Minutes of the September 2018 Meeting of the Vestry

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| Date of Meeting: | September 19, 2018 |
| Location: | **Trinity Church, Newtown, CT** |
| Attending: Jenny Montgomery, Carrie Combs, Dennis O’Connor, Laurie Trotto, Beth Thompson, Forry Weatherby, Jack Wojtowicz, Mo Powell; Dan Bacon, Hope Johnson, Patrick DeBrock, Sue Roman |
| Meeting items for discussion |
| **7:00 – 7:20** | **As a Community of Theological Imagination** |  |
|  | Dwelling in the Word: Ezekiel 37: 1-14 | Jenny |
|  | Notes |  |
| 7:20 –8:20 | **Doing the Fiduciary Work of the Church** |  |
| 1. | Consent of the minutes of the July and August Vestry Meetings | Beth |
|  | Notes: Approved by mutual assent. |  |
| 2. | Consent of the July and August Treasurer’s Report | Pat |
|  | Notes: Approved by mutual assent. |  |
| 3 | Consent of 2017 Audit Report—Electronic Approval | Pat |
|  | Notes: Due to the fact that we are submitting a balance sheet, the audit has been more involved this year. The Diocese has been notified that we will be a bit late and indicated that there is no issue with our timing.  |  |
| 4 | 2018 Audit Recommendation | Pat |
|  | Notes: The diocese has raised the budget threshold and a full audit is no longer required based on our budget. The finance committee recommends that we budget for and return to a “procedural audit” for 2019. A Procedural Audit, which is less expensive, still provides the necessary checks and balances. In addition, we now have a full balance sheet, which gives us a great deal of peace of mind.MOTION: Starting in 2019, Trinity will return to a procedural audit. Approved by mutual assent. |  |
| 5 | NEW BUSINESS: Approval of Discretionary Fund for the Curate: MOTION: Trinity Church will open a checking account at Union Savings Bank to hold the Curate’s Discretionary fund. Curate Carrie Combs and Treasurer Patrick DeBrock will have signing privileges on the account. Use of the account will conform to the ECCT’s Policies for Discretionary Accounts, which states: * The appropriate and traditional use of clergy discretionary funds is to address needs among congregation and community members. Payments for food, rent, utilities, medical bills and the like for persons in need are typical uses for these funds.
* An inappropriate use is to meet expenses which normally should be covered by the operating budget.
* Prohibited uses of discretionary funds are payments for anything that personally benefits the authorized clergy.

Further, the curate writes checks from that account as much as possible to the vendor being paid rather than to the person who it is being paid for. All donations specified for the discretionary fund are first deposited into the operating fund, and then a check is written to transfer them into the discretionary fund bank account. So, the only deposits made into the bank account come from Trinity Church. The bank statement goes to “a person of trust," either the Treasurer or a Warden. That person verifies monthly that all deposits came from Trinity and reviews the backup paperwork. That person states in writing that all verifications were made.Approved by mutual assent. |  |
| 6 | HR Manual—Electronic Approval Process |  |
|  | Notes: Beth will resend the HR Manual, posting it as a Google document so that the Vestry can submit their comments on line. |  |
| 7 | 2019 Annual Pledge |  |
|  | Notes: Jenny distributed the 2019 Pledge Form and letter to the Vestry so that they can be returned to the office by Sunday, September 30th. We want to be able to say that the Vestry pledge is “all in,” before we kick off the Stewardship campaign to the Parish. The campain will have a Unity in Community theme. The Vestry will be called on to help follow up with parishioners who have not returned their pledges. On November 10 there will be an all day event where the parish will come together throughout the day to prepare a meal to be served at 5:30 p.m. NOTE: PLANS HAVE SUBSEQUENTLY CHANGED TO A PARISH WIDE DINNER AT 6:00. P.M. |  |
| 8 | 2020 150th Celebration of the Church Building |  |
|  | Notes: Discussion postponed. |  |
| 9 | Review of Sign-Off Procedures for Vouchers |  |
|  | Notes: Based on the current budget work, Sue will be updating the vouchers. There was a strong sentiment that the budget owner, if not the approver, needs to have a line of sight to their expenses. Going forward, each budget owner will receive a monthly report.  |  |
| 10 | 2019 Budget: October 12: Initial plans dueNovember 21: Vestry discusses plan revisions based on Stewardship campaignLaurie T. asked for an offline discussion to look at the “buckets” are on page 2. As part of looking at next year’s budget we will review what we’ve done to date. Sue needs to be sent a copy of the 2018 narratives.  |  |
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| 11 | Vestry Vacancy |  |
|  | Notes: One individual was approached but were unable to accept. Given the time of the year, we will leave the position vacant and look to fill it at the Annual Meeting.  |  |
| 12 | Posting Vestry Notes and Minutes |  |
|  | Notes: Beth will continue to send the Vestry minutes to Kim. She will also create a blurb for the e-news (as a link to a pdf that is hosted on our Website) and provide instructions to post them on the bulletin board. |  |
| 13 | Christmas Eve Service Times—4:30 p.m. and 9:00 p.m. |  |
|  | Notes: In hopes of increasing attendance, it has been suggested to move the later Christmas Eve service to 9:00 p.m. The Vestry agreed that this change was a good idea. |  |
| 8:20 –8:50 | **Forming Disciples and Apostles in God’s Mission** |  |
| 14 | Reports from Teams on Mapping Our Neighborhood | All |
|  | Notes:Beth and Dennis visited The General Store. Very active and attended by a wide cross-section of ages and demographic groups.Sue, Carrie and Jack visited Treadwell, Dickenson and NYA and want to go back when there is more activity. Struck that there is, “too much space and not enough proximity.” Even the Farmer’s Market is spread out. Dickenson, the oldest park in town has a very different feel. Overall, Newtown has a lot of public space and buildings to offer.  |  |
| 15 | Brainstorming List (see below) |  |
|  | Notes: Dog Waste Station in front of the Church. The receptacle would cost $169 and ongoing provide bags at $.02/bag. The borough would need to approve it. Dennis will approach Stephanie Gaston to see if the borough is open to the placement of receptacles. |  |
| 16 | Expectations for Vestry Participation in Fall Events* October 13, 10:00 a.m. to 2:00 p.m.—ECCT Formation Event @ Trinity
* October 20, 4:00 p.m. to 6:00 p.m.—The Art of Risk Taking @ Trinity—Jenny needs our help promoting
	+ What risks do we want Trinity folks to be taking? (small, medium, large)
	+ Putting a poop station out front. Inviting friends to church. Diversity in the music. Finding new ways to open the doors to other/other events. Hosting a community event. Step across the aisle and share the peace with someone you don’t usually share the peace with. Once a month have food trucks in the parking lot to draw in the community. Unlock our doors at certain hours of the day for open/holy space and have them open.
	+ Need transportation volunteer from and to Bradley Airport—Laurie can help with transportation early on Saturday and Sunday
 |  |
| 17 | Review four PIC/Vestry/Congregational goals at our October meeting – Jack Gilpin to attend October vestry meeting |  |
|  | Notes: This is our required mid-way check in. Jack will be reporting back to the bishop. Jenny feels we are moving in all of these in slow and steady ways.  |  |
| 18 | NEW BUSINESS: The Wardens and Jenny will review the current by-laws and determine if any amendments are necessary. If they find change is needed, they will bring it to the Vestry for discussion and then put it to vote at the Annual Meeting, if necessary. |  |
| 8:50 – 9:00 | **Fed by Word and Sacraments** |  |
| 19 | Compline |  |
| Connected to the Wider Body of Christ |

**Important Upcoming Dates**

* *Tuesday, November 20, 2018—November vestry meeting date*
* *Friday, November 30—Vestry Christmas Party*
* *Sunday, December 9, 4:00 – 5:30—Vestry Informational Meeting @ the Rectory*
* *2019 Vestry Retreat—Annual Meeting will be January 20, Looking to hold the retreat on the following weekend Friday, January 25 to Sunday, January 27—Laurie will check on availability of the Lodge at Camp Washington*

**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

**Items from September Meeting:**

* As we look to celebrate our 150th anniversary, should we look more broadly to include the rest of the Main Street community.