

1. Roll Call: Tom Stone, Mitch Palmer, Melanie Brundage, Janet Oliver, Karen Lekas, Jay Taintor
 - a. Apologies: Donna Chiacchia, Todd Buckley
 - b. Karen Lekas scribed the meeting on behalf of the Clerk
2. Devotions: Melanie Brundage
3. Select leader for devotions February 2018 – Janet Oliver
4. Confirm next meeting dates for Vestry (February 13th) and Executive (February 8th) - Confirmed
5. Minutes from December 2017 meeting – Mitch Palmer motion to approve; Tom Stone second
 - a. Correction to minutes: “everything has been resolved” changed to “everything will be resolved in the spring 2018”.

Committees and Reports - Exhibits

1. Diocese and Regional Ministry with St. John’s, Millville
 - a. Going well. Worship schedule has been set up through Easter.
 - b. Trinity: Delegate needed for the annual meeting. Mitch will be one delegate, with Ken Piper as Alternate (has not been asked yet). Need one more delegate.
 - c. Bishop’s visit is on 4/29 at Trinity.
 - i. “Bishops Brunch” will be set up by Hospitality for his visit.
2. Notes from the Executive Meeting
 - a. Annual Meeting Reports due on Monday, January 15th
 - b. Cathy has done a good job getting reminders out to people
3. Treasurer’s Report and Financial Matters
 - a. Pledge Status – pledges are all in
 - b. Budget/Finance Committee meeting will be Sunday, January 14th after church
 - c. Stipend for Parish Secretary discussed; to be determined at budget meeting
 - d. Budget will be sent out to Vestry electronically for approval
 - e. Treasurer’s Report for December 2017
 - i. Mitch Palmer motion to approve the report – Melanie Brundage second
4. Buildings and Grounds (**See Exhibit I**) Action Item Chart – Page 3 of minutes
 - a. **Exhibit II** = Building/Vendor Maintenance Contact List – Page 4 of minutes
 - b. Vendors needed for various categories
5. Outreach/ Stewardship & Contributions/ Time and Talent Program/ Evangelism
 - a. Out Reach Calendar (**See Exhibit III**) – Proposed – Page 5 of minutes
 - b. Discussed and enhanced – Stick Auction process to be documented and distributed to Vestry
6. Search Committee
 - a. 50 responses to the survey were received from St. John’s and Trinity
 - b. Analysis performed on combined set of survey results
 - c. Parishes will meet separately to discuss profile requirements
 - d. Combined profile requirements will be created and agreed to by committee
 - e. Ads will be placed after Easter – target date April 2nd
 - f. Suggestion: Advertise at Seminary Schools (Colleges)
7. Communications (Website, Tidings, Bulletin, FB, Correspondence to the Parish)
 - a. Steady state advertisement in The New Uxbridge Times
 - b. Weekly advertising on Facebook of our service
8. Worship/ Music/ Altar Guild/ Acolytes/ Ushers/ Readers
 - a. Worship: Need to set up something for the spring for Tina Luce to come to Trinity
 - b. Altar Guild: Review of Coordinated Sanctuary Sets for Pentecost scheduled for January 15th
 - c. Gift to the Parish being made for a new Pentecost Sanctuary Set

9. Pastoral Care and Hospitality

- a. Al Holden is in Florida for a couple/few months; volunteer needed to take communion to shut-ins.
- b. Janet said she could possibly do this for the shut-ins at Beaumont.

10. Christian Education (children, adults)

- a. Pageant went well. Will be having a party for the kids during Sunday School on 1/21
- b. Since the Heifer Farm in Rutland is being sold and will no longer be open to the public, Melanie Brundage said she could set up something for the kids to go to Tufts Veterinary School.
- c. Will be discussed with the Sunday School teachers

11. Admin and Office

- a. Discussion of Jr. Warden and Vestry member candidates
 - i. Proposing Sue VanderZicht as Jr. Warden
 1. She will give us her decision before the annual meeting
 2. Sue is meeting with Todd Buckley on January 15th
 - ii. Proposing Judy Fairfull, Jerry Snook, and Ken Piper as vestry members
 1. Judy and Jerry have agreed to become Vestry members
 2. Ken was not approached because we do not need any more members

12. Closing Prayer – Lord's Prayer

Scribed by Karen Lekas, Treasurer

Respectfully submitted

Donna Chiacchia, Clerk

Trinity Episcopal Church, Whitinsville, MA

Exhibit I – Action Item List with Status

No.	Assignment	Action Item	Status	Follow-Up Actions and Notes
1	Mitch	Follow-up with a few parishioners for pledges	Completed	
2	Tom	Schedule Finance Committee meeting for 2018 budget	Follow-Up Required	Meeting is on Sunday, 1/14/18
3	Tom/Mitch	Follow-up with Sue regarding Jr. Warden - Donna has sent job description	Follow-Up Required	Has there been a discussion with Sue? Results? Yes. She will give her decision before the Annual Meeting. Has been talking with Todd.
4	Cathy	Have the pledge envelopes been ordered?	Completed	
5	Cathy	Call Nick Barron 774-287-8014 to schedule an appointment for cleaning the church	Follow-Up Required	Has Nick called us back? Has Cathy put in another call? Cathy has not been getting much response from them. Discussed possibly getting a different vendor. Mitch will check with the people that clean his house. Also, will check with Nancy Tibbetts for possible names since she cleans houses for a living.
6	Tom/Todd	Verify the appointment for the Fire Marshall to do their annual inspection	Completed	
7	Tom/Todd	Contact Sue VanderZicht to identify someone to do the walkways and sand/salt	Follow-Up Required	Has someone been identified to do the walk-ways? Not yet. Will bring up at the next NAC meeting to see if there is a teenager willing to do the work. Also, Ryan Carkin was mentioned.
8	Cathy/Todd	Were the floors stripped and waxed on Friday, November 17th? - Karen has not received an invoice in a while from this vendor	Follow-Up Required	Has Todd/Cathy made arrangements for this to be done? Tom will follow up on this.
9	Cathy/Todd	Have the batteries for the exit signs been changed?	Completed	
10	Cathy/Todd	Have the alarms in the center of the undercroft and in the main hall of the education building been installed?	Completed	

Exhibit II – Building Vendor/Maintenance Contact List

Category	Vendor	Contact	Telephone
Church Insurance	Church Insurance Company of Vermont		800-293-3525
Contractor	Massad Construction Inc.		508-864-1850
Electrical and Breaker Switches	To Be Determined	To Be Determined	To Be Determined
Fire Extinguishers	O’Connell Fire Protection		508-981-6127
Floor Cleaners	Enterprise Cleaning Corp.		508-890-1000
Furnace Repair	General Mechanical Contractors BOL Mechanical (Rectory) Victory Mechanical Services		508-754-7366 508-234-4353 508-966-9858
General Cleaning	To Be Determined	To Be Determined	To Be Determined
Gutters	A. Eagle Gutters		508-754-9054
Lawnmower Repair	Riteway		508-234-3385
Locksmith	Worcester Mobile Lock & Key		508-832-4318
Organ	William Czelusniak	William Czelusniak	413-586-7600
Piano	Byer Piano Service		508-478-2593
Painting	Brown Painting		508-234-9315 508-243-6690 (Cell)
Plumber	To Be Determined	To Be Determined	To Be Determined
Snow Plowing Snow Removal	Brian Vanderzicht Snow Plowing To Be Determined	Brian Vanderzicht To Be Determined	508-922-0497 To Be Determined
Supplies	Koopman Lumber		508-234-4545
Town Inspector	Northbridge Board of Health	Jim Sheehan	508-234-6577

Exhibit III – Proposed Outreach for 2018

Date	Event	Implementation	To Benefit
January to March	Collection for The Blackstone Valley Emergency Shelter	Box at back of the church with a list of items the shelter can use. Delivery of donations to be coordinated between shelter coordinator and parish office.	The Blackstone Valley Emergency Shelter
Sunday Feb. 11 th	Valentines Cards to Shut-Ins	Sunday School class creates and parishioners sign at coffee hour; LEMs distribute	Various Seniors and our Parishioners in the area
Saturday Mar. 10 th	Chili Cook-Off	Combined Event held at St. John's in Millville	Local Fuel Assistance
Sundays in March	Easter Food Basket Collection	Bulletin Board in back of the Church	NAC Churches – Families in Need in the Area
Sunday April 22 nd	Annual Stick Auction and Buffet	Buffet Meal and Stick Auction for Parishioners, Family and Friends (Will provide details via email for discussion at Outreach Planning Session)	Trinity Capital Campaign Fund to support Handicapped Accessibility
May (TBD)	Annual Alternatives Blackstone Valley Tour	Trinity parishioners participate in tour and sponsor donations	Alternatives
Sunday June 24 th	Annual Church Picnic	West Hill Dam – Free Will Donation	Fellowship for Trinity & St. John's
Sunday Sept. 16 th	Chicken BBQ and Corn Roast	Registration for Sunday School and "Kick-Off" of Sunday School – Free Will Donation	Trinity Sunday School and Trinity Christian Education
Sundays in October	Coat Drive	Collect gently used coats in choir room	Local Clothing Ministry
Sunday Oct. 14 th	Enhanced Coffee Hour	Brunch Buffet	Gideon's
Sundays in November	Thanksgiving Food Basket Collection	Bulletin Board in back of the Church	NAC Churches – Families in Need in the Area
Saturday Nov. 17 th	Annual Billsbury Bake-Off	Spaghetti Dinner followed with Bake Auction	Local Chapter of Habitat for Humanity
December	The Giving Tree and Christmas Food Baskets	Giving Tree: Pick an Ornament from the Tree Food Baskets: Bulletin Board in back of the Church	NAC Churches – Families in Need in the Area