

**TRINITY EPISCOPAL CHURCH, RUTLAND, VT**  
**Vestry Minutes**  
**May 16, 2024**

**Call to order at 5:06**

**I. Call to Order/Opening Prayer**

**II. Approval of March Minutes (still pending) and April Minutes**

SG notes that finding a clerk is imperative, but finding willing candidates can be challenging.

Fern moves to accept; Brandy seconds; No discussion; Passed Unanimously.

**III. Treasurer's Reports for March and April**

SG notes that extra fuel expense is due to the extra visits from the organ builder during the cold months.

Jay moves to accept; Dave Thurmer 2nds. Passed Unanimously

**IV. Priest-in-Charge's Report**

SG met with several parents of young people and they expressed enthusiasm about the potential of a youth space. The current nursery space was proposed as a potential youth room. Video games were mentioned.

Discussion followed about the surprising places where the nursery was located.

SG: One of the first things the youth group wants to do is make the space their own. This included customizing the space with donated furniture.

There was a discussion about the need to reform our buildings and grounds procedure. Our current vestry does not reflect necessarily the contractor-adjacent specialties. We have a handful of projects that will be closed out. But we need to have a team that deals with buildings and grounds.

DT - Wonders if there should be a speaker or some sort of speaker set-up to help parents in a potential outer narthex area.

SG - We will note that with Judy's report that our grounds and building management strategy needs to evolve and expand.

**V. New Business**

**A. Mission Statement Activity**

SG: There was an additional, explicit mention of *young people* inserted in the mission statement. We can now send this forward to the congregation. There have been expressions of gratitude and positive interest from all.

Mission statement: Progress continues in the process. When we decide on one, we should double check whether or not it is trademarked.

SG - perhaps we should do a ranked-choice vote style survey of the congregation. Please engage in the survey. If there is a tie, perhaps we can be a tie breaker. If there are two chosen, perhaps we can find one that is more forward-looking.

**B. Campus Lighting** – East side/Memorial Garden area

-There is an area of the campus on the east side where the lights do not reach. In these dark places, Gil finds the most needles and drug accessories. We also have some huge bushes outside.

Jay: Do we need to get Mark (the electrician) back and have him put in higher intensity bulbs?

SG: The way they are working is not optimum. They are not daylight bulbs. He was already out here to give a quote, but we would be making just a few small additions.

Jay revealed that the area we are discussing is actually a non-functional door to the bathroom in the narthex.

Agreed Action: We will follow up for a quote on additional lighting.

**C. Buildings and Grounds Spending Analysis and Discernment**

SG - Upon an analysis of the ledger report, we note that we are radically under-spending on the good upkeep of the buildings and grounds

Jay - Suggests that we keep the \$8500 line item and then use the S&B fund for larger capital projects.

Fern - It would be well to separate out the rectory, the grounds, landscaping, etc.

SG - We need more professional help with leaves because it is beyond the capacity of the parishioners. Perhaps we could have a building maintenance fund and then a separate grounds fund. And then maybe the rectory could be separate, as Fern suggested.

Judy - suggests that the lawncare be a totally separate line item. And security should be its own line item as well. The costs are aligned with tax categories because then it is much more transparent. We should be able to immediately pull out and reference specific line items in terms of cost.

SG - What are the categories?

Judy - Lawn and Grounds for church, Lawn and Grounds for the Rectory, Office Supplies, Security. Perhaps we should send it to the finance team. The IRS has a set of categories that would be a good guideline.

**D. Action Items from the Finance Team**

a. A motion was made that the Vestry get a written quote to the Finance Team for the Rectory Renovation Project to help the Finance Team advise the Vestry on the timing and amount of withdrawal from the Smith and Benson Fund.

b. A motion was made to recommend to the Vestry to authorize Linda to transfer \$60K of the \$120K in the non-operating cash account held at M&T Bank into an interest-bearing money market account with Fidelity. This would earn close to 5% interest.

Moved by Fern; Second by Jay; Unanimous approval.

#### **E. Potential Driving School.**

SG noted that somewhere in the \$250/month would be a good round number for rent

Jay wants to know that the contract has a clear “out” clause. He would be paying for his own wifi.

There was discussion of putting in a clause about temperature.

We are in favor of proposing \$250 w/ the tenant paying Wi-Fi. If he wants to do the painting, we could buy paint. Holly has support from Bill Meub to proceed with the edits she suggested to enhance the current building use agreement.

#### **F. Debit/Credit Card for Discretionary Purchases**

SG brought up the fact that the church has no debit/credit card that can be used for approved discretionary expenses. This causes an enormous amount of inconvenience. It is common practice for an organization to have such a card and for the Rector and approved officers to have access to it for approved expenses.

### **VI. Old Business**

A. Intentional Growth Report Action Steps Finalization - Already went over it.

B. Rectory - Painting goes well. Bathroom renovation will begin a week before the cabinet delivery date. There are a lot of varied possibilities when the cast iron pipes come out. Expenses so far: \$13k for painting and supplies. The painters pulled out over a hundred nails out of the walls.

Garage doors are still on but who knows for how much longer. It will be walled in and insulated.

There shall also be a shed.

Soffits will be about \$1k.

The attic will be anywhere from \$1500 to \$10k.

If there is any dream of heat pumps, this needs to be altered.

Plumbing could be around \$20k.

SG will get this to the finance team. It is easy to put the money back into the fund rather than to pull out more if it is time sensitive.

C. Sound System Update - Jay noted that he could hear it and that it was clear. There was general agreement.

SG - notes that there is a gate on the microphone. It activates when someone is a certain distance. Despite some minor technological hiccups, it will be managed. And all will be well. Ultimately, it will be much more standardized and easy to manage.

D. Organ Project Update  
Drawknobs passed. 6:51pm 5/16

E. Memorial Garden Update

A simple cleanup day would work wonders on June 1. Chasing the grounds folks has been a challenge.

## **VII. May Tasks**

A. Continued work on the Mission Statement

## **VIII. Report of Email Voting**

- A. On May 10<sup>th</sup>, David Rugger made a motion (seconded by Holly) to purchase new draw knob heads for the organ to replace ones that are broken and then acquire the rest of the set so all the knob heads function together. Votes were collected from May 11<sup>th</sup>-13<sup>th</sup>. All in favor of the purchase.
- B. On May 13<sup>th</sup>, the executive team approved the expense to install a door lock on the 2<sup>nd</sup> floor room we aim to rent via email. The lock can be accessed by the parish master keys but not any of the other keys. The cost for that will be \$325.54 from Royal Group.

**Adjournment: 6:58pm**

Respectfully submitted by David Rugger, vestry member and substitute scrivener.