

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

**Agenda · Vestry Meeting · February 20, 2020  
6:30 pm – 8:30 pm**

**Gathering**

**Call to Order**

**Opening Prayer** | Rev. Johanna

**Food Closet Concerns** | Mary Blackmore and Jean Grover

**Review and Approval of 2020 Annual Meeting Minutes**

**Review and Approval of January Vestry Minutes**

**Rector's Time**

- Welcome of New Vestry Members
- Office Administrator Letter of Resignation
- Scheduling | Vestry Retreat

**Follow Up Items**

- Ministry articles in Weekly Tidings (Lynette Cunningham)
- Safe Church Training (Gail Harrison)
- Twenty-Week Club Check-in
- Coffee Mugs
- Marketing of Aldrich Hall
- Kitchen Committee Coordination

**Treasurer's Report**

- Motion to change the Signatory on Trinity checking account at Navigant Bank from outgoing Treasurer, Susan Newkirk to incoming Treasurer, Donna Martel.
- Approval of January's Treasurer's Report for Audit

**Property Report**

**Committee/Ministry Reports**

- Bazaar

**Closing Prayer and Adjournment**

## QUESTIONS RE: RELOCATION OF FOOD CLOSET

- HAVE WE HAD GRAHAH HALL CHECKED BY A STRUCTURAL ENGINEER FOR ABILITY OF FLOORS TO HANDLE LOADED CABINETS AND COOLING UNIT WEIGHT? (PROBABLY A STUPID QUESTION!)
- 39# POUNDS OF FOOD FOR AVERAGE FAMILY OF FOUR. SUGGEST THAT VESTRY MEMBERS CARRY THIS POUNDAGE UP AND DOWN STAIRS AND RAMP TO CHECK THE FEASIBILITY OF OUR CLIENTS DOING THIS.
- FOOD FROM RICFB ARE DELIVERED LARGE, OFTEN VERY HEAVY, CASES OF FOOD. OUR STAFF WOULD HAVE TO CARRY THEM UP THE RAMP. THE RICFB STAFF IS NOT SUPPOSED TO BRING OUR FOOD INDOORS. IN THE PAST, SOME OF THE DRIVERS DID ASSIST WHILE WE WERE ON THE FIRST FLOOR. THIS WOULD BE A PROBLEM FOR THE DRIVERS IF DELIVERING TO THE SECOND FLOOR UP A RAMP.
- WHEN BOB, OUR DRIVER, PICKS UP FROZEN MEAT FROM IGA AND PRICE RITE, THESE LARGE CASES ARE VERY HEAVY AND WOULD HAVE TO BE CARRIED UP THE RAMP.
- CLIENTS HAVE VARIOUS HEALTH ISSUES (BREATHING PROBLEMS (E.G., HAVING TO SIT DOWN WHEN THEY ARRIVE AT FOOD CLOSET BECAUSE OF BREATHING DIFFICULTY), USE WALKERS, CANES, ETC., THAT MAKE IT DIFFICULT FOR THEM TO CARRY PACKAGES TO THEIR VEHICLES.
- MAJORITY OF OUR CLIENTS ARE ELDERLY (OVER 50 YEARS OLD) AND/OR DISABLED. OUR OLDEST CLIENT IS OVER 90 YEARS OLD.

TRINITY EPISCOPAL CHURCH / North Scituate, R.I.

PARISH 2020 Annual Meeting Minutes: – January 26, 2020

Respectfully prepared by: Cindy Chatell, Clerk of the Vestry

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**Attendees: Rev. Johanna Marcure, Susan Newkirk, Donna Martel, Steve Gaddes, John Holmes, Bob Liptrot, Kris Gregory, Jill Shurtleff, Cindy Chatell, Lynette Cunningham, Megan Picozzi, Gail Harrison, Jim Segovis, Deb Luchka and Levond Jones**

The Rev Johanna Marcure opened the Annual Meeting at 10:30 am with prayer

#1. Cindy Chatell informed Rev Johanna that the Quorum was met for the meeting with 74 people signing the register.

#2. Rev. Johanna asked parishioners to review the minutes from the 2019 Annual Meeting.

**Motion was made by Chris Picozzi and seconded to approve 2019 Annual Meeting Minutes. All approved, no opposed.**

### **#3. 2019 Sacramental Record Report**

- Rev Johanna stated ere were 2 Baptisms; 2 Marriages and 7 Butrials in 2019.

### **#4. Nominating Committee Report**

- Rev Johanna thanked the outgoing Vestry Members
- John Morgan reminded the congregation the importance of visiting a vestry meeting.
- **A motion was made and seconded to open the polls at 10:45 am. All agreed, no opposed.**
- Nominating Committee presents the following individuals to fill the 3, three-year at large seats
  - Pam Borden
  - Justin Greenough
  - John Morgan
  - Donna Martel will be the new Treasurer with Lynette Cunningham as Assist. Treasurer.
- Nominating Committee presents the following individuals to serve as delegates and alternate delegates to the 2020 Diocesan Convention
  - Steve Lombardi
  - Phyllis Schumacher

- Alternate
    - Jim Segovis
    - Megan Picozzi
- No nominations from the floor

## #5. Rector's Address

- Rev. Johanna gave the Rectors address. She thanked the congregation for all the continued work within each of the ministries. She reminded the congregation of our dependency on fundraising to meet annual budget and the good work by the Stewardship Committee to increase contribution.

## #6. Treasurer's Report by Susan Newkirk

- Susan Newkirk reviewed the 2019 Profit & Loss Sheet and 2019 Balance Sheet.
  - Net Income Balance of \$5,425.34.
  - Restricted Checking Account will be reviewed in 2020
  - Statements will be emailed to those who provide an email address

**Motion was made and seconded to approve the 2019 Treasurer's Report as presented for audit. All agreed, no opposed.**

- Review 2020 Proposed Budget by Susan Newkirk and Steve Gaddess
  - Finance Committee was able to present a balanced 2020 proposed budget.
  - Stewardship Pledges totaled \$202,311.00
  - Rev Johanna reminded the congregation the importance of a stewardship faith based budget.
  - Funds were added to support Building and Formation
  - 2020 Budget is based on 2019 actual spend
  - Just Greenhow asked if there are other areas that need to be funded
    - Steve Gaddes stated that Salaries is an area that will need to be reviewed in the future.

**Motion was made by John Morgan and seconded to adopt the 2020 Proposed Budget. All agreed, no opposed.**

## #7. Stewardship Report by Jim Segovis

- Reminded the congregation of some of their activities
  - Generosity Vine, Blessing Jar that collected \$1,817.77 and Men's Second Sunday Breakfast
  - Final major initiative was the Annual Stewardship Campaign. Theme this year centered on the idea 'Shining Our Light'. Goal was to reach \$200,000 in pledges.

- Exceeded expectation with 109 pledges totaling \$203,708.08.

#### **#8. Questions / Clarification on Annual Reports**

- No questions from the congregation

#### **#9 Election of 2020 Officers & At Large Vestry Members**

- Rev Johanna declared the Polls Closed

**Motion was made and seconded to close the polls at 11:40. All agreed, no opposed.**

**Motion was made and seconded to accept the nominated members of the 2020 Vestry. All approved, no opposed.**

#### **#10 Election of 2020 Delegates and Alternates to the 2020 DRI Convention.**

**Motion was made and seconded to accept the 2020 Delegates and Alternates to the DRI Convention. All approved, no opposed.**

#### **#11. Announcements**

- Youth Pancake Supper on February 25<sup>th</sup>
- Justin Greenhow reminded the congregation of the Craft Meeting that is held the 4<sup>th</sup> Thursday each month.
- Looking for Turkey Supper Captains. Sign up sheets located in Aldridge Hall
- Take and Bake sign up sheets. Available up until Wednesday with distribution on Sunday

**Motion was made and seconded to adjourn the 2020 Annual Meeting at 11:50 am. All approved, no opposed.**

**TRINITY EPISCOPAL CHURCH / North Scituate, R.I.**

**PARISH VESTRY MEETING MINUTES: – January 16, 2020**

**Respectfully prepared by: Cindy Chatell, Clerk of the Vestry**

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**Attendees:** Rev. Johanna Marcure, Susan Newkirk, Donna Martel, Steve Gaddes, John Holmes, Terry Holms, Bob Liptrot, Kris Gregory, Jill Shurtleff, Cindy Chatell, Lynette Cunningham, Megan Picozzi and Gail Harrison

**Absent:** Jim Segovis, Deb Luchka, and Levond Jones

**Guests:** John Morgan

Opening Meditation by Rev Johanna

### **#1. Reviewed the December, 19, 2019 Vestry Minutes**

- No changes made

**Motion was made and seconded to approve the December 19, 2019 Vestry Minutes. All approved, no opposed.**

### **#2. Follow Up Items**

- Ministry articles in Weekly Tiding – Lynette stated will start in February
- Safe Church Training – Gail stated that she will start in February
- Thank you note to Officer Ian Noonan was sent by Cindy Chatell
- Miki Lombardi, Chair and Jill Shurtleff, Co-Chair the 20 Week Club
- Copier now only prints in Black and White. Color prints require a code.

### **#3. Nominating Committee Report**

- Rev. Johanna provided an update from January's Nominating Committee Report.
- Nominating Committee consists of Norman Shardlow, Levond Jones, Megan Picozzi, Jim Segovis and Rev Johanna.
- Nominating Committee presents the following individuals fill the three, 3 year at-large seats vacant on the Vestry:
  - Pam Borden
  - Justin Greenough
  - John Morgan

- 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

#### **#4. Stewardship Report**

- Rev Johanna provided an update from January's Stewardship Committee meeting
- Total pledges are 108
- Pledged income totals \$202,571.08 with an average pledge amount of \$1,875.65
- Need to provide Treasurer with a Youth Envelop cross-reference list that includes Name and Number for improved tracking.

#### **#5. Finance Committee Report**

- Steve Gaddes provided an update
- Based on the latest Pledge update from the Stewardship Committee, the Finance Committee was able to submit a balanced budget for 2020.
- Some noted adjustments were made:
  - Christian Formation is equally funded for Men's, Women's and Congregation in the amount of \$850.00 each.
  - Added \$800 to Capital Improvement Fund
- 2020 Budget will be presented to the congregation during the Annual Meeting on January 26<sup>th</sup>

#### **#6. Treasurer's Report – Susan Newkirk (see report)**

- \$1,100.00 Thrift Closet donation made to Trinity Food Closet.
- Ministry funding is the responsibility of the Vestry. Will review Trinity's procedures with all ministry leaders to keep all better informed of accounting process.

**Motion was made and seconded to approve donation for \$1,100.00 to Trinity Food Closet as one-time event. Executive Committee will meet to review and decide who will review budget process with ministry leaders. All approved, no opposed.**

- Donna Martel working with Susan since June 2019 for smooth transition as Susan steps down as Treasurer.
- Susan reviewed 2020 Balance Sheet and 2019 January thru December Budget vs. Actual.
- Susan confirmed the 2020 Budget will be balanced.
- Lynette Cunningham has taken on the Assistant Treasurer role.
- Accountant will review the 2019 Capital Campaign, as expenses appear to be low. Possibly will increase by another \$3,000. Will advise.
- Food Closet received a \$5,000 grant from RI Foundation. Also received \$1,000 from Lions Club.
- In 2020, need to determine which funds can be moved to DIT where more interest dollars can be earned.

**Motion was made and seconded to accept the 2019 December Treasurer's Report for audit. All approved, no opposed.**

**Motion was made and seconded to approve the 2020 Budget and present during the January 26, 2020 annual meeting. All approved, no opposed.**

#### **#7. Property Report - John Holmes**

- Bishop chair repaired
- Need to clean office in Aldridge Hall. Jill and Megan agreed to help clean.
- Need to receive bids on Pest Control. Bob Liptrot is also investigating alternative options.
- Install door stops on restroom doors (Vestry approved)
- Vacuum available in Graham Hall for Altar Guild
- Obtain quote on installing outlet outside of Aldridge Hall.
- Clean gutters and wash backside of Rectory.
- Vestry requests that meeting notes be submitted on a monthly basis.

#### **#8. Letter from Justin Greenough Re: Kitchen Committee**

- Postpone review until new 2020 Vestry is active
- Susan Newkirk confirmed that there are budget monies available to professionally clean stove 1 time per year.
- Jill and Rick Shurtleff and Steve Gaddes would like to be included on Committee
- Cindy Chatell and Gail Harrison volunteered to help with marketing and management of Aldridge Hall rental space. Provide an update during the February 2020 Vestry meeting.
- Jill Shurtleff requested the use of Aldrich Hall on February 29<sup>th</sup> for the annual Spaghetti Supper to Benefit Autism.



**Motion was made and seconded to allow the Benefit to use Aldrich Hall, providing it was available, for the Autism Benefit at no cost. All approved, no opposed.**

- Megan reminded the Vestry that the Youth Pancake Supper will be held on February 25<sup>th</sup> in Aldrich Hall.

**#9. Letter from Justin Greenough Re: 'Amazon Wishlist'**

- Postpone request until new Trinity Website is completed.

**#10. Warden's Time**

- Steve Gaddes stated that the Graham Hall Project sub-committee will provide the Vestry an update within 2 months.

**#11.** Kris Gregory noted that the Scituate Chief Police stated that the traffic study is still under review.

**Closing Meditation and Adjournment – 8.35 pm**

## **TREASURER'S REPORT to the Vestry**

Trinity Episcopal Church, N. Scituate, RI

February 20, 2020 Submitted by Donna Martel

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**2018 Audit:** Audit committee members have been contacted and we are working to coordinate a day and time that is convenient for all involved.

**Crosswalk Update:** There is a balance due of \$8,517.87. The job has not been completed as the State of RI Highway Department will be doing some road repairs in the area of the crosswalk sometime in the future.

**New Treasurer:** Once approved by the Vestry all necessary check signing changes and account updates will be made to reflect the name of the current treasurer.

**Toshiba Copier:** A "lock" has been placed on the copier which will prevent color copies from being made without a code. Those given a code are Rev. Johanna, the treasurer and the parish administrator. This will cut down on over-usage of color copy expenses.

## Trinity Episcopal Church Vestry Report - Budget vs. Actual

January 2020

	Jan 20	Budget
Ordinary Income/Expense		
Income		
DIT INVESTMENT INCOME 4	0.00	10,800.00
FUNDRAISING 5	0.00	27,000.00
OTHER INCOME 5	451.69	16,680.00
TITHES & OFFERINGS 3	19,704.15	211,953.00
Total Income	20,155.84	266,433.00
Gross Profit	20,155.84	266,433.00
Expense		
ADVERTISING 14	0.00	1,600.00
APPORTIONMENT 12	3,206.25	38,475.00
BANK -EFT FEES 14	49.25	900.00
BUILDING & GROUNDS MAINT 14	407.77	18,039.00
CHRISTIAN FORMATION	633.10	5,450.00
CONVENTIONS 14	0.00	75.00
INSURANCE 14	0.00	7,500.00
MINISTRIES 14	97.45	4,700.00
OFFICE 14	1,581.04	14,750.00
OTHER OPERATING EXPENSES 14	0.00	100.00
PAYROLL 14	4,029.00	35,264.00
PAYROLL EXPENSES 14	814.96	8,300.00
PWA LAND LEASE & TAXES 14	0.00	765.00
RECTOR'S COMPENSATION PKG 14	9,585.51	108,300.00
RECTOR - SUPPLY CLERGY 14	0.00	490.00
SABBATICAL FUND 18	0.00	500.00
STATE OF RI MISC FEES 14	0.00	25.00
UTILITIES - Church & Hall 14	2,357.21	17,400.00
WORSHIP & LITURGY 14	353.59	3,800.00
Total Expense	23,115.13	266,433.00
Net Ordinary Income	-2,959.29	0.00
Other Income/Expense		
Other Income		
NON-BUDGET INCOME	3,786.80	
Total Other Income	3,786.80	
Other Expense		
NON-BUDGET EXPENSES	2,511.06	
Total Other Expense	2,511.06	
Net Other Income	1,275.74	
Net Income	-1,683.55	0.00

Trinity Episcopal Church

Balance Sheet

As of January 31, 2020

02/14/20  
Accrual Basis

	Jan 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Navigant Operating Checking 19	43,138.44
Discretionary Checking 18	5,039.69
Thrift Shop Checking 19	2,419.16
Emergency Savings 19	25,311.64
Navigant Restricted Checking 19	
Congregation Development Fund	3,283.04
Adult Choir Fund	4,979.15
Building Fund	1,580.74
Capital Campaign	-3,860.82
Clergy Education Fund	4,241.69
Food Closet	25,289.57
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
Total Navigant Restricted Checking 19	51,188.59
Cash Box - Fundraising	150.00
Petty Cash	100.00
Total Checking/Savings	127,347.52
Other Current Assets	
DIT-Diocesan Investment Trust 4	251,377.65
Total Other Current Assets	251,377.65
Total Current Assets	378,725.17
Fixed Assets	
Church Buildings	1,005,900.00
Total Fixed Assets	1,005,900.00
<b>TOTAL ASSETS</b>	<b>1,384,625.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	-696.88
Total Current Liabilities	-696.88
Total Liabilities	-696.88
Equity	
DIT-Value Adjustments	-4,116.33
Opening Balance Equity	1,398,097.76
Unrestricted Net Assets	-6,975.83
Net Income	-1,683.55
Total Equity	1,385,322.05
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,384,625.17</b>

02/14/20  
 Accrual Basis

Trinity Episcopal Church  
 Food Closet Income/Expense (All)  
 January 2020

Type	Date	Num	Name	Memo	Amount
<b>NON-BUDGET INCOME</b>					
Food Closet Grant					
Check	01/15/2020	1090	RI Community Food Bank	2019 Q3+Q4 Wakefern Grant (12...	121.90
Check	01/15/2020	1090	RI Community Food Bank	2019 Q3+Q4 Wakefern Grant (12...	58.14
Total Food Closet Grant					180.04
Food Closet Income 10					
General Journal	01/20/2020	1151		\$1151	1,151.00
General Journal	01/26/2020	222.00		\$222	200.00
Total Food Closet Income 10					1,351.00
Total NON-BUDGET INCOME					1,531.04
<b>NON-BUDGET EXPENSES</b>					
Food Closet Expense 16					
Check	01/15/2020	1090	RI Community Food Bank	12/05 #482871	-121.90
Check	01/15/2020	1090	RI Community Food Bank	12/19 #483322	-98.70
Check	01/15/2020	1090	RI Community Food Bank	bal fwd less payment 1078	-20.10
Check	01/15/2020	1091	Price Rite	12/04	-14.85
Check	01/15/2020	1091	Price Rite	12/09	-9.90
Check	01/15/2020	1091	Price Rite	12/16	-59.60
Check	01/15/2020	1091	Price Rite	01/06/2020	-19.80
Total Food Closet Expense 16					-344.85
Total NON-BUDGET EXPENSES					-344.85
<b>TOTAL</b>					<b>1,186.19</b>

## **Buildings & Grounds Committee Report**

February 2020

Prepared by John Morgan

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The meeting was called to order at 8:02 am by Buildings & Grounds chair, John Holmes, beginning with prayer.

In attendance were John Holmes, Bob Bouthillier, Eric Petersen, Norm Shardlow, and John Morgan. Becky Smith was also in attendance.

John welcomed Becky and invited her input throughout the meeting ahead. Becky noted that she joined the meeting in hopes of offering her time and talents to the Ministry, especially regarding grounds projects. Becky manages a large family farm in Connecticut.

John Holmes presented a Projects List for review as a basis for the agenda (attached).

Items on the list were reviewed by John Holmes with several points of discussion:

1. Drainage from the main driveway between the Church and Aldrich Hall continues to be a problem in heavy rains, despite the installation last year of the durable edging material. The garden bed outside the Music Room is a point where the water backs. Relocating the plants and replacing them with a simple area of drainage rock would correct the problem. John noted that the work could be done in-house with little or no expense. All were in favor of recommending this to Vestry.
2. Use of the Building & Grounds Project Report (3/4/19) was encouraged for all future projects to provide the Vestry with the greatest detail possible.
3. An alternative to the current lock boxes was discussed to avoid the frequent occurrence of people leaving the code unchanged when returning the key, therefore leaving the buildings vulnerable. Further discussion is needed.
4. Repair to the black aluminum railing is needed. To be addressed in the early Spring.
5. The effort to continue cleaning the wooded area behind the Church and Aldrich Hall continues. John Holmes has procured the required burn permit each day as necessary to burn off the minor debris in a controlled burn. Kudos to Rabbi Joe for the beautiful work behind the Rectory.
6. Discussion about new projects that board members feel would benefit the Church, must be conveyed by a project report, developed by the Treasurer. As a Junior warden I will not accept any new projects without the Project Report.

Other discussion ensued, none resulting in any reportable action items.

Our next scheduled meeting will be March 7, 2020 at 8:00 am in the Undercroft.

The meeting adjourned at 9:30 am.

## **Food Closet Committee Report**

February 2020

Prepared by Jean Grover and Levond Jones

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Clients Served in January: 60 families

Individuals Served: 160

New Clients in January: 3

**FOOD CLOSET RECERTIFICATION:** The Food Closet has been recertified for another year by the RI Community Food Bank. Recertification consisted of updating Food Closet Account Information Form and executing a revised Member Agency 2020 Basic Agreement.

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

Meat Provided by IGA: 388.05 pounds

Meat Provided by Price Rite: 40.0 pounds

Bread Provided by IGA: 266.60 pounds

Pastry Provided by IGA: 169.60 pounds

**RI FOUNDATION GRANT:** We received a \$5,000 grant from the RI Foundation.

**"THANK YOU" LETTERS:** In the process of sending "thank you" letters to all of the organizations that have supported us during 2019.

**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. We recently received the following notice from the Food Bank which will have an impact on the Food Closet operating budget starting in 2021:



TEFAP has provided our network with an incredible amount of food in the past 6 months – over 3 million pounds which equaled just over 80 truckloads! This food has been a great help and increased our overall supply.

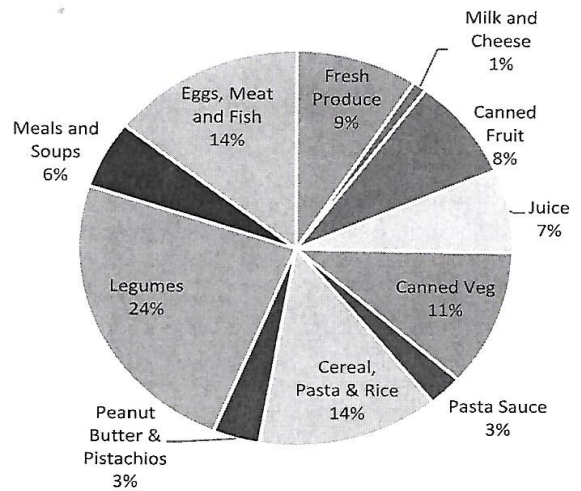
In the next 6 months we anticipate less TEFAP. Overall, we should receive about 2.28 million pounds which equals about 58 full truck loads.

Currently regular TEFAP is being increased by extra loads called trade mitigation loads. Trade loads are funded with money that has been provided to help offset some of the impact of the new trade policies. The money helps to relieve American farmers who had been hurt by the Administration’s trade policy.

**Start to anticipate changes to TEFAP in January 2021!**

Trade Mitigation funding has been approved through December of 2020 which seems like a long time in the future. However, we all know how quickly time passes, so we should keep in mind that once trade ends there will be a big impact on TEFAP. In the past 6 months, trade represented more than half of the TEFAP pounds (see table to the right).

TEFAP Pounds Received by Category



	Pounds	Truck loads
Regular TEFAP	1,478,917	39
Trade Mitigation	1,654,315	41.5
Total TEFAP	3,133,315	80.5

Received in July through December 2019

**Program Reminders**

1. All Food Bank pantries and meal sites qualify for the program.
2. Make sure that all recipients have a signed self-declaration form on file!
3. Fresh TEFAP product can be distributed as frequently as needed to get it out before it spoils!