

# The Church of the Good Shepherd, Dunedin, Florida

## Minutes of the Vestry Meeting July 28, 2021

6:00PM

In Person and on Zoom

### Our Mission and Vision

#### We will

- Aspire to live in a world where all creation thrives in God's love,
- Seek to become who God created us to be by worshipping joyfully, respecting all, sharing generously and nurturing every spirit.

**Rector: The Rev. Whitney Burton**

**Senior. Warden: Phil Beauchamp**

**Junior Warden: Dan Depies**

**Deacon: Cindy Roehl**

**Treasurer: Joe Nixon**

**Clerk: C. Pat Cates**

**Class of 2022**

Phil Beauchamp

Robyn Harker

Tammi Wrest

**Class of 2023**

Dan Depies

London Bates

Judy Warner

**Class of 2024**

Robin Megel

Caroline Maisel

Rhiannon Sharpe

Absent: Deacon Cindy Roehl

Guests: Joseph Nixon, Treasurer

### I. Call to Order

- The meeting was called to order by Rev. Whitney Burton at 6:01PM.

### II. Opening Devotions

- The Opening Devotion was given by Dan Depies.

### III. Information

#### A. Financial Report

- Handouts #1A and #1B
- Based upon the current cash flow, a draw from the Endowment Fund will need to be made.
- It was pointed out that there is only \$15K in the checking account and payroll will soon be due.
- Joe Nixon will be sending out a letter next week encouraging the congregation to catch up on their pledges if they are behind.

#### B. Operating Reserves

- Joe Nixon passed out Handout #2

- He brought attention to the two items at the lower left of the page which refer to Capital Funds. He reminded the members not to confuse Capital Funds with Operating Funds.
- In the lower right part of the page the Total Operating Cash is shown as \$30,829. Joe reported that he gets nervous when this figure falls below \$30K. At the present time the account contains approximately \$15K.
- He defined "Operating Reserves" as an emergency fund and is used in situations such as the recent repairs to the Rectory A/C and potential expenses related to the kitchen refrigerator.
- Joe then gave a history of the Endowment Fund using Handout #3.
- Between 2000 and 2017 an average of \$120K was given for operating expenses from the Endowment Board. The average draw was 34%.
- In 2016 the cap on the draw from the Endowment Fund was set at 5% which was achieved that year.
- In 2017 there was also a 5% draw.
- 2018 was a very good financial year and the 5% draw was not needed, but it was taken by the Vestry. \$60K was used for operating expenses and the rest (approximately \$24K) was used to begin the Operating Reserves Account #8601.
- In 2019 the 5% draw was taken and monies added to the Operating Reserves Account.
- In 2020 the church had a very good financial year with increased giving and a grant from the Payroll Protection Plan of \$42K. However, the Endowment Board would not allow the 5% draw to be taken.
- There was a brief discussion concerning the Endowment Fund and the parameters under which the draw is taken.
- Joe asked the Vestry to consider six months of Operating Reserves which will total approximately \$225K. The Operating Reserves Account will only be funded when the income is greater than the expenses. He noted the importance of communicating information relative to the cash reserves to the parishioners.
- After Joe left the meeting there was a lengthy discussion on the Endowment Fund, the Operating Reserve and the budget process.
- Following this discussion Rev. Whitney made the following proposal: She will speak with Joe and the Endowment Board to request the draw from the Endowment Fund. In the slight chance that there is an issue with this request, it will be resolved. In the future the Vestry and the Endowment Board will work jointly on the budget. The Vestry will seek the Endowment Board's input in determining the goals of the Endowment Fund and the best ways to achieve these goals. She noted that everyone has the church's best interest in mind and the best way to achieve the goals.
- Approved by consensus.

### **C. Little Thrift Shop Update**

- The Little Thrift Shop (LTS) is looking for a new location and is asking the congregation for their help.
- While it may be difficult to find a spot with all the LTS's requirements, members are requested to notify them of any potential rentals.

### **D. Music Director Search**

- Judy Warner reported that the Search Committee has two strong candidates who will give a short recital and participate in a second interview.
- One candidate is local and the other is from out of state.
- It is the intention of the Committee to have an Organist/Choirmaster in place by mid-September.
- The experience has been very positive for the members of the committee.

### **E. Rector's Report**

- Small Group Gatherings
- Three Gatherings have been held thus far with an attendance of approximately thirty persons.
- Seven additional meetings are scheduled.
- During this discussion, Rev. Whitney received word that one of the participants in last night's Gathering has tested positive for Covid.
- All the participants at the Gathering have been vaccinated.
- There was a discussion on the best method of contacting the other participants in the Gathering of the positive Covid case.
- Rev. Whitney will quarantine herself for ten days which will have an impact on the upcoming worship services.
- There was a discussion pertaining to finding a Priest to perform the services. An option is also having Deacon Cindy lead Morning Prayer, but there was a question on whether she will be back from an out of town trip.
- Rev. Whitney will keep the Vestry updated on the worship services.
- Status of the Sound System
- Rev. Whitney reported that new microphones have been installed and the sound quality has improved.
- Rev. Whitney asked the Vestry to look over the Mission and Ministry Directory and send her any changes.
- There was a question concerning the follow-up with Grace House.
- Robyn Harker is communicating with Chris Schombs as to the status of Grace House.

## **IV. Decision**

### **A. Consent Items**

- June Regular Meeting minutes—approve
- Tammi Wrest noted a change under D “Rector’s Report”. It should read, “Ushers have been moved from ‘Empower’ to ‘Exalt Team for Worship and Music.’” The clerk will make this change to the minutes.
- Motion to approve as corrected, Robyn Harker
- Second by Tammi Wrest
- Approved
- Fundraiser Requests—Crafters, Quilt Show, Cookie Sale, Spaghetti Dinner
- It was noted that all fundraising requests are contingent upon the new Covid requirements. The Rector has the right to cancel or modify the event.
- Quilt Sale, motion to approve by Robin Megel
- Second by Dan Depies
- Approved.
- Holiday Cookie and Bake Sale
- Motion to approve by Robin Megel; second by Tammi Wrest
- Approved
- Craft Sales, motion to approve by Phil Beauchamp
- Second by Robyn Harker
- Approved
- Spaghetti Dinner
- Finance Committee recommended that the proceeds be split 50/50 between the parish Operating Funds and Dunedin Cares.
- Cheryl Sharpe is in agreement with this change.
- Motion to approve by Robyn Harker and second by Rhiannon Sharpe.
- Approved

## **V. Discussion**

### **A. Historical Designation**

- In the past the Vestry discussed submitting an application to give Historical Designation status to the church buildings.
- Through consensus the Vestry does not want to pursue this designation.

### **B. Property**

- Kitchen Refrigerator
- The refrigerator in the kitchen has stopped working and because of its age cannot be repaired.
- A small refrigerator from the Furniture Thrift Store has been placed in the kitchen but is not well liked by Chef John who uses our kitchen on a weekly basis.

- Chef John has offered to purchase an 18 cubic foot refrigerator and donate it to the church.
- A more permanent solution will have to be determined by the Building and Grounds Committee. They will need to look into the purchase of a residential or a commercial unit and installing it in the kitchen.
- There was a concern voiced that if Chef John donated the refrigerator he might use this a bargaining chip in future negotiations for using the kitchen. Rev. Whitney assured the Vestry that she will make Chef John aware that this is an outright donation to the church with no strings attached.
- A motion to move this item to the Decision Agenda was made by Dan Depies and seconded by Robin Megel
- Rhiannon Sharpe moved to accept Chef John's gift as a stop gap measure to provide refrigeration in the kitchen.
- Second by Robin Megel
- Approved.
- Peace Park
- Dan Depies reported that the neighbors to the Peace Park property want to buy a small section.
- The sale of this section will have an impact on any future development (if planned by the parish).
- Dan recommends that the Vestry not approve this sale. He will inform the potential buyers that the decision has been tabled by the Vestry.
- Approved by consensus
- Dan gave an update on the RV that has been parked in Peace Park for the last year and a half.
- The owner has not been cooperative with Dan, and he fears that someone may be sleeping under it. The RV's condition is also deteriorating.
- There was a short discussion as to the action that should be taken by the Vestry.
- It was noted that the owner of the RV has parked it in Peace Park for 12 months at no charge from COGS.
- Dan Depies suggested that the following action be taken:
- The owner of the RV parked in Peace Park has until August 31st to relocate the vehicle at her expense. If the RV is not removed by the 31st the Vestry will consider hiring legal council at the owner's expense to have it removed.. The owner has the option of giving the title of the vehicle to the Vestry in order that the Vestry can have it removed at the owner's expense.
- Approved by consensus.

**C. Reading**—if time allows

- The book discussion is being rescheduled for a future meeting.

**D. New CDC Guidelines concerning Covid**

- Due to an outbreak of the Delta Variant the CDC is recommending that all persons wear masks regardless of their vaccination status.
- Rev. Whitney is recommending that masks be required in worship and while on the campus.
- The Coffee Fellowship and the Welcome Table will be suspended for an unspecified time.
- Social gatherings will also be suspended until further notice.
- Rev. Whitney will communicate these changes to the congregation.
- All the above recommendations were approved by consensus.

**VI. Planning**

**A. Celebration of New Ministry—August 24, 6:00PM**

- The Installation Service for Rev. Whitney will be held in the Sanctuary.

**B. Vestry Retreat—March or April**

- The retreat will be planned for March or April.

**C. Annual Meeting—February 13, 2022**

- The Annual Meeting date was approved by consensus.

**VII. Closing Devotions**

- The Closing Devotion was given by Dan Depies

**VIII. Adjournment**

- The meeting was adjourned at 7:55PM

Respectfully submitted,

C. Pat Cates  
Clerk