna for their support, guidance, gifts and love. I hope I did not forget anyone, if I did, my apologies. Thank you again and God Bless!

FOOD CLOSET VESTRY REPORT – DECEMBER 2019

SUBMITTED BY JEAN GROVER AND LEVOND JONES

Clients Served in December: 54 families

New Clients in December: 4

CHRISTMAS BASKETS: In addition to the 54 families served during their routine monthly Food Closet visits, 70 Christmas baskets were provided to members of our community.

ADOPT-A-CHILD PROGRAM: Our Adopt-a-Child program provided gifts to 40 children at the St Mary's Home and 29 gifts to children of clients of our Food Closet.

RETAIL PICK-UP PROGRAM: Price Rite and Brigido's IGA (RI Community Food Bank Program)

Meat Provided by IGA: 312.40 pounds

Meat Provided by Price Rite: 0 pounds

Bread Provided by IGA: 261.00 pounds

Pastry Provided by IGA: 196.05 pounds

RI FOUNDATION GRANT REQUEST: Our grant request for \$5,000.00 was approved by the RI Foundation.

SCITUATE LIONS CLUB: We received a check for \$1,000.00 from the Lions Club to support our holiday baskets program again this year.

TEFAP PROGRAM: The TEFAP (USDA) Food Program administered by the RI Community Food Bank has allowed us to provide a wide range of food items to our clients at no cost to us. Many of the items under the USDA program are not available from the Food Bank's regular inventory.