

MINUTES
Trinity Episcopal Church
Vestry Meeting
July 17, 2017

Present: The Rev. Dr. Luk De Volder, Rector; the Reverend Elise Ashley Hanley, Assistant Rector; Lisa Omark, Senior Warden; Charlotte Rea, Junior Warden; Richard Mammanna, Clerk; David Soper (Treasurer); David Assis, Sheila Bonenberger, Fiona Leary Boucher, Barbara Casey, Dave Jenkins, Geri Mauhs, Kim Morris, Sam Sigg (visiting), Andrew Smyth, Mary Ann Stroup, Patricia Thurston, Sarah Woodford. (Regrets received from Karen Isaacs and David Rivera.)

Lisa opened the meeting at 6:00 p.m.

Sarah offered the opening prayer.

Barbara Casey read the Vestry Covenant section.

Lisa welcomed Sam Sigg for an extensive presentation on building security and congregational safety. Sam has worked with New Haven Emergency Services to evaluate safety procedures and evacuation plans. LJB Training of East Haven has developed a nineteen-page security overview for the building. Sam is communicating with sextons and ushers about safety matters related to mental health issues, threats, active shooters, hostile behavior, etc. Sam circulated a handout of building emergency procedures. We toured the nave and choir room to learn best practices in response to possible emergency situations. Sam will be meeting with all committee leaders on September 9 at 9:00 a.m. to further implement the emerging security protocols.

David Assis updated the group on the time capsule progress. The steps should be finished in mid-August. A small service to dedicate the time capsule will take place around then. There is active participation from the music ministry, history ministry, altar guild, and the bicentennial committee. Kim Morris encouraged parishioners to submit letters and other material by July 31, 2017.

Geri Mauhs circulated fliers for the next three Clean the Green events, and offered an update on her recruiting efforts. She also discussed budget for printing, t-shirts, environmentally friendly garbage bags, etc. She and Charlotte met with the Proprietors to discuss the Friends of the Green.

Charlotte offered an update on the vestry retreat, which will be at the New Haven Lawn Club on February 24, 2018 from about 8:00 a.m. to 4:00 p.m.

Geri updated the vestry on the June 24th South Central Region meeting of the Episcopal Church in Connecticut. She spoke about the networking and collaborating opportunities the gatherings provide.

Luk and Elise are clergy representatives for the 233rd Convention of the Episcopal Church in Connecticut on Friday, November 17th and Saturday, November 18th at the Hyatt Regency in Greenwich, CT. Barbara Casey and Murray Harrison are the parish lay delegates. Vestry members suggested Chuck Kaywood and Mike Reynolds to serve as alternates. (They will need to be notified of this responsibility and included in ongoing communications about the convention.)

Luk discussed the twelve-page overview of ministries and administrative teams at Trinity. He noted the importance of having the heads of individual ministries confer with the vestry. This year, the ministries will meet with the vestry at our October meeting. Coordinating meetings will

improve communication in order to avoid scheduling conflicts; it will also be an opportunity to share the Vestry Covenant with other teams.

Lisa offered an update on Jeff Freeman and Mike Ward's work on the database project. They have conducted extensive interviews with parishioners and volunteers to evaluate needs for the database, which will probably involve separate donor and member lists. It may be necessary to hire a database administrator. It may be possible for this person to be someone with marketing experience, in the 15-20 hour range each week. This should be up and running in November at the earliest, but more likely at the beginning of 2018.

Luk addressed the work of the vestry to support the stewardship campaign. The stewardship committee will work on connecting with existing pledging members; vestry members will reach out to non-pledging members to discern how they would like to receive communication from Trinity about contact information and contributions. Fiona Boucher offered to draft talking points. Mary Ann Stroup spoke about the success of an earlier campaign on this model by the stewardship committee.

Richard Mammana read the resolution authorizing Elise Hanley to use the TD Bank account in support of her ministry. It was moved, seconded, and carried unanimously. Elise and David Soper will take the signed resolution to TD Bank early this week.

David Soper walked through the Treasurer's Report. Some of the discrepancy on the amount of fulfilled pledging is because of the tendency of members to complete pledges at the end of the year. The Home Board has paid roughly half of its allocation, and the music program has conducted significant fundraising. The restricted outreach grants committee will meet on Thursday to consider 14 applications. Linda Beconsall has been in touch with auditors who will begin their work at the end of July, to finish in early September. He discussed the net outflow from the choir trip, including payments to the travel agent, airlines, food costs, etc. The front steps project is continuing, and there will be a steep rise in expenses resulted to this. Luk noted that the choir parents had covered the \$107,000 expense for the England trip through fundraising. David also reported on the investments committee's most recent meeting and withdrawals from the Vanguard account.

The meeting adjourned at 7:27 p.m. following a closing prayer by Sarah Woodford.

Respectfully submitted,

Richard Mammana
Clerk