

The Church of the Good Shepherd, Dunedin, Florida

Minutes of the Vestry Meeting November 16, 2017

Members Present: Pastor Becky Robbins-Penniman, Deacon Cindy Roehl, Chris Schombs, Dave Dube, Maureen Belote, Sandy Kneen, Jerry Mullinax, Dan Depies, Cheryl Sharpe, Bob Lee (via phone), Pat Cates (clerk).

Members Absent: Joe Nixon

Guests: Scott Hood

I. Call to Order and Opening Devotions

- The meeting was called to order by Pastor Becky at 6:20PM
- The Opening Devotion was given by Cheryl Sharpe

II. Bible Study

- Pastor Becky led the Bible Study from 2 Corinthians 9:6-15.

III. Information

A. Mark Your Calendars

- **November 16:** Community Thanksgiving Service @6PM--FUMC
- **November 18 & 19:** Arts and Crafts Festival Downtown Dunedin (Parking)
- **November 19:** Kirkin of the Tartans
- **November 20:** Vietnam Veterans 50th—Dunedin Library @ 1:00PM
- **December 2:** Dunedin Boat Parade, Dunedin Marina (Parking)
- **December 6:** Vestry Goal Review—3 Qs/4 Principles @ 6:30PM
- **December 9:** Dunedin Old-Fashioned Christmas (Parking)
- **December 13:** Vestry Meeting @ 6:15PM
- **December 17:** Bells of Hope Carol Sing and Reception @ 4-6PM
- **December 23-25:** Christmas on steroids
- **January 28: Parish Annual Meeting @ 12:00PM**
- **February 4, 2018:** United Faiths Walk of Peace at 2:00PM

B. Financial Report

- Handouts #1A and #1B were received as information.
- Scott Hood was present in Joe Nixon's absence
- There were no questions or discussion on the financial reports.

C. 2018 Budget

- The 2018 budget was moved from the Discussion Agenda because of guest presenter Scott Hood.

- Handout #2A “2018 Budget” and Handout #2B “2018 Church Budget Notes”.
- Scott Hood discussed the budget process: A preliminary budget discussion at the November 16th Vestry meeting; Budget presentations to the congregation by Joe Nixon on December 3rd; Discussion of the budget by the finance team on December 13th and final budget approval by the Vestry at the December 13th meeting.
- Scott stated the objectives for tonight’s meeting are to go over the budget with the Vestry and address the proposed deficit.
- The deficit can be shown on the “Church Over/Under” line as a deficit or the budget can be “zeroed out” through the use of the fundraising line.
- Scott went over the budget items including Personnel, Building and Grounds and other expenses. He also spoke to revenue sources.
- Based upon projected contributions it was noted that contributions will be less than expenses.
- Scott reported that the Stewardship Team will be looking at strategies to increase contributions.
- Scott brought “Targeted Giving” to the Vestry’s attention. This is when a specific item in the budget is funded by a member of the parish.
- An example of “Targeted Giving” is found in the Card Ministry line where a member has offered to pay for this item.
- Nancy Redd said the Episcopal Church Women will cover the website expenses; Becky’s sabbatical and Fellowship for a total of \$8,000.
- With this “Targeted Giving” the budget deficit stands at \$11K.
- There was a general discussion on the budget, but no revisions to the current budgeted were introduced by members.
- In considering how to deal with the deficit it was noted that by using the fundraising line a balanced budget is presented. Showing a deficit is a reality which can be addressed with increased revenue or decreased expenses.
- Scott noted that a decision on the deficit needed to be made prior to the December meeting.
- Pastor Becky called for a straw vote on the deficit.
- The vote favored a deficit budget by 8 to 2.

IV. Decision

A. Consent Items

- October 26, 2017 Regular Meeting minutes—approve
- Fundraising Request: Meals of Hope
- Fundraising Request: Pack a Sack
- Pastor Becky asked for a vote of those in favor of the Consent Items
- Approved

B. ACS upgrade proposal

- Handouts #6A and #6B “ACS upgrade proposal”
- Joe Nixon has been attending the Presbyterian Finance Conference in Long Beach CA.
- Joe spoke with the representative of ACS at the Conference
- Based upon this conversation and conversations with Jan Cote and Marcia Nauman Joe is asking for Vestry approval to the following:
- Move all modules to ACS’s cloud server.
- Upgrade the Contributions module to Realm
- Maintain legacy software for General Ledger and Accounts Payable.
- It was the consensus of the Vestry to approve Joe’s recommendations.

V. Planning

A. Vestry & Delegate elections—encouraging applications

- Pastor Becky asked the Vestry to encourage members to submit their applications.

B. Vestry Goal Setting—the 3 Principles of Execution Questions

- Pastor Becky noted that the goal setting meeting on December 6th will be from 6:30 to 7:00PM followed by a 30 minute review of the visioning statement from 7:00 to 7:30PM

VI. Discussion

A. Thrift Store Board Request to Create Position of Store Manager

- The Furniture Thrift Store is looking to add a manager position.
- Pastor Becky noted that the Vestry has to create and approve the position of a Furniture Thrift Store Manager (hereafter referred to as Manager).
- The Position Description for the Manager is found in the last page of the Furniture Thrift Store Business Plan dated November 1, 2017
- The Manager will be a church employee who is paid from the Furniture Thrift Store revenues and reports to the Rector.
- The Personnel Committee has asked to take a look at the Position Description. Pastor Becky will take the Position Description to the Personnel Committee.
- One of the issues that the Personnel Committee will be addressing is the annual review of the Manager.
- It is envisioned that the annual review will be completed jointly by the Furniture Thrift Store Board and the Rector.
- A brief discussion was held. Among the items noted was that the Rector is charged with the hiring and releasing of employees and under Florida law the Manager can be released at any time without reason.

- It was the consensus of the Vestry to add this topic to the Decision Agenda for the December Vestry meeting.

B. Thrift Store Board Request to Fill Position of Store Manger

- Pastor Becky asked for input on the process of hiring the Manager that will ensure transparency.
- Jerry Mullinax assured transparency since he is a member of the Vestry, Personnel Committee and the Furniture Thrift Store Board.
- He noted that the Furniture Thrift Store Board wants absolute transparency and understands that the Manager will be an employee of the parish.
- It was noted that the position has not been created at this point.
- Prospective candidates will go through the same procedures as other employees who have been hired.
- There was consensus that the Personnel Committee will work with the Furniture Thrift Store Board to ensure a smooth process similar to the recent hiring of the Organist/Choirmaster.
- The Furniture Thrift Store Board will handle the details as they relate to the hiring of a Manager.
- The Personnel Committee will ensure that the process if followed correctly.

C. Furniture Thrift Store Purchase Discussion

- The Endowment Board has the purchase of the Furniture Thrift Store under consideration and will get back to the Furniture Thrift Store board after Thanksgiving.
- It is anticipated that no action will be taken prior to December 31st.
- The Endowment Board may want a 5% loan.
- It was reported that the owner Han Kim may still give the \$50K discount in 2018.
- The Endowment Board has asked if the Vestry is behind the purchase.
- The Vestry has not made a decision relative to the purchase.
- If the Endowment Board does not approve the purchase the Furniture Thrift Store Board may consider alternate funding sources.
- There was a short discussion on related topics including a Plan B purchase using a conventional lender; the effects on the Endowment Fund; net realizable value of the property based upon a good appraisal and the fact that as real estate this property will be an asset to the parish.

D. Developing Procedures for Emergencies at the Church

- Pastor Becky has been invited to a symposium on “Unnatural Disasters” sponsored by the Presbyterian Church.
- The meeting is scheduled for December 5, 2017.

- Following this meeting Pastor Becky has requested that a Task Force be formed and that their recommendations will be incorporated into the current Church of Good Shepherd Disaster Plan.
- It is anticipated that this will be completed prior to Christmas.

E. Survey Responses

- Handout #3A (Worship Survey) and Handout #3B (Survey Results)
- Handout #4A (Peace Park Survey) and Handout #4B (Survey Results)
- Pastor Becky went over the results of the Peace Park survey and reported that 16 of 24 responses were to leave Peace Park as it is.
- Chris Schombs reported that the results of the Worship survey showed an overall satisfaction with the parish.
- He further reported that more analysis will be done on the results of the Worship Survey.

F. Request for Support for Dunedin to be a “Welcoming City”

- Handout #5 “Dunedin Welcoming City Campaign”
- Pastor Becky met with Betty Becker and another representative of the Welcoming Campaign.
- Pastor Becky gave background info as presented by Ms. Becker and her associate.
- This was followed by a brief discussion and questions.
- It was the consensus of the Vestry to invite members of the Dunedin Welcoming City Campaign to attend the December Vestry meeting.

VI. Closing Devotions

- The closing devotion was given by Cheryl Sharpe

VII. Adjournment

- The meeting was adjourned at 7:58PM.

Respectfully Submitted,

C. Pat Cates
Clerk