

The Church of the Good Shepherd, Dunedin, Florida

Minutes of the Vestry Meeting December 21, 2020

Note: Due to Coronavirus guidelines on Social Distancing the meeting was held online via Zoom, Meeting ID: 883 2577 5620

Priest-in-Charge: Michael Durning

Sr. Warden: Phil Beauchamp Jr. Warden: Dan Depies Treasurer: Joe Nixon
Clerk: Pat Cates

Class of 2021	Diane Niford	Cheryl Sharpe	Iris Brookins
Class of 2022	Phil Beauchamp	Robyn Harker	John Russotto
Class of 2023	Dan Depies	London Bates	Judy Warner

Members absent: Deacon Cindy Roehl

I. Call to Order:

- The meeting was called to order by Canon Durning at 6:30PM

II. Opening Devotions:

- The opening devotion was given by Pat Cates

III. Time Certain:

A. 2021 Budget Review

- Joe reported that at the end of November there will be a \$43K loss.
- This does not include the monies received from the Paycheck Projection Program which will be deposited in December
- He predicts that the parish may have a shortfall of \$8500 at the end of the year.
- He reviewed the budget using Handout #2.
- The Total Expenses were reviewed first with Joe bringing attention to increased Personnel Costs due to Dawn Gordon's medical, increased hours for Carey Cherivtch and expenses of the Rector Search Committee.
- Other Expenses includes the Diocesan Tithe, Pack-a-Sack, Property Tax for the Sexton's house, Telecommunication, Spiritual Formation and Musicians.
- Joe discussed the parish Income. He pointed out that the figure for Contributions may be unrealistic due to the current pandemic.
- He reviewed other Incomes and concluded his presentation by stating that the 2021 deficit is set at \$52K which is \$12K higher than in 2020.
- There was a brief discussion on budget figures related to Salaries, Building and Grounds and Pack-a-Sack.

- Canon Durning reminded the Vestry that the budget is a planning tool based upon the latest information. He commented that the 2021 budget will be influenced by the pandemic recovery and the timing of a new Rector.
- He noted that the budget is approved by the Vestry and presented to the congregation for their information.
- London Bates suggested that the Vestry look at the budget quarterly, and it was consensus to do this.
- Phil Beauchamp moved to approve the budget as presented; seconded by Dan Depies.
- Approved.
- The Vestry expressed their appreciation for the work that Joe Nixon has done in presenting the 2021 budget.
- There was a brief discussion on the Endowment Graph (Handout #3).
- Joe commented that while the expenses have gone up each year, less has been taken from the Endowment Fund. This needs to be part of the report at the Annual Meeting.
- Canon Durning commended the Vestry for the good work they have shown over the years concerning the Endowment Fund.

B. Security review

- Canon Durning reported that there was a disruptive visitor at the Blue Christmas service which has heightened security concerns.
- The Ushers held a meeting recently to discuss security concerns and now have brightly colored lanyards to identify themselves to worshippers.
- An off-duty deputy will be at the Christmas Eve service.
- Canon Durning proposed that the Vestry undertake a security review of the property by appointing a three member task force. Handout #4
- There was a brief discussion and several names were suggested as persons to be part of a task force.
- Based upon this discussion Canon Durning recommended that the congregation be assured that the Vestry is looking into security concerns.
- He further noted that a more in-depth review needs to be made when the new Rector is in place.
- Dan Depies will speak with Building and Grounds to see if they will make this part of their responsibilities and establish short term protocols until a more in-depth study can be made with the new Rector

IV. Reporting in:

A. Priest-in-Charge

- Handout #5

- Canon Durning reported that there will be a wedding at the church on April 24, 2021.
- He is willing to perform the ceremony if the new Rector so desires.
- The organist and technology team has been notified of this event.

B. Building and Grounds

- Dan Depies reported that one bathroom in the Rectory is near completion, and there is approval to proceed with repairs to the second bathroom.
- Dan gave an update on the plumbing in the Sexton's house.
- The plumbing does not meet the current codes and needs to be updated.
- Harris Plumbing has given an estimate of \$6364 to update the plumbing.
- Dan emphasized that there are currently no plumbing problems, but Building and Grounds would like Vestry approval to proceed as the plumbing needs to be updated.
- The projected costs may increase in 2021.
- Dan moved to approve that Buildings and Grounds proceed with the plumbing updates at a cost of \$6364 and that the monies will be taken from the B & G 2020 Budget. Cheryl Sharpe seconded.
- This is item 3b from the attached Buildings and Grounds report.
- Approved.

V. Discuss/Approve

A. Renewal of the *Letter of Agreement* for the Priest-in-Charge

- Phil Beauchamp read from the current *Letter of Agreement* that the agreement with Canon Durning "continues to December 31, 2020 and is renewable monthly thereafter."
- Canon Durning will continue on a month to month basis until a new Rector is called. He is also willing to work during Holy Week (April 1-4) if necessary.
- It was noted that the Search Committee is making good progress on calling a new Rector.
- The *Letter of Agreement* was reviewed by the Vestry and it was consensus to approve on a month to month basis.

B. Nominating Committee for COGS elected offices (Vestry Class of 2024 and Delegates to Diocesan Convention and Endowment Board)

- Canon Durning recommended that the three Vestry members who will be rotating off this year serve as members of a Nominating Committee for new Vestry members for the class of 2024.
- There was a short discussion on the nominations of new Vestry members.
- There will be announcements to the congregation for any who are interested in submitting an application to serve on the Vestry.

- If more than three persons express an interest there will be an election at the Annual Meeting.
- The Nominating Committee (as outlined previously) will present the names of perspective members by the third week in January.
- There was a brief discussion on the Endowment Board.
- Two of the four members are rotating off, but it is believed that they are eligible to serve another term.
- Canon Durning will check the bylaws of the Endowment Board and report back to the Vestry.

C. Request from Pack-A-Sack Ministry for a Facebook page and online sales

- John Russotto reported that he had a request from Mary Ann Wigmore of Pack-a-Sack to check on a fundraising proposal which the group had submitted.
- The request is asking for approval of the craft groups to hold an online sales using a Facebook page.
- It is believed that their fundraising request may have been “lost” in the process of being submitted.
- Dan Depies asked John to forward him the request form, and he will ensure that it is submitted to the Finance Committee. Following their approval it will go before the Vestry for approval.
- There was a brief discussion pertaining to any tax issues that may arise from this online auction and any funds it may generate.
- It was consensus that the appropriate step is for the fundraising request to be submitted to the Finance Committee for their discussion and approval.

D. Resolution regarding the Boy Scouts of America

- Phil Beauchamp reported that the action taken at the Special Vestry Meeting of November 11, 2020 concerning the Boy Scouts of America Resolution should be recorded in the official Vestry minutes.
- Canon Durning asked Phil to forward minutes from the Special Meeting to the clerk so that they can be added into the official Vestry minutes.

VI. Decisions:

A. Approve November Minutes

- Cheryl Sharpe moved to approve the minutes of November 23, 2020.
- Seconded by Judy Warner
- Approved

B. Vestry Retreat

- Canon Durning discussed the 2021 Vestry Retreat.

- He would like to put together a proposal for this meeting using the resources of Father Tony Moon from Oklahoma who is a mental health professional and who has led the discernment program for the Diocese of Oklahoma.
- The format would look at the new year, a new parish Priest and goals and expectations of the Vestry.
- The meeting will use a Zoom format.
- The Vestry was in favor of Canon Durning contacting Father Moon for the upcoming retreat.
- There was a short discussion on setting the dates for the retreat, and it was consensus to hold it on March 12th and 13th.

C. Planning for Annual Meeting of February 14, 2021

- No action was taken on this item.

VII. Not to Forget...

A. Search Process

- The Search Committee gave an update on their progress at worship on Sunday.
- Communication from the committee has been exceptional, and it is possible that they may have three candidates by mid to late January.
- There was a question as to the presentation of the candidates to the Vestry—does the Vestry want the candidates presented in order of priority?
- After a brief discussion it was consensus that the Search Committee present the candidates without any rankings.
- It was also consensus that the two co-chair persons (Andrea Zahn and Mary Ratliff) present the candidates at a Vestry meeting. It was not determined whether this should be at a regular meeting or a special meeting.

B. Milestone Calendar

- Dan Depies is continuing his work with the Milestone Calendar.

C. Contingency Planning

- No action was taken on this item.

D. Closing Devotions

- Canon Durning gave the closing devotion.
- Note: this was given after all the business had been conducted.

E. Vestry Voices and Vibes

- London Bates will write the article for the February Vestry Voices and Vibes.
- Diane Niford asked about a topic for the January edition.

- It was consensus that she write about the upcoming Stewardship program.

VIII. FYI: Next Vestry meeting January 2021 at 6:30PM (Zoom)

- After a brief discussion the January meeting was set for January 25, 2021 at 6:30PM.
- This will allow time for the Finance Committee to hold their meeting on January 18th.

IX. Adjourn

- Cheryl Sharpe moved to adjourn the meeting; seconded by Phil Beauchamp
- Canon Durning dismissed the meeting with prayer.

Respectfully Submitted,

C. Pat Cates
Clerk