

**GOOD SHEPHERD EPISCOPAL CHURCH**  
**Minutes of the Vestry Meeting**  
**Tuesday, January 10, 2023**

**Attendance**

Vestry In-Person: Libby Chinman, Fr. Joe Hudson, Stephanie Kitt, Carole LaBate, Don McKelvy, Sally Mock, Christine Neal, Bob Sawyer

Vestry via ZOOM: Marcel Tabor

Vestry Absent: Maggie Buonarosa, Lois Mueller, Barbara Rao

Visitors: none

The meeting was called to order by Christine Neal at 6:35pm.

The meeting began with Fr. Joe reading a prayer titled “I Tremble on the Edge of a Maybe” from the book “*Guerrillas of Grace: Prayers for the Battle*” by Ted Loder.

**Routine Business**

**Review and Approve the Clerk’s Minutes**

Libby Chinman moved to approve the minutes of the December 13, 2022 Vestry Meeting. Seconded by Stephanie Kitt. Motion passed unanimously.

**Review and Accept the Treasurer’s Year-to-Date Financial Report for January-December 2022**

Bob Sawyer did comment that if it hadn’t been for Hurricane Ian, we would have ended positive for the year 2022. The following is a short summary of some key points of Bob’s report:

- The report showed YTD actual revenues (\$346,467) were more than what had been budgeted (\$321,996) for a positive variance of \$24,471. This was due to positive variances in Plate and Other Offerings.
- The YTD actual expenses (\$371,334) were more than what were budgeted (\$322,096). Through September we were right on budget but then in October we began to feel the effects of Hurricane Ian!
- As we begin 2023, the balances in the two accounts set up to handle revenues and expenses associated with Hurricane Ian are as follows: Account #331000 (which holds all donations from sources other than insurance) has a balance of \$166,134.39. Account #334100 (which holds all proceeds from insurance) has a balance of \$367,563.03.
- In 2022, the principal of our three Wells Fargo investment accounts decreased in value by \$38,889 (-16.8%).
- In the near future, we should be receiving \$7,000 from the Diocese in reimbursement for the CPA audit of our 2021 finances.
- We begin 2023 with no liquidity concerns and have over 12 months of liquidity.
- For further analysis of revenue and expenses of various accounts January-December 2022, refer to Bob’s complete report.

Don McKelvy moved to accept the Treasurer’s Report as presented. Seconded by Libby Chinman. With no further discussion or comments, the motion passed unanimously.

**Updates and Discussion**

PRRT (Parish Revisioning & Renovation Team): Fr. Joe commented that of all the churches affected by Hurricane Ian, we have put together the largest team to deal with the various issues in recovering from the damage caused by this storm. At the PRRT meeting on Monday, January 9<sup>th</sup> we focused on the Scope of the Project as presented by parishioner Paul Altimier, Project Manager. We are waiting on contractors to give us their bids. Members of PRRT are also working with other parishioners in gathering ideas and asking questions as to what is really

needed and what might be a revision of a space so there are a lot more people involved than just the 15 members of PRRT. Parishioner Bob Hazelrigg, a retired architect, is using a CAD program to help with laying out the areas within the current footprint and what changes might be possible. Of course it is necessary to keep in mind that every idea will be considered but not all ideas will become reality. Stephanie Kitt asked “How far along will this process go before professionals, who will do the actual work, will be brought in?” Right now we are waiting for the general contractors to have their bids approved which all takes time as everyone involved at the different levels have their chance to look things over. We are on pause right now as we wait for this process to run its course but during this time we can continue to fine tune what we want to see as a final product. The Communication Team will be publicizing frequently asked questions so everyone will be getting the same answers in the hope of avoiding any confusion and misinformation. Christine asked for the Vestry to submit any questions to her that they might have or any that they hear from others.

#### Proposed Operating Budget for 2023:

- Bob Sawyer presented the proposed budget stating that the Finance Committee unanimously approved forwarding the budget to the Vestry for adoption.
- Pledges increased by 10% over last year.
- In 2022, we budgeted for \$322,096 and in 2023 we will set the budget at \$340,650.
- The intention is to be conservative with the budget. There will be no opportunities for fund raising this year due to the condition of our building. And it is not budgeted to use any of the interest generated by the Endowment Fund.
- There were slight increases in many areas of the budget (Welcoming, Parish Care, Vestments, Advertising, Livestreaming, Maintenance & Repairs, Building & Grounds) with the biggest change being for Outreach that was increased from \$6,000 in 2022 to \$9,000 for 2023. And a new line item in the budget of \$240 for Deacon’s Receipted Expenses.
- There were also budget increases made for building insurance and for Florida Power & Light because as the year progresses we have no control over what increases they may impose on us.
- The entire Vestry was very complimentary of Bob, David Beall and the entire Finance Committee on putting together such a positive, well thought-out and balanced budget and for having such a successful stewardship campaign.
- After the presentation and some discussion, Christine asked for a motion to adopt the 2023 Budget as presented. Motion moved by Carole LaBate. Seconded by Stephanie Kitt. Motion approved unanimously. This budget will now be presented to the congregation at the Annual Meeting on January 30, 2023.
- Marcel Tabor expressed his concern about how the numbers of viewers of the live-streaming have not been entered in the Red Book (the book kept in the Sacristy for recording attendance on Sunday and at other services as well as home communion visits). Those numbers need to be put in the Parochial Report submitted to the Diocese on March 1<sup>st</sup>. Christine will follow up to be sure this gets done.
- The question was raised about having a Capital Campaign in the near future to raise money for repairs and restoration of the church. All other sources of income need to be exhausted first before this will be officially determined.

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

- Christine Neal (Senior Warden) had several items to bring forward at this time:
  - She read a letter from Assisting Clergy Fr. Robert Miller. It accompanied his report required by the Diocese listing the services he provided to Good Shepherd and to the larger church for 2022. He gave thanks for the opportunity to serve our

congregation these past 12 months. His letter also informed the Vestry of his intent, along with his wife Margi, to move to Muskego, WI in the spring of 2023. Fr. Bob's letter and the report of his 2022 activities will be included with these minutes in the Vestry Notebook kept in the Parish Office.

- Christine also wanted the Vestry to be thinking and praying about ways to promote our various ministries so others find out about all the good works that are going on and will then feel welcome and motivated to join us. In the past we have had a Ministry Fair. That's one idea but hopefully we can come up with some other ways, too. The Memorial Garden was mentioned as a ministry that needs to find additional ways to support the work done now by a few volunteers.
- Christine also went on to report that the Communication Team has worked out the details on the Spiritual Formation Survey that will be sent out to parishioners after it is announced at the Annual Meeting.
- Marcel Tabor (Liturgy) told us that this would be his last meeting since he will not be able to attend the Annual Meeting as he will be traveling to London on business. Thank you Marcel for the 9 years of serving on the Vestry.
- Sally Mock (Clerk) expressed her appreciation for having the opportunity to serve as clerk for the past 6 years. Every Vestry and all 3 Senior Wardens (Larry Fees, Bob Sawyer & Christine Neal) have been wonderful to work with. She will miss the comradery of this very special group. It is an experience she will cherish.
- Bob Sawyer (Treasurer) thanked everyone for their support and feels it will be an interesting year ahead.
- Carole LaBate (Parish Care) feels so blessed to serve on the Vestry and be part of such a wonderful group of people who love the Lord and do whatever they can to make everything run smoothly. And she thanked the out-going members of the Vestry for sharing their time & talents.
- Libby Chinman (Welcome) thanked Maggie, Marcel and Sally for their support since she has been on the Vestry and for answering all her questions!
- Stephanie Kitt (Outreach) was so glad to be here and feeling better!
- Don McKelvy a.k.a "Don Debris" (Junior Warden) was thankful for the support he's received on his first go-around on the Vestry. He was glad to report that the debris piles in front of the church on Center Road were finally cleared out which enhanced the overall appearance of the church grounds. In addition, the gutters, downspouts and roof were recently cleaned and the church and sidewalks will be power washed in the next few weeks. Simply Trees should be coming on January 25<sup>th</sup> to give a final trimming of the oak trees in the parking lot and also trim some trees and remove a tree stump in the Memorial Garden.
- Fr. Joe (Rector) informed the Vestry that David Beall, John Buntel, Sue Miller and Sally Mock went over the list of church contents provided by Enservio to determine which items were fine the way they are and worth keeping, which items needed to be repaired and items that needed to be discarded and possibly replaced. The repairing of the baptismal font and the pulpit will take place in the very near future with payment coming from the insurance money we have already received. It was felt this expenditure did not need Vestry approval but Fr. Joe still wanted the Vestry to be informed.

Fr. Joe closed the meeting with a prayer.

Christine Neal adjourned the meeting at 7:25pm.

Respectfully submitted,  
Sally Mock, Clerk of the Vestry

