

The Church of the Good Shepherd, Dunedin, Florida

Minutes of the Vestry Meeting August 26, 2020

Note: Due to Coronavirus guidelines on Social Distancing the meeting was held online via Zoom, Meeting ID: 987 7765 7587

Members Present: Pastor Becky Robbins-Penniman, Deacon Cindy Roehl, Phil Beauchamp, London Bates, Cheryl Sharpe, Dan Depies, Diane Niford, John Russotto, Robyn Harker, Judy Warner, Joe Nixon (treasurer), Pat Cates (clerk)

Members Absent: Iris Brookins

I. Call to Order

- The meeting was called to order by Pastor Becky Robbins-Penniman at 6:31PM

II. Opening Devotions

- The opening devotion was given by Robyn Harker

III. Information

A. Mark Your Calendars

- **Every Sunday:** Services live-streamed at 8 & 10
- **Sunday, August 30: Becky's final Sunday as Rector**
- **Wednesday, September 2 @ 7PM:** Joint Diocesan Convocation on Zoom
- **Thursday, September 3 @ 6:30: Vestry Retreat with Canon Norman**
- **Monday, September 21 @ 6:30: Vestry Meeting with Priest in Charge**

B. Financial Report

- Handouts #1A and #1B
- There was a brief discussion on the Paycheck Protection Program in which the parish received a check.
- It was reported that there is the possibility that these monies will not need to be repaid. A final determination will be made at a future time.

IV. Decision

A. Consent Items

- July 22, 2020 Regular Meeting minutes—approve
- Diane Niford motioned to approve the minutes; seconded by Cheryl Sharpe
- Approved

- Ratify email vote approving Letter of Agreement with Priest in Charge effective September 1, 2020
- It was noted that the email vote passed unanimously.
- Judy Warner moved to ratify the Letter of Agreement. The motion was seconded by Cheryl Sharpe
- Approved

B. FTS Roofing Project: Approve contract and funding

- Handout #2
- The Finance Team approved the contract with Property Home Improvement (PHI) on August 19th.
- PHI has a decent warranty and includes the sloped roof and includes gutters.
- The Finance Team recommends that the monies be taken from the Furniture Thrift Store Reserve Account (doesn't count against 5% Endowment Fund distribution) and the Endowment Fund Capital Reserve (which does count against the 5%)
- A motion to approve the work was made by Cheryl Sharpe and seconded by Diane Niford.
- There was a brief discussion. The warranty for materials is 15 years and for workmanship is two years. Building and Grounds is satisfied with this warranty.
- Dan Depies reported that the project cost is \$49,200 and proposes that \$20K be taken from the Capital Reserve Account and \$29K from the church Capital Reserve Fund. The former does not count against the 5% Endowment Fund distribution, but the later does.
- Approved

C. Endowment Fund Board: Spending Policy Change

- Handout #3
- Based upon national standards for disbursements of between 3.5% and 4% the Endowment Fund Board is recommending a maximum disbursement of 4%. In the event of a catastrophic emergency this can be increased to 10%.
- Managing this fund is the fiduciary duty of the Endowment Board Trustees and the Vestry.
- The Priest in Charge and the new Rector need to be made aware of this policy.
- It was consensus of the Vestry to thank the Endowment Fund Board for their good work and careful attention to proper policies relative to this fund.
- Dan Depies noted that the Vestry should acknowledge Joe Nixon for the good job he has done with the finances of the parish.
- Phil Beauchamp moved that the Vestry offer their appreciation to Joe Nixon for his extraordinary leadership during this difficult time.

- Seconded by Dan Depies
- There was a brief discussion prior to the voting.
- Approved.

D. Ratify Vestry Policies and Procedures—last adopted in 2014

- Handout #4 and #4A
- In addition to the Vestry Policies and Procedures this decision included the Safeguarding God’s Children’s Vestry Resolution
- It does not include the Financial Policies as the Finance Team will be reviewing their policies and making a recommendation to the Vestry at a later date.
- Phil Beauchamp moved to re-ratify the Vestry Policies and Procedures and to make the Safeguarding God’s Children Resolution a part this document. Seconded by Robyn Harker.
- It was noted that after the Finance Team makes their recommendation the two documents should be combined.
- Approved.

V. Discussion

A. September Vestry Voices and Vibes

- Canon Durning, Priest in Charge, will be highlighted in this issue.
- In addition there will be information relative to the Rector search process.

B. Vestry Policies & Procedures—Review to ratify or amend

- Discussed under “Decision”

C. Endowment Fund: Letter re Rector Search

- Handout #5
- The Endowment Board asked the Vestry to consider the financial skills needed by the prospective Rector to serve effectively on the Endowment Fund Board.

VI. Planning

A. Ecclesiastical Authority: Now vested in Priest in Charge

- Canon Durning will lead future Vestry meetings, staff meetings and other meetings as necessary in his role as Priest in Charge.
- Dan Depies will be attending staff meetings until Canon Durning is comfortable with leading this meeting.

B. Diocesan Convocations & Convention—all Virtual

- Delegates: Mary Ratliff, Cheryl Sharpe, John Russotto. Alternate: Robyn Harker
- The delegates have all been informed of this meeting and the necessary documents have been submitted to the Diocese.

- Carey Cherivtch will assist the delegates with any technical issues.

C. Milestone Calendar

- Dan Depies will meet with Pastor Becky tomorrow to look at items on the calendar.
- Afterwards he and Dawn will look to take over some of the responsibilities.
- Vestry members need to stay apprised of this calendar.

D. Contingency Planning

- Pastor Becky reported that a few minor updates need to be made.
- Handout #6

VII. Closing Devotions

- The closing devotion was given by Robyn Harker.
- There were discussion and motions as noted below prior to the devotion.

VIII. Adjournment

- The meeting was adjourned at 7:45PM.

Respectfully submitted,

C. Pat Cates
Clerk