

MINUTES
TRINITY VESTRY MEETING
May 21, 2018

A meeting of the 2018 Vestry was held in the Trinity Undercroft on May 21, 2018.

Present: The Rev. Dr. Luk De Volder; The Rev. Elise Ashley Hanley; Charlotte Rea, Senior Warden; Carolyn Gould, Clerk; Fiona Boucher; Barbara Casey; Gloria Hoda; Barbara Jongbloed; Charles Kaywood; Charles Lemert; Andrew Smyth; Mary Ann Stroup; Patricia Thurston; Richard Walser.

Guest: Charles Frey, Advancement Director

QUICK VIEW

Decisions made:

- **Approved Minutes of April 16, 2018, Meeting**

Tasks identified:

- **Work with the Properties Committee re: Trinity Emergency Response**
- **Develop an informational brochure re: Friends of the Green**

The Rector opened the meeting at 5:55 PM and offered an opening prayer. Rich presented a Bible reading from Romans 8:12-17. Gloria read the selection about listening and communication from the Vestry Covenant.

Approval of Minutes of April 16, 2018, Meeting (see attached):

It was MOVED and SECONDED that the minutes of the Vestry meeting held on April 16, 2018, be approved as submitted. The motion passed unanimously.

Advancement Director's Report: Charles Frey reported on advancement and stewardship. His work has been a two-part process, with the first aspect the establishment of an office of development and working on strategy. The office has been set up for a permanent Development Director to start next week, with files of documents created and data bases developed of Connecticut corporate and private foundations and marketing tools to generate funding. Charles has cultivated relationships with local agencies; applied for grants and established an annual reminder system for further applications; worked with the Greater New Haven Community Foundation and began Trinity participation in its Great Give program; and worked with the communications manager on means of communication and selection of a new data base to assure that development needs would be met and that there would be access to appropriate

reports. Secondly, a permanent Development Director was selected to implement the strategy. In summary, his time was spent in learning, analyzing data and strategizing for the future.

The attached Draft “Strategic Planning Outline for Advancement 2018” sets forth an outline for approaching individuals through stewardship. Other topics addressed in the document will include planned giving, grants, events, cultivation of new members, corporate underwriting and concerts. Charles stressed the importance of maintaining relations with members and donors in the process. He pointed out that stewardship is a ministry: giving enables the Parish to reach out to humanity in Christ’s name. He has met with the Stewardship Committee as it begins its work for this year. In closing, he commented that it is helpful to have this research in place for the new Development Director, who will be working a 20-hour week to coordinate development efforts. He thanked the Vestry for support of his work, which puts Trinity in a good position for growth.

The Rector expressed thanks to Charles for meeting the challenge of establishing a development office. Charles will be available to help the new Director in taking up the position.

Rector’s Report:

New Positions: The Rector announced that the Development Director will be Gloria Cosgrove, who has 15 years of experience in development. A search continues for a Program Coordinator for Ministries to Young Families and an Outreach Coordinator.

Sunday Service Announcements: In an effort to avoid disruption of the service, the Rector proposed that the clergy take care of announcements, identifying the person available to see after the service for further information.

Assistant Rector’s Report: Elise summarized her first year at Trinity as an effort to fulfill the precepts assigned to priests at ordination (as set forth in the Book of Common Prayer at page 531) and to build relationships. She plans to focus on children and young families and outreach with new partners in ministry, emphasizing shelter for homeless women, expanding the Tuesday group, and building a program for families with inter-generational aspects. She attended a 3-day clergy conference last week on confronting white supremacy. Elise stated that it has been an honor and gift from God to be at Trinity.

Wardens’ Report:

Security Plan: Charlotte distributed a “Trinity Emergency Response” document (see attached). The main advice is to keep calm and quiet, with evacuation unless shelter in place is required. The document will be shared with staff and the choirs. Groups within the church will be asked to identify an emergency responder. It was suggested that

there be a special session to instruct parishioners about emergency situations; that a map of exits be developed; and that the ushers be involved in the process. Charlotte will be working with the Properties Committee on this.

Administrative Operations:

Treasurer's Report: Charlotte presented the Treasurer's Report in David's absence. The budget is on track, with a good cash balance. The value of the endowment at the end of April was \$12.434 million. The Business Manager has almost completed the documentation for the State of Connecticut for receipt of the funds for the steps grant.

Stewardship: The Committee has met and will use Charles Frey's ideas going forward, the first item in the Advancement Strategy being Stewardship. The Stewardship effort this year will use personalized letters and an easier-to-read pledge card.

Ministry Teams:

Membership Care:

Welcoming Plans for Newcomers: The Welcoming Committee has met, and Mary Ann has created welcoming bags to give out. There will be a Newcomers Reception soon.

Outreach and Chapel on the Green: Geri reported that there were 32 volunteers for Clean the Green, on 2 Saturdays. Students from Southern Connecticut have participated as part of a Day of Service program. Geri would like to develop an informational brochure about the Friends of the Green. She accepted an award from the Proprietors of the Green on behalf of Trinity. It was suggested that there be coordination with the Mayor's office.

Continuing Business and New Business:

Taking Initiative Center: The Rector has been contacted by Chris Evans, Executive Director of the Taking Initiative Center, about sponsoring a washer and dryer to assist the agency's clients. The Community Works Committee has funds available to use for this purpose.

Haitian Art Exhibit: There will be an exhibit at Trinity of Haitian art from the Desir family collection.

I.R.I.S. Concert: There will be a concert on the Green on June 23 sponsored by I.R.I.S., featuring band members who are refugees.

Planning Meeting: On Tuesday, June 18, there will be a planning meeting to develop a calendar for the 2018 to 2019 year, with a goal of avoiding conflicts in dates.

Training Session: There will be a session on "Sexual Orientation and Gender Identity 101" at Trinity on June 23 at 5:45, led by Marie Alford-Harkey of The Religious Institute.

The Rector led a closing prayer.

The meeting was adjourned at 7:20 PM.

Respectfully submitted,

Carolyn Gould, Parish Clerk

Upcoming Dates:

August 20, 2018: Next Vestry Meeting

Prayers, Andrew Smyth and Barbara Casey

Snacks, Andrew Smyth and Barbara Casey

Vestry Meetings: September 17, October 15

Attachments:

Vestry Agenda

Vestry Covenant

Romans 8:12-17

Minutes of April 16, 2018

Draft "Strategic Planning Outline for Advancement 2018"

"Trinity Emergency Response"

Trinity Church on the Green Financial Review