

# TRINITY EPISCOPAL CHURCH



Manassas, VA

## VESTRY Minutes

June 14, 2025

### Potomac Shores Woods Recreation Center

**Present:** Joanne Georg (Senior Warden), Carrie Rainoff (Junior Warden), Kim Albrecht, Cindy Barnes (Mediator with diocese), Anne Burns, Christian Cobb, Craig Davies, Carol McCracken, Rich Meyer, Kelly Odom, and Frank Walworth (Secretary)

**Absent:** Shanan Conlan

#### OPENING PRAYER

The meeting was preceded by a Vestry Retreat in preparation for a June 17 meeting with the Rev. Will Dickinson from the diocesan office of transition ministry to discuss the process of calling a new rector. The meeting was called to order by Joanne at 11:45 AM.

#### APPROVAL OF MAY 13, 2025 MINUTES

The vestry approved unanimously a motion (Carol, seconded Anne) that the minutes of the May 13, 2025 meeting be approved as submitted.

#### SENIOR WARDEN REPORT

Joanne reported the following:

- To improve the security of our building and those in it, a decision has been made to keep the doors locked throughout the day, even during open hours. Keyholders will continue to have access; visitors and vendors will need to ring the office doorbell for admission. The sanctuary will be open on Thursdays as usual, 11 AM to 1 PM.
- Sharon Zavalanski has completed the Thorton Trust tax return for 2024. Samantha cleaned up and organized the historical files and records for the trust, which will be a tremendous benefit for future filings.
- We continue to explore ways to improve Wi-Fi reception throughout the building. Recommendations for solutions being reviewed, and recommendations should be forthcoming soon for vestry review.
- A revised *Budget Comparison* spreadsheet was distributed for review at this meeting. It contains a new area, "**Grey House and Direct Donation Funded Building Maintenance/Capital Improvement**", showing 'budgeted', 'expended', and 'projected amount remaining' for specific maintenance and capital improvement projects within that area and in the aggregate.

#### JUNIOR WARDEN REPORT

Carrie reported the following:

- A proposal of \$13,700 was received from Brent Thomas Construction and Renovations, LLC to replace the narthex doors. The production time would be approximately one month as the doors are custom-sized, followed by scheduling a date of installation. A donation of \$10,000 from Byron and Elaine Speis will cover much of the cost, and a memorial plaque will be installed indicating their generosity.

- New doors will also be necessary for the Florida Room (glass) and the main front doors (glass panels, traditional red color). These improvements will provide increased security.
- The boiler installation has begun and is expected to be completed within the next week.
- Samantha has been working with a design consultant on lighting upgrades for the chancel and sanctuary areas. The new fixtures will incorporate energy efficient LEDs with dimming capacity where applicable.

**CINDY BARNES**

Cindy provided a brief recap of the morning's retreat activities and how the resulting work product can be used to prepare for the meeting with the office of transition ministry and elsewhere during the transition process. Vestry members were asked to review the one-page document "A Thriving Church" for discussion at future meetings.

**CLOSING PRAYER**

The meeting concluded with a prayer by Joanne at 12:25 PM, followed by lunch.

NEXT VESTRY MEETING: 6:30 PM JULY 8, 2025