

## Trinity Episcopal Church

Vestry Minutes in-person and via Zoom

July 20, 2023

Present in Person: Rich Jones, Melissa Alaire, Dave Thurmer, Judy Hall

Present via zoom: Holly Webb Sr. Warden, Cassie Whitcomb, Jay Slenker,

Not Present: Elizabeth Bushy

**I. Call to Order:** Mother Sarah called the meeting to order at 5:05 pm with a prayer.

**II. June's minutes.** The minutes were not available to approve.

**III. Treasurer's Report:** Dave made a motion to accept the Treasurer's Report for June and Melissa seconded and the motion was called with unanimous approval, no abstentions.

**IV. Priest's Report:** Sarah requested to go into Executive Session to discuss a personnel matter at 5:08 pm and leave at 5:16 pm.

A. Sarah reported that Linda Fay, Trinity Treasurer, had drawn 10 k from the Broadlake Account. The amount was more than needed and the Finance committee recommends the excess be placed in a holding fund, rather than return to Broadlake. Rich made a motion to accept putting the excess funds into a holding account and Dave seconded and the motion was called with unanimous approval, no abstentions.

### **V. New Business:**

A. **Proposal for Policy for email voting.** Melissa made the motion to recommend to replace the existing policy with the proposed new policy (Appendix A). Holly seconded and the motion was called with unanimous approval, no abstentions. The email voting case of Bruce Howard was mentioned, who received unanimous approval to be on the Audit team.

B. **2022 Audit Review.** Rich made a motion to accept the audit review and Dave seconded and the motion was called with unanimous approval, no abstentions.

C. **Fundraising ideas form OE Team.** Dave mentioned the purchase of a new tent, since the present one is very difficult to assemble. Sarah noted the new church logo has been deconstructed to make a decal for the tent header. OE Team is making plans to have a Talent Show and Silent Auction and set the fundraising goal of \$1,200. No specific date was announced. Homecoming Sunday, scheduled for September 24, which will co-organized with

the Women and Friends of Trinity and will feature baked potato with tons of toppings. The month of October was discussed as a busy month with the WOT Rummage Sale scheduled and the Halloween parade, may be too busy for the OE Talent Show and Silent Auction.

The following fundraising ideas were presented: Spaghetti dinner, Chocolate Fest Chili cook-off, Another type of food cook-off, Pancakes with Saint Nick or the Easter Bunny, Bingo with Food, Silent auction, Car wash, Benefit Concert, Recital Organ Concert, Basket Raffle and Game Supper.

## **VI. Old Business**

**A. Sound system Bid:** Rich reported he is waiting to receive the cost of live stream ability that was added to the first bid which contains a package of services desired. A first bid was received and Rich requested a new bid with the added live stream feature. Discussion followed on the need of purchasing ear buds, priced at \$2400 each, to go with the new sound system or wait and evaluate the situation after the sound system has been upgraded. It was thought that with an upgraded system hearing could be improved. The first bid will expire shortly and a one week extension will be requested. Rich will also inquire, if the new sound system will have Bluetooth capacity.

Mother Sarah commented that new sound system could be completed by Christmas.

The possibility of obtaining Mission Grant Money for the purchase of the sound system which can be as high as 50% of the cost, was discussed.

**B. Memorial Garden Bid:** Revised bids were received from Ground Up for both the Memorial Garden and the general church grounds. Judy thought the bids were high and all the mulch was not needed. Included in the July vestry agenda packet: map of the church grounds, indicating the 13 different gardens along with an illustration of the Memorial Garden, a spreadsheet which inventoried the plants in each garden and a page on Storm water mitigation information. Judy suggested power washing, to remove the green algae growing on the lower exterior walls and will look into the cost. Rich shared a bid from Salt Ash Landscaping for general pruning, mulching and hauling away the yard waste, for less than \$1,000. A motion was made by Rich to accept the bid and spend \$1,000 to get the work done and Jay seconded and the motion was called with unanimous approval, no abstentions.

Discussion followed on the memorial garden and the price of the stone for the inner ring and the idea of stone benches. To better understand and communicate what is needed

when, Judy will create a time line for the garden and landscaping projects. Once the three year plan is developed and agreed upon other bids will be solicited.

**C. Organ Project Update:** Mother Sarah gave an update on the organ project.

Discussion followed. The importance of having the stage area free and usable was noted.

**D. Building and Grounds:**

a. Rich will contact the **paving** company to follow up on the project progress.

b. **The Bats:** Mother Sarah reported that she is leaving the lights on to deter the bats from reentering the church. She is also looking into have the tower openings screened shut

c. **Campus Lighting:** waiting on the permit process.

d. **Wifi Updates:** Sarah discussed the topic.

e. **Sound system:** discussed earlier

**E. Report of Email Voting:**

a. On 8/13/23 Holly made a motion via email to approve the 7.26.2023 Sound System bid from AVE. Dave seconded. All in favor, no abstentions.

b. On 9/5/23 Rich made a motion to the Executive team to spend \$1,200 on additional lighting on the west side of the parish office as well as a brighter bulb replacement for a light near the library-side ramp exit. Melissa seconded. All in favor, no abstentions.

NO AUGUST MEETING

The meeting was adjourned at 7:10 pm

## Appendix A

### Policy for tracking voting by email:

In the event it becomes necessary to seek vestry approval for an action or expenditure in between regularly scheduled vestry meetings, the Priest, or Sr. Warden in the absence of the Priest, shall follow the following procedures:

1. Send an email to all vestry members with a proposal for the action or expenditure required and requesting a motion and second for the same;
2. The vestry members shall have 24 hours to consider, discuss, and comment on the motion, using the "Reply All" function within the email;
3. At the end of 24 hours, the Priest/Sr. Warden shall call for a vote;
4. Each vestry member shall vote yes, no, or abstention, using the "Reply All" function;
5. The Priest/Sr. Warden shall save the entire email stream and provide a copy to the clerk of the vestry;
6. The Priest/Sr. warden shall add an addendum to the minutes for the prior month's vestry meeting memorializing the motion, second, and vote of the vestry, with a copy of the email stream containing the details to be maintained with the prior month's minutes.