

Final Minutes of the Vestry Meeting of the Church of the Holy Trinity

November 11, 2014

Attending: Susan Walker, Fabio Mejia, Jeanne Blazina, Janice Ewing, John Hatheway, Yvonne O'Neal, Lydia Colón, Bill Ambler, Inez Lambert, Jean Geater, Fr. Mark Collins

Absent: Wendy Wright, Judith Jones Theresa Paolucci

A quorum is present.

We were called to order at 6:35 P.M. by Fr. Mark Collins. We opened with prayer.

Discussion of the agenda was accomplished with several additions to the calendar and agenda. The calendar is updated in the appropriate section.

The Agenda discussion included that a conflict with the International Luncheon on the same date as the cleaning of the kitchen in preparation for Thanksgiving. It was brought up again by Lydia Colon who has for many years been spearheading the annual event of HTNC to prepare 300 hot meals for these in the neighborhood. Last year, the same discussion was raised. In addition it was questioned why we were not having an appeal to pay for the Thanksgiving feast prepared by HTNC, Fr. Mark suggested the HTNC needed to decide what they wanted to do and it was not for the Vestry to discuss. Fr. Mark has obtained turkeys for the meal. The pledge campaign calendar happened when it needed to happen.

Minutes

A motion to approve the October minutes was made by Janice Ewing and seconded by Bill Ambler. Minutes for October were accepted as amended. Thanks to Lydia for taking the October minutes in the absence of the Clerk, Janice Ewing

Committee Reports:

Buildings and Grounds presented by Bill Ambler

Bill Ambler reported that the chapel painting is underway and will be finished shortly. One more problem was discovered and John Hatheway reports it will delay completion by at least a few days. A section of plaster must be replaced with cement board and covered with a skim coat of plaster then painted.

The carpets will be cleaned and furniture replaced as soon as possible allowing Sunday school to resume in the renovated space.

John Hatheway reported that National Mechanical has failed to get the necessary inspections completed and so we are unable to use the new gas boiler.

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There is a line item in the budget for capital repairs, including the second egress in the gym and the new gas boiler for the rectory and church. It was not possible to get that project completed before the heat goes on this fall, but will be pursued as soon as possible in an attempt to reduce the \$90,000 oil bills we incurred last year. Also, the old boiler must be replaced due to type of oil used, it is estimated to cost between \$100,000 -150,000, or more, including asbestos abatement and removal of the oil boiler. The Finance Committee asked the question of whether we should do repairs with the line designated to do it or use the money elsewhere.

Bill Ambler suggested that as our real estate is the single largest source of both income and expenses we ought to consider a sexton or building business manager with 'higher executive capacity' which might reduce expenses incurred from things like leaky faucets, clogged drains and minor repairs that would save expensive repairs in the long haul. That person might also be able to oversee contractors to ensure quality of work.

Search Committee presented by Inez Lambert

They have met with Deb Tammearu, who has made a few suggestions on Parish Profile draft distributed by email to the vestry. After approval by the vestry, the parish profile will have photos added and should be posted by December. It will attract applicants for the new rector for 6-8 weeks. The Search Committee will narrow the search to ten applicants and then to a final three to be presented alphabetically to the Vestry for final decision. Deb Tammearu will meet with the Vestry at that time, February meeting, to discuss how to proceed.

The vestry should read thru the profile and

1. *Send suggestions as discussed by Fr. Mark to Alden Prouty, please be sure to include the page and paragraph references to any suggested errors or major changes. We should not pick apart the wording which has been painstakingly constructed.*
2. *Carbon copy the vestry members so we can all see what we are thinking. This must be completed by **TUESDAY NOVEMBER 18TH!!!***
3. *Indicate approve or not approved in the reply. Everyone needs to do this!*

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Finance and Budget presented by Jeanne Blazina

At their last meeting they passed a resolution:

Be it resolved that the Vestry should elect a new treasurer for the Church of the Holy Trinity by the beginning of December 2014.

Fr. Mark will put a notice in the bulletin this week to ask if there are any parishioners who would like to be considered. Then the vestry can elect the best candidate.

John Hatheway has met with the new bookkeeper to try to iron out some of the bumps in the road during the transition to a new person keeping books. John and Jeanne spoke to the former treasurer to assist in the transition to a new Treasurer and bookkeeper. It had been previously suggested to have an accountant hired to help implement accurate standard processes and procedures. The finance committee will investigate this option. We must have financial oversight that is functioning smoothly so the treasurer is just overseeing and not doing more. The last audit recommended changes to the way our books are kept. This would be in keeping with that recommendation.

Nominating Committee: Susan Walker, Jeanne Blazina, Jean Geater, Inez Lambert and Judith Jones

The nominating committee has been gathering names and narrowing the search. At their next meeting they will formulate a discussion to present to the potential candidates to encourage more people to be willing to serve on the Vestry. It is an extremely important job and determines the direction of the parish. If asked please give serious consideration to serving, the Vestry of 2015 will call the next rector which will serve the direction of our parish for years to come. Nominations may still be made on the forms available for vestry members. (Please see below.)

Warden Reports

Jean Geater, no report

John Hatheway - A word to the Nominating Committee to search widely in the Parish to include everyone.

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Per Bylaws: **Article II, section 2**

'Vestry members to be elected by ballots from persons qualified to vote in the election at which such officers are to be chosen, "....

Wardens must also be "a communicant in the Protestant Episcopal Church."

Section 4 Qualified Voters are persons of age of 18 years or more belonging to the parish, who have been baptized and are regular attendants of its worship and contributors of its support for at least 12 months prior to an annual election....

Interim Rector report: Fr. Mark Collins

The diocesan Convention is this weekend. Our own Yvonne O'Neal is nominated for two positions, we wish her well in the election.

Our Delegates are Marlin Mattson and Yvonne O'Neal, Lydia Colón is the alternate.

Our request for diocesan deferment is on the agenda of the CFO for December.

Meeting was adjourned after a prayer at 8:45 pm

Draft submitted by Janice Ewing
Clerk of the Vestry

Corrected by Lydia M. Colón
Vestry member