

GOOD SHEPHERD EPISCOPAL CHURCH

Minutes of the Vestry Meeting Tuesday, January 9, 2024

ATTENDANCE:

Via ZOOM: Fr. Joe Hudson, Christine Puthoff, Don McKelvy, Libby Chinman, Elaine Hedrick, Stephanie Kitt, Carole LaBate, Barbara Rao, Ed Silva, Bob Sawyer, Lynne Altimier, Judy Jarvis

Absent: Ruth Bruno

Guests: None

The meeting was called to order by Christine Puthoff at 6:40 p.m.

Father Joe opened the meeting with a moment of reflection and a prayer.

ACTION ITEMS/MOTIONS:

- a. Libby Chinman moved to approve the Clerk's Minutes from the December 12, 2023 Vestry Meeting. Don McKelvy seconded. Motion passed unanimously.
- b. Lynne Altimier amended her report on investment account #105500 due to a late report to \$231,117.51. Barbara Rao moved to accept the Assistant Treasurer's amended report for December 2023. Don McKelvy seconded. Motion passed unanimously.
- c. Bob Sawyer requested a motion from the vestry to rollover the approximate \$50,000 in the excess cash account as a cushion against expected shortfall in 2024. Stephanie Kitt so moved; Ed Silva seconded. Motion passed unanimously.
- d. Ed Silva moved to confirm the e-mail vote on expenditure not to exceed \$10,000 for the purchase, delivery, and installation of new furniture for the parish office. Libby Chinman seconded. Motion passed unanimously.

- d. The motion made in December on the furniture for the Rector's office was vacated. Don McKelvy forwarded a new motion to approve the purchase and installation of furniture for the Rector's office not to exceed \$6,000. Ed Silva seconded. Motion passed unanimously.
- e. Bob Sawyer presented and reviewed the 2024 Budget which had been forwarded by the Finance Committee to the Vestry for approval. (See attached.) Don McKelvy moved to approve the 2024 Budget as proposed. Stephanie Kitt seconded. Motion passed unanimously.

Pause for Prayers and Thanksgiving - Carole LaBate

DISCUSSION ITEMS:

- a. **Construction Financing:** In a discussion about construction financing, Bob Sawyer addressed the projected shortfall of \$207,000. However, Bob feels that the estimate is conservative. The Finance Committee of the Diocese has our loan application in front of them. It will next go to the Diocesan Council for approval. The application is for a loan of \$250,000 at a rate of 3%, payable over 5 years. Bob requested a motion from the vestry to enter in a loan to finance the balance of renovation and restoration expenses. Bob stated that if the total expenses are less, the extra is returned to the Diocese. Also the FEMA claim is still pending. Any payment from FEMA will also go to reduce the loan. Bob projected going out to the Parish in the Spring for a Capital Campaign to pay off balance of loan. Christine asked the Vestry to begin considering leaders and strategy since this is most likely the way we will be going. Stephanie Kitt made the motion to approve entering into the loan; Carole LaBate seconded. The motion passed unanimously. Other discussion focused on a celebratory event and the timing for such a happening.
- b. **Restoration:** Christine updated the Vestry about various small steps that are in the works along with projected dates. She stated that even when, for example, the floors are done and the container emptied, there will still be many small tasks needing completion. Fr. Joe updated the Vestry on the roof. Colonial examined the roof following the leaks on January 6 and found the problem. Moving forward, Colonial will be coming to correct that, and Metal Max is coming in with a contract for the nave roof. However, there are still some issues with the roof to be resolved. Christine

also mentioned that two new computers are being purchased, one for the Parish Administrator and one for the Bookkeeper. New computers had been approved previously and purchase postponed until now.

Around the Table: Shout Outs, Questions, Comments, Reminders

Closing: Prayed the Lord's Prayer.

Meeting adjourned at 8:00 p.m.

Respectively submitted,
Judith Jarvis, Clerk of the Vestry

2024 BUDGET - GOOD SHEPHERD EPISCOPAL CHURCH			Compare 2023	
Account	Description	Annual	Budget	Actual
175100	Plate Offerings	\$ 6,000.00	\$3,000	\$8,931
175210	Pledged Revenue - \$407,368			
	Slippage (5%) - (20,368)			
	Net Pledged Revenue	\$ 387,000.00	\$331,170	\$349,535
175211	Other Offerings [+20%]	\$ 20,000.00	\$6,000	\$41,076
175250	Investment Income (Endowment)	\$ -	\$0	\$0
175220	Miscellaneous Revenue	\$ 480.00	\$440	\$388
17550	Interest earned	\$ 120.00	\$0	\$600
175700	Processing Contributions	\$ 120.00	\$40	\$132
175900	Fundraising Revenue	\$ -	\$0	\$0
REVENUES		\$ 413,720.00	\$340,650	\$400,662
186300	Diocesan Apportionment	\$ 34,593.00	\$35,309	\$35,309
186710	Rector's Stipend	\$ 38,079.00	\$35,580	\$35,486
186711	Rector's Pension	\$ 15,120.00	\$14,400	\$13,565
186712	Rector's Housing Allowance	\$ 50,000.00	\$50,000	\$50,004
186714	Rector's Professional Enrichment	\$ 600.00	\$600	\$0
186715	Rector's Medical Insurance	\$ 23,196.00	\$20,160	\$21,732
186716	Supply Clergy	\$ 300.00	\$600	\$1,900
186717	Assisting Priest	\$ 22,100.00	\$0	\$0
186718	Clergy's Receipted Expenses	\$ 360.00	\$360	\$0
186719	Ministry Formation	\$ 2,500.00	\$0	\$0
186720	Staff Salaries/Wages	\$ 76,020.00	\$50,400	\$52,418
186740	Social Security Expense	\$ 6,120.00	\$3,840	\$3,991
186750	Paychex Billing	\$ 600.00	\$600	\$437
186803	Telephone	\$ 4,800.00	\$3,600	\$4,811
186804	Copier/Computer	\$ 7,500.00	\$6,900	\$8,145
186806	Postage	\$ 840.00	\$600	\$1,138
186810	Office Supplies	\$ 3,240.00	\$3,000	\$3,237
186812	Live Streaming Expenses	\$ 12,600.00	\$11,400	\$11,499
186813	Realm/ Vanco/Website	\$ 3,600.00	\$4,320	\$2,824
187201	Miscellaneous Expenses	\$ 600.00	\$600	\$1,052
186760	FPL/H2O/Trash	\$ 26,400.00	\$24,000	\$25,302
186901	Mowing/Pest/Fire	\$ 10,800.00	\$10,800	\$9,819
186903	Maintenance/Repairs	\$ 12,000.00	\$5,760	\$10,166
186910	Buildings & Grounds	\$ 6,000.00	\$6,431	\$5,842
186911	Kitchen/Sexton	\$ 1,200.00	\$1,200	\$1,170
187102	Building Insurance & Workers Comp	\$ 32,166.00	\$24,000	\$27,437
187103	Non-Ad Valorem Taxes	\$ 3,600.00	\$3,600	\$3,664
186410	Outreach Missions	\$ 10,000.00	\$9,000	\$10,623
186411	Spiritual Formation	\$ 720.00	\$720	\$318
186412	Altar Guild	\$ 1,800.00	\$1,800	\$1,631
186413	Music & Choir	\$ 840.00	\$840	\$1,464
186414	Hospitality	\$ 1,800.00	\$1,800	\$2,007
186418	Receptions - Non Memorial	\$ 120.00	\$120	\$0
186419	Welcoming	\$ 1,440.00	\$720	\$1,236
186441	Parish Care	\$ 600.00	\$600	\$32
186450	Flowers	\$ 720.00	\$720	\$900
186451	Sanctuary & Vestments	\$ 600.00	\$600	\$0
186453	Parish Retreats	\$ 250.00	\$250	\$0
186726	Vestry Expenses	\$ 1,700.00	\$1,700	\$1,277
186808	Advertising	\$ 2,400.00	\$2,400	\$638
EXPENSES		\$ 417,924.00	\$339,330	\$351,074
DIFFERENCE		\$ (4,204.00)		
Rollover from 2023		\$ 49,588.00		
NET DIFFERENCE		\$ 45,384.00		

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