

# The Church of the Good Shepherd, Dunedin, Florida

## Minutes of the Vestry Meeting November 20, 2019

Members Present: Pastor Becky Robbins-Penniman, Deacon Cindy Roehl, Dan Depies, Jim Ratliff, Bill Blizzard, Cheryl Sharpe, Phil Beauchamp, Robyn Harker, Diane Niford, Joe Nixon, Pat Cates (clerk).

Members Absent: John Russotto

### I. Call to Order

- The meeting was called to order by Pastor Becky Robbins-Penniman at 6:34PM

### II. Opening Devotions and Spiritual Journey

- The opening devotion and spiritual journey was given by Bill Blizzard

### III. Information

#### A. Mark Your Calendars

- **November 21:** Community Thanksgiving Service @ First Presbyterian 6:30PM
- **November 28:** COGS Meals of Thanksgiving Community Dinner
- **December 4: Wardens Meeting @ 6:15PM**
- **December 11: Vestry Meeting @ 6:30PM**
- **December 15:** Hanging of the Greens (11:30AM) and Carol Sing (4:00PM)
- **December 29: 5<sup>th</sup> Sunday Coffee Hour**
- **January 26, 2020: "Shining Our Light" Stewardship Season begins**
- **February 9: 2020 Annual Parish Meeting**
- **February 12: Vestry Photo, Organizational Meeting & Orientation**
- **February 16: "Shining Our Light" Stewardship Season Gathering Sunday**
- **February 16: Commissioning of ALL Elected Leaders**
- **March 13 & 14: Vestry Retreat**

### IV. Decision

#### A. Consent Items

1. October 23, 2019 Regular minutes—approve
2. Fundraising requests—approve
  - United Faith Walk of Peace t-shirts
  - Alternative Gift Opportunity (DDG, ERD, Straw2Bread, Patio Pavers)
3. Robyn Harker moved for approval; Cheryl Sharpe seconded
4. Approved

## **B. Proposal for allocation of Vestry Designated Funds**

- No Action was taken

## **V. Discussion**

### **A. 2020 Budget**

- Joe Nixon reviewed the proposed 2020 budget
- Handout #2
- Contributions are projected to be \$260,800.
- The distribution from the Endowment Fund is \$81,610 which is based upon 5% of the account's balance.
- Other income is projected at \$49,600.
- Total income is projected at \$392,010
- Personnel expenses will increase by approximately 4%.
- Building and Grounds budget is projected at \$94K
- This is less than the projected 2019 budget due to anticipated savings in building maintenance agreements and insurance costs.
- Other expenses are projected at \$89K which is 12% higher than last year.
- Several expense items were examined in detail.
- The Diocesan Tithe is a set figure and cannot be changed.
- Invite+Welcome+Connect (IWC) asked for a budget of \$6150
- There was a lengthy discussion on this request which included advertising; computer consultants; direct mailings: business cards and "Cheers and Chat".
- Following this discussion the 2020 budget for IWC was set at \$1150.
- Fellowship proposed that their budget be increased from \$1,000 to \$2,500.
- The added expenses projection was based upon activities including the Thanksgiving dinner, game nights and Easter brunch.
- It was consensus to set the Fellowship budget at \$1500.
- There was a proposed increase to the Musician budget to \$4100 from the \$1800 in the 2019 budget.
- There is the need to find a tenor voice for the choir.
- It was proposed that a high school or college student receive a Choral Scholarship to fill this need.
- To pay a person to fulfill this role in rehearsals, worship services and special services will cost approximately \$25 to \$30 per occurrence.
- Robert Moncrief will have the responsibility of overseeing the Choral Scholarships.
- There was no objection to the increase in the Musician budget.
- Christian Formation will adopt the new name "Spiritual Formation" and have asked for a \$1500 increase in their budget.
- This was approved by consensus.
- Pack a Sack requested a budgeted amount of \$12K. Handout #3

- Pastor Becky gave background information on Pack a Sack.
- It was pointed out that this ministry benefits children in the area and is accomplished solely by volunteers at Good Shepherd.
- Presently, some of the volunteers are spending their own money towards supplies.
- After a brief discussion it was consensus to add a new line item for Pack a Sack and budget this ministry \$6K in 2020.
- Joe pointed out that with the changes made to the proposed budget the deficit will be \$40K.
- There was a discussion on the impact of the Endowment Fund on the budget.
- In 2019 \$72K was budgeted from the Endowment Fund.
- Joe pointed out that this money has not been transferred as of this date.
- He recommends that the \$72K be transferred from the Endowment Fund to the Vestry Designated Account “Operating Reserves”
- Jim Ratliff proposed that this money be invested in a fund which can earn interest but can be accessed at any time if necessary.
- By consensus the Vestry approved Jim looking into an investment opportunity and reporting his findings to the Finance Committee for their consideration.
- Should a suitable investment be found, the proposal requires Vestry approval.
- The Endowment Fund contribution for 2020 is \$81K.
- Pastor Becky expressed hope that future Endowment contributions will be set at 4% as opposed to the current 5%.
- Joe pointed out that the monies from the Endowment Fund are not subject to the Diocesan Tithe until they are actually used.
- Joe made a motion to move the 2020 budget from the Discussion Agenda to the Decision Agenda; Cheryl Sharpe seconded
- Approved
- A motion was made to approve the 2020 budget as amended.
- Approved

#### **B. Milestone Calendar Review**

- Dan Depies reported that some minor changes have been made in the Milestone Calendar.
- Handout #4 “2020-2021 Vestry Milestone Calendar”
- The calendar is ongoing, and Dan encouraged members to submit changes as necessary.
- The calendar will be reprinted as necessary to be kept up to date.

#### **C. Role of Vestry Liaisons—good lessons learned**

- Pastor Becky, Dan Depies and Cheryl Sharpe discussed the current Vestry Liaisons at their recent Warden’s meeting.

- It was the overall feeling that the liaisons have been a huge success.
- An example was given in relation to gathering budget information.
- The liaisons visited the various ministries to get input on the budget which made the process extremely smooth.
- Cheryl talked about the success of the Ministry and Mission Fair and specifically of learning about the ECW's college scholarship program.
- She would like the Ministry and Mission Fair to be scheduled in October 2020.
- Through the process it was noted that changes will need to be made in the Mission and Ministry Directory.
- Dan recounted his experiences with meeting with the boards of both the Furniture Thrift Shop and the Little Thrift Shop.
- These meetings were very positive.
- He gave an example of a conversation of a concern from a member of the Little Thrift Shop, and the steps that will need to be taken to rectify this situation.

#### **D. Historical Landmark Designation—Application**

- Pastor Becky attended a meeting of the City of Dunedin in which the historical designation ordinance was discussed.
- Participation is totally voluntary and specifically addresses the outside of historical structures.
- If Good Shepherd participates it will only designate the Sanctuary.
- If changes are projected to the structure the organization must work with the City of Dunedin.
- She passed out for information only Handout #5: "Application for Designation of Historic Landmark"
- Currently the Scottish American Society Hall; Debbie Bushnell Law offices and home and St. Andrews Memorial Chapel are designated historical landmarks
- Being part of historical landmarks is an excellent way to get recognition and to be featured in any related publications.
- The Vestry was in support of participating in this ordinance.
- There was a brief discussion and a question was raised as to how the parish could become "undesigned" if necessary.
- Pastor Becky reminded the Vestry that nothing has been submitted to the City of Dunedin, and this item is on the Discussion Agenda.
- The Ordinance is 25 pages long, and Pastor Becky will email it to the Vestry for further study.
- The Vestry will seek an answer to the question of becoming "undesigned".
- This item will be discussed at a future meeting.

## **VI. Planning**

### **A. Mission Moment January 5: Vestry call for candidates for Vestry and Delegates to Diocesan Convention Election Process**

- Pastor Becky wanted to ensure persons will be available to cover the Mission Moments in January.
- The announcements are relative to the Vestry Candidates and Diocesan Convention Delegates.
- There may be a vacancy on the Endowment Board
- The Questionnaire for candidates was adopted at last meeting

### **B. Annual Meeting: Initial Planning/Theme**

- Pastor Becky held a brief discussion on the upcoming Annual Meeting and ideas for a theme
- With the meeting being held in the middle of the Stewardship Campaign it was suggested that the meeting theme dovetail with the Stewardship theme: "Shine Our Light".
- There will be further discussions and planning at the December meeting.

## **VII. Closing Devotions –**

- The closing devotion was given by Bill Blizzard

## **VIII. ADJOURNMENT**

- The meeting was adjourned at 8:01PM

Respectfully Submitted,

C. Pat Cates  
Clerk