

The Episcopal Church of the Good Shepherd  
Minutes of Vestry Meeting  
October 24, 2020

Members present: Fr. Lance Robbins, Rev. Barbara Fornalik, Roch Whitman, Tom Wawizycki, Jill Daddis, Chris Nuccitelli, Pauline Stebbins, Art Mason, Pam Meyris, Dick Robinson

Members absent: Annie Bishop, Mary Kay Butera, Ed Kushall, and Cheri Mascitti

Agenda

- Opening Prayer
- September Minutes
- Re-opening Service Re-cap
  - Livestream analysis
- Actual expenditures vs. budget
- Remaining tasks
- Statistics/viewers from Oct 18
  - what feedback have we received?
  - what tweaks need to be made?
  
  - any bigger changes necessary?
  
- Finance Report - Budget Preparation
- Stewardship Campaign plans
- Fund Raising/Capital Campaign update
- Facility updates
  - tree removal
  - furnace maintenance
  - roof
  - interior paint/carpeting
  
- Lance Parish updates
  - purchase of another cremorial niche
  - letter of thanks received from Arizona
  - guidance updates from Diocese
  - other
  
- New business
- Closing prayer

The meeting opened with prayer from Father Lance.

#### Old Business

Minutes from the September meeting were reviewed. Chris N. moved to accept the minutes. Tom W. seconded. Motion was voted on and passed.

#### Re-Opening

The count for our opening service was 37 in the sanctuary. The Sunday School participants were not counted in this total. In the future these participants will be counted. If there are chairs set up in the narthex for an overflow for the service a path will have to be figured out for the children as they make their way into the sanctuary. Should the children be kept in the parish hall? The vestry felt that this should be explored because the teachers may/will want to participate in communion.

The vestry expressed their thanks to Chris N. and Bruce Dunn for all they have done to set up the live stream system and to bring our parish the services.

Our November meeting will be dedicated to planning for upcoming services.

A committee was put in place for the planning for our Christmas service. Roch, Jill D., Pam M. and Lance will meet via Zoom at the beginning of November.

Chris N. reported that the live stream system cost was \$11,000. The setup is pretty much complete. He and Bruce Dunn will be evaluating to see if new software will be needed. Chris will report back at the November vestry his findings. Our service will go live seconds before the start. The link for live stream will never change and will be emailed to all. If the parish does not watch the service live they can view it shortly after the live stream as it will be recorded. All of our services will be archived. Chris will think of a way to title each service so they can be easy to find if viewing on a SmartTV or other device.

We will need chairs put in the narthex if our count goes over 50 in the sanctuary.

We need to make a blanket contact tracing form.

We need someone at the sanctuary door whose job is to count those who enter and another person to help with spacing.

Can we establish a Fast Path for entrance for those who have already completed their contact tracing form?

#### Finance

Our audit has been completed and will be going to the Diocese on October 26, Monday. The vestry would like to look at the audit and it will be available at the November or December meeting. Chris Peters had done this for us and should be recognized. Roch will draft a letter and the vestry will sign it.

Dick reviewed the budget report. He feels that we have an ample amount of cash and would like to move funds into the Diocese investment fund. Jill moved; Tom W. seconded that the amount of money to be moved will be discussed at the November meeting. The motion was voted and passed.

The Capital Campaign total to date is 98,186.19. Chris N. reports that he has not included the pledges. Chris will send this information to Dick for Individual Giving Report.

Dick will attend a seminar on the PPP loan and how it will be forgiven. There was a discussion that followed regarding the PPP Loan and having it forgiven and should we have even applied for it to begin with since our income has increased without it. This discussion will continue at the November meeting.

Income for this year is 236,119.36, last year our income was 230,724. Our income has been impacted by Covid because we have reductions of actions and services.

Expenses for this year are positive. Last year we were \$25,000 in the red.

Dick reviewed the budget sheet for 2021.

How will we proceed with the budget for next year? Dick would like a baseline budget to start the year. Roch moved, Chris N. moved to start 2021 with a baseline budget. Motion was voted and passed. Vestry will finalize the baseline budget at the November meeting.

#### Stewardship

The campaign has been announced during church. November 22 is Commitment Sunday. There will be 2 mailings going out. One from Lance on November 3, and one from Roch and the Committee with pledge cards. On November 8 Roch will be speaking at church service.

#### Fund Raising

Chris N. would like continue our fund raising by creating a website. Capital Campaign letters will be coming out after Christmas.

Cookbook sales have been great. We ordered 200 books and have sold 100.

#### Facilities

The tree in the front of the building needs to be completely taken down. Tom W. got an estimate from Don and Jon landscaping. It was agreed that we should get 3 or 4 bids for this work before we proceed with the tree job.

#### Furnace Maintenance

Paul Maier submitted his findings and prices from 4 companies. The reports were reviewed by the vestry and it was decided that Paul should make the decision on which company to go with. We all trust his judgement and know he will do the best for our parish.

Roof and painting – Chris reported that these are projects that need to be done but can be done in the future.

Shed- cannot be moved. A Wayne D. will purchase a shed and build it for us. It will be placed on the edge of the parking lot in a spot that does not interfere with snowplowing.

#### New Business

##### Columbarium

Lance reports that we need to increase the space for our columbarium. The estimate that he has is 5000.00. Kris M. moved and Jill D. seconded to proceed with the expansion. Motion voted on and past.

#### Parish Update

Episcopal Church Home has opened for visitors. Hospital patients may only have 2 visitors and they are determined by the patient.

Father Lance closed the meeting with a prayer.

Please note that our next vestry is Saturday, November 14 at 9:00 AM in the parish hall.

Submitted by Pamela Meyris