Vestry Agenda of Trinity Church

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| Date of Meeting: | August 15, 2018 |
| Location: | **Trinity Church, Newtown, CT** |
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| **Attending:** Jenny Montgomery, Carrie Combs, Dennis O’Connor, Laurie Trotto, Beth Thompson, Forry Weatherby, Jack Wojtowicz, Mo Powell |
| Meeting items for discussion |
| **7:00 – 7:20** | **As a Community of Theological Imagination** |  |
|  | Jenny led the Vestry in guided prayer. | Jenny |
|  | Notes |  |
| 7:20 –8:20 | **Doing the Fiduciary Work of the Church** |  |
| 1. | Consent of the minutes of the July Vestry Meeting | Beth |
|  | Notes: Due to a lack of a quorum, the July minutes will be approved in September |  |
| 2. | Consent of the July Treasurer’s Report | Pat |
|  | Notes: Due to a lack of a quorum, the July Treasurer’s Report will be approved in September |  |
| 3.  | Approve 2017 Audit | Pat |
|  | Notes: Audit won’t be ready to approve until September Vestry meeting. The Diocese has been alerted and seemed unconcerned, as long as the Audit is in by September.ACTION ITEM: Prior to the September meeting, Patrick will post the 2017 Audit in Google docs for the Vestry’s review and approval via email prior to the end of September.Next month, the Vestry will be asked to vote on the process to be used for the 2018 audit. The Finance Committee is recommending that we move forward with the same audit process that we did for 2017, which was slightly more than the cursory audit. The cost for that level of audit is around $10,000.  |  |
| 4. | Sign-off procedures for vouchers | Forry |
|  | Notes: Forry handed out copies and will send the document to Beth so she can email them to the Vestry as an attachment to the minutes. Currently, we do approve vouchers via email approval when needed. The Finance committee is looking to come up with an online process. Sue is looking to refine the account number system and organize it by budget responsibility and eliminate any outdated account numbers.Lori, will direct vouchers to the Wardens for approval and will then send a monthly report to the budget owner for their review. Whichever Warden approves the voucher, cannot sign the check.Budget owners will continue to be defined.Any check over $10,000 needs to be signed by two individuals (wardens and or treasurer).Sue is going to take on looking at where each ministry is tracking against their budget and will circle back with the budget owners to understand what is driving the difference between spend to date and their original budget. NEW: Dennis asked when the 2019 budgets will be needed. Finance will discuss at their next meeting and inform the commissions.GOAL: Establish a Vestry Calendar of the various responsibilities/actions that need to occur. Jenny asked for help from the Clerk to assemble a calendar of when items are due/occur. NEW: Dennis asked about setting up a Vestry page on the website and posting the minutes of our meetings. Jenny will talk to Kim about this. Possibly post the minutes in the e-news each month. |  |
| 5. | Approve HR Manual | Jenny |
|  | Notes: Please review the draft copy of the HR Manual for next meeting. Beth will circulate the HR Manual in Google Docs. Allow a week for feedback. Then review with Jenny and recirculate to the Vestry for their approval by email the week of September 3. |  |
| 6. | 2019 Annual Giving Update | Pat |
|  | Notes: The hope is that the Vestry would pledge early so that message can go out to the Parish that the Vestry has pledged. Last year it was late September. Will kick off Stewardship the last Sunday in September/first Sunday in October. Looking for someone in the parish to kick-off the social aspect. This could be either a kick-off or wrap up event. |  |
| 7. | Announcing 2020 150th Anniversary Celebration of the Church Building |  |
|  | Notes: Need to start forming a planning group. We are expecting a Bishops visit in the spring of 2020, so it would be ideal to have the celebration coincide with this. This could generate a lot of excitement in the Parish. It was pointed out that while the current Church building will turn 150 in 2020, our parish will turn 300 in 2032. |  |

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| 8. | Discuss Vestry Replacement/Terms of Service |  |
|  | Notes: Should we have someone step in to fill Bennett’s position from now until January? It was decided to try and find someone to serve from now until the annual meeting, with the consideration of standing for election in January. Laurie will approach the first candidate and coordinate with Forry. |  |
| 8:20 –8:50 | **Forming Disciples and Apostles in God’s Mission** |  |
| 9. | Report on Mapping Our Neighborhood | All |
|  | Notes: Laurie shared a story of what she and Mo experienced during their Laundromat visit. The encountered Larry, who has worked there for 12 years and really touched their hearts. |  |
| 10. | Expectations for Vestry Participation in Fall Events* Labor Day Parade – September 3, 10am
* ECCT Formation Event @ Trinity October 13, 10am-2pm
* The Art of Risk Taking @ Trinity October 20, 4-6pm
	+ What risks do we want Trinity folks to be taking? (small, medium, large)
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|  | Notes: It is expected that every Vestry member participate in all the above events.The presenter has asked the Vestry to submit the type of risks (small, medium and large) they would like to see Trinity take.ACTION: Beth to request these “risks” before the next Vestry meeting in September. |  |
|  | Review four PIC/Vestry/Congregational goals |  |
|  | Notes: Jenny feels that we are moving in all of them in some way but need to have a more intentional conversation about them during the September meeting. |  |
| 8:50 – 9:00 | **Fed by Word and Sacraments** |  |
| 11. | Compline led by Mo |  |
| Connected to the Wider Body of Christ |

**Brainstorming List:**

**Items from July Meeting:**

* Could we sponsor trash disposal on Main Street, would be especially helpful for dog walkers.
* The Fire Department needs volunteers, are there ways we could help, aside from becoming firefighters?
* Where are we on our four goals. Put updates on our August agenda. For example, where are we going with our “small groups.” What is happening organically? Where are we “stuck.”

**Items from August Meeting:**

* Creating a place on the website for the Vestry and posting the minutes in the e-news each month.