

Trinity Episcopal Church, Rutland, VT
Vestry Meeting Minutes
March 20, 2015

Present: David Rugger., Melissa Alarie, Shannon Hill, Dave Thurmer., Diane Novak, Cassie Whitcomb, Lois Castonguay, Judy Hall, Sarah Ginolfi, and Holly Webb, Clerk. Absent: Brandy Blosser.

ADDITIONS/CHANGES TO AGENDA

Sarah advised there were a couple of things that need to be added to today's agenda.

Under the Critical Project section, we need to add under "what else?"

- g. Parish kitchen hood
- h. Development of a "Snow Plan."

Dave T. made a motion to approve the agenda. Seconded by Shannon. Unanimously approved.

FORMATION SESSION

I. Call to Order/Opening Prayer 5:02

II. Formation/Bible Study

Sarah shared a simple liturgy from "Daily Prayer for All Seasons." Discussion and sharing of thoughts followed amongst vestry members and Sarah.

III. Rector's Report

A. Out of town for Storytelling Workshop May 29th -June 7th

Sarah shared that she is going to a storytelling workshop in Portland, Oregon May 29 to June 7th, with Mark Yaconelli. Deacon Liz will cover while she's away. It is considered a continuing education time for Sarah.

B. Summer Youth Mission Trip and Pilgrimage Partnership with Burlington UCCs

The Trinity Youth Group will be partnering with a Burlington UCC youth group for a Rutland Mission Trip and Pilgrimage. Their youth group came to us via a mutual friend when their original plans fell through. The youth plan to camp out at the church from Thursday June 19th through Wednesday June 23rd. Then they'll transition to a camping trip to Emerald Lake State Park from the 23rd-25th. While in Rutland, they will do something with BROCC, help with the Pride Festival, and perhaps assist with Companions in Wholeness. Sarah mentioned the possibility hiring Elizabeth Franzoni to assist with this event and requested authorization to offer her compensation for her time. She couldn't be a driver since she's not 25 and would have to take "safe church" training. Funds are available in the Youth Fund and some leftover funds from the donation for the narthex windows that would likely cover all or most of the cost. Discussion followed.

C. Rescheduling April Vestry Meeting (to avoid Maundy Thursday of Holy Week conflict)

There is a need to reschedule the date of the April meeting instead of 4/17 which occurs during Holy Week. This can be decided offline as there doesn't seem to be a consensus at this meeting. Also needing to be rescheduled is the June 19th vestry meeting because of the Youth event just discussed.

D. Looking ahead: Rector Sabbatical Planning (eligible in 2026)

Sarah wants to get this on Trinity's radar. She doesn't feel like Trinity is entirely ready for and comfortable about her taking a sabbatical yet, so this will likely occur in 2027 or 2028. It will be helpful for more organizational structure to be in place when the sabbatical occurs. She advised there is a Lily Grant available for Sabbatical costs, which is like a \$40K grant. Competitive process and not guaranteed, but she'll go for it.

BUSINESS SESSION

I. Approval of February Retreat Meeting Minutes

Motion to approve the February Retreat minutes by Diane; second by Dave T. Discussion. Vote: Unanimous approval.

II. Treasurer's Reports for February

Motion to approve the February Treasurer's Report by Melissa; second by Lois.

Discussion: Sarah explained some of the numbers for benefit of newer vestrypersons – that budget income in relation to budget expenses both are at about 21% so we are on track for the year so far.

We have an estimate from Bendig for the paving of the parking lot at \$46K. This will, in part, be split with the Bank. Most of the work is to completely redo the rear lot. It's expensive to do that. We are hoping to secure two more bids. There are funds in the Property Fund in the Non-Operating Account to cover Trinity's share of the cost, but we need to scope the proposed bids out well. Sarah explained the cost vs. benefits of the shared parking lot with the bank. Mentioned when the lot is repaved, the hope is to include more handicap spaces near the sanctuary.

Announcement was made that Sallie Gill will be taking over as chair of the Finance Committee.

Vote to approve the Treasurer's Report: Unanimous approval.

III. Trinity Presents Recap and Future-Planning (David R)

At last count, the Ampersand concert raised over \$3,000.

The next concert, to be presented by Bruce Griffin, the fee is only \$275. Bruce has a long history with Trinity. The concert will be on May 11th, Mother's Day. The General Fund will be the beneficiary of Trinity's share of the concert receipts.

David suggested that it would be desirable to host a reception in Nourse Hall following this concert to give concert goers a greater chance to greet the artist and make it a more positive experience that will attract and encourage folks to come back for more Trinity Presents.

Upcoming Concerts:

Reggie Mobley's concert in October will be our most expensive concert for the year, he's a very high-profile artist, but it will be less complicated logistically.

Diana Fanning, who has long history with Trinity, date yet to be determined but it will be in the Fall of 2025 or Spring of 2026.

Nick VanBloss – an internationally renowned concert artist. He is proposing to perform the Bach Goldberg Variations and include a Master Class with his concert offering. David mentioned he has put in an application for a \$4500 grant from the Diocese and that Trinity would be very likely to be approved. David is also working on a Vermont Council on the Arts grant. If we get the grant funding, we will have brought in more money than we have spent and we are well positioned right now as to the continuing viability of the Trinity Presents series. We need approval for funds for the Diana Fanning and VanBloss concerts.

David R. made a motion to approve \$3000 (\$1000 for Fanning; \$2000 for VanBloss) for these two concerts. Seconded by Dave T. Vote: Unanimous approval.

IV. Organ Project Update (David R)

David R. report: Attachment of David's email with details)

David went on to explain to the vestry:

Phase I has been completed insofar as all work to be done by Peter Walker. The voicing of the organ to be done by Larry Nevin has yet to be scheduled and performed.

Linda Fay advised that Peter Walker's final invoice had been paid, but Peter tells us he has not received the payment. Recommendation was to have issue a stop payment and have the check reissued. David's understanding is there is a mutually signed a Release signed by Trinity and Walker whereby Walker acknowledges receipt of all payments and releases any potential salvage rights he may have on any pipes; and that the Release sunsets the contract for Phase I in all respects.

Going forward we need to be proactive rather than reactive with the organ and its care. We need to develop a clear, well thought out plan, including discerning what the core requirements for the organ are, what the state of the organ is now that Phase I is complete. Larry Nevin will be engaged to do a complete assessment and diagnostics so we can develop a comprehensive plan. The cost for this evaluation will be in the range of \$3500-\$4000 for 3-4 days evaluation, a report, a meeting to discuss his findings and recommendations, along with follow-up and maintenance plans.

Question was raised: Where would the money for this evaluation come from? Discussion of the availability of funds in the Organ Fund for this purpose and it was explained that the Organ Fund was intended to be an Endowment Fund from which we would only spend dividends on tunings, repairs, etc. It was never intended to be for items of this magnitude.

David indicated that this assessment needs to be done in the now, but at the utmost within the next 1-2 years. However, we separately need to figure out what our long-term plans, needs, expectations are. David explained the importance of the Choir Division of the organ that does not work well 10 out of 12 months of the year and the need to address this problem as soon as possible.

Motion to approve up to \$4200 for Larry Nevin to do the assessment made by David R., seconded by Diane. Vote: Unanimous approval. Note: Resource for funding for this expense did not appear to be included in the motion.

Discussion also occurred regarding the possibility of removing some of the front pews in the sanctuary so that the Bösendorfer piano could be moved into the Sanctuary. We need to consider logistics for doing this. There followed some discussion as to the logic of removing all of the pews at some point in time and replacing them with chairs so the space could be more flexible for families and disabled individuals, but the thought was tabled until this can be explored more fully with the whole parish. Judy suggested that we move this to a time when this topic can be addressed more fully with intention.

V. Trinity Exercise Program Proposal from Steve Singiser

Steve has made a proposal for a new ministry at Trinity involving an exercise program. Steve has prepared a written release to be signed by participants waiving any liability of Trinity for associated with injury to any participant in the program. David T. made a motion to approve the proposal, seconded by Judy. Vote: Unanimous approval.

VI. Ideas for Structuring and Organizing our Vestry

Sarah suggested vestry skip down to “c.” below. Issued an invitation for vestry to get some thoughts down.

- a. Mission Statement: Following Jesus. Building Community. Love through Service
- b. Flow and Structures of Meetings
- c. Vestry Assignments (SWEEPS) Stewardship, Worship, Evangelism, Education, Pastoral, Property, Service.

Vestry members indicated to Sarah the areas they feel will be a good fit for them to participate.

<u>Stewardship</u>	<u>Worship</u>	<u>Evangelism</u>	<u>Education</u>	<u>Pastoral</u>	<u>Property</u>	<u>Service</u>
Diane.	Dave	David	Sarah	Shannon	Judy	Judy
David R.	Lois	Melissa	Melissa	(Liz+)	Lois	Cassi
(Sarah)			Brandy		Dave	Brandy

Discussion on development of ministry oversight buddies whereby there would be two people instead of a single person overseeing/sponsoring each category of vestry assignment

Sarah: There need to be more people to keep track of things needing attention at Trinity; Identify what is missing that we need to address.

What are the buddies responsible for doing as to each of the categories for SWEEPS?
What would they actually do?

This is a process to be developed; it's in progress and we will to get to the specifics.

Judy questioned: Is there some call to action here? Response: Not yet. Sarah needs to sit with this, and with Wendy and get some ideas of action items to be addressed and be able to provide more specifics at the next meeting.

The vestry agreed to help Sarah to develop a direct priority list. We need to rebuild the structure, oversight, and management of overall handling of all tasks and needs at Trinity.

VII. Critical Projects for 2025

Sarah gave an overview of the items listed below.

- a. Organ Project Discernment – David will work with Sarah on fleshing this out.
- b. Rectory (Siding/Soffits & Eaves/Heat Pumps, Paving, Loose ends from Phase 1)
working on priorities for on-going projects at the vestry
- c. Paving: Southeast Parking Lot and North Lot- previously discussed

d. Parish Roof – Conrad Meub is researching that for us and will get us his findings so we can look at them. This is a huge ticket item.

Need to discuss the need for undertaking a capital campaign, because all these projects collectively are a lot of money. But a decision about the roof needs to be made immediately. Sarah will send us Conrad's research materials and findings. The former vestry approved \$25K from the Building Fund (Smith/Benson Account). Proposal is for a \$25K contract advance, and then the remaining \$25K to be paid later.

David offered to do some investigation for grant funding. Sarah mentioned the Lily Endowment and Trinity Wall Street may be a potential resource for Grant Fundings.

Not going to vote on it tonight, but possibly discussion/further investigation will occur outside of a vestry meeting and a vote done online, as this needs to get done very soon.

e. Chapel Ramp Refinishing

f. What else? - See g. and h. additions from the addendum to the Agenda at the beginning of the Minutes.

VIII. "Homework" – Complete Online Safe Church Training
Reminder for new vestry members to get this scheduled and done.

Prayer Time: Prayers led by Sarah, followed by vestry responses.

Next vestry meeting TBD

IX. Adjournment 6:59 p.m.

IIX. Report of Email Voting

- (1) In a series of emails sent on March 12th, 2025, Dave Thurmer motioned to approve the updated Sculpture Placement Agreement. Melissa seconded. Members of the Vestry cast a unanimous vote to approve the agreement in emails sent March 13th-15th, 2025.
- (2) In a series of emails sent on March 24th, 2025, Cassi motioned to approve the revised February meeting minutes. David Rugger seconded. Vestry approved this motion unanimously in emails sent March 25th-26th, 2025.
- (3) In a series of emails sent on April 8th, 2025, Judy made a motion to accept the \$50k bid from Fontaine Roofing to fix the roof. Dave Thurmer seconded. The Vestry approved the bid in emails sent April 9th-10, 2025.