

The Church of the Good Shepherd

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Minutes for May 18, 2021 at 6:30 PM Vestry Meeting by Zoom due to the COVID-19 Pandemic

Clergy and Staff: Arianne Rice+, Sarah Lemon (GS Day School Director), Shari Aybar (Finance)

Officers present: Tina Thomas (Sr. Warden), Harry Andrews (Junior Warden), Bill Nesbitt (Treasurer) Cynthia Fraser (Registrar)

Vestry members present: Missy Adams, Bill Baker, Liza Ebeling, Mary Ellen Gervais, Harry Gormley Jr., Jill Hanson, Brooke Riegel, Marge Rodgers, Barry Rollins, Rebecca Williams

WELCOME AND GROUP CHECK INS:

Arianne+ began with a scientific definition of gratitude and then asked us to reflect for a minute and then share one thing we are grateful for that day.

DAY SCHOOL REPORT:

Sarah Lemon, Day School Director and Sheri Aybar joined our Vestry meeting to share the annual budget for the Day School. Due to the pandemic, they projected a \$228K loss, but they were able to stay open a majority of the time, so the loss was cut to \$118K. Some of the teachers were unable to teach since their children were home from school so they saved a lot on salaries so the projected loss is now down to \$81K. They plan to have summer camp this year which should help a lot and are planning a larger kindergarten in the Fall. They plan to pick up the PM Program again too, so next year should only have a net loss around \$43K which they make up for in their assets. Bill said the Finance Committee is working to help them find better investments than a money market account. Sarah says they hope to be back to normal the year after next. Bill Nesbitt made a motion that we accept the Day School Budget for the 2021-2022 year. It was seconded by Harry Andrews and passed unanimously. It was also mentioned that a committee has formed to help figure out how the Day School and the church can share spaces like the Choir Room, Room #14, the Foyer and other spaces as the school grows.

RECTOR'S REPORT:

Arianne+ Mentioned that Ann Mellow from the National Association of Episcopal Schools will be visiting on June 9th to work with the Executive Team, and the school on organizational structure, by laws, canons. Every church school is making changes post Covid and she plans to address these issues at our next Vestry meeting, June 15th. She is hoping for a subcommittee to form to look at Bylaws and to better facilitate the Vestry and School Board's roles.

Arianne+ thanked Harry Andrews for staying on longer as Junior Warden and for his help during the pandemic and announced that Bill Baker has agreed to serve as Junior Warden for the next three years.

She asked us all to register for the Annual Meeting by zoom on Sunday, May 23rd as she needs a quorum of 50 to pass the change in the bylaws to make the Annual Meeting within 60 days after Epiphany instead on in May when everyone is busy.

She said she will be talking to the Bishop tomorrow about worshipping guidelines. The Diocese is still in the orange zone, and so far she is keeping everything the same, but hopes it may change soon. Tina said she is proud of Good Shepherd because Redeemer and St. David's are still not open yet.

Arianne+ gave an update on the search for a new Associate Rector. The lady they made an offer to has accepted a position at Fairhaven Retirement Community, so they are still looking.

The church staff is now in the office on Tuesday and Thursdays from 9:30-3:30PM to answer the door and the phone. Summer Worship will begin on June 27- August 15th and Arianne+ will combine the two services and the one service will be at 9 AM. There will be some guest clergy as well during the summer months.

She then offered a zoom poll should we have a church picnic or get together in June or late September? It was unanimous to wait till September, and it was suggested that we include the Day School.

SENIOR WARDEN REPORT:

Tina Thomas reported that we will be voting to change the by-laws at the Annual Meeting to change the time of the Annual Meeting to after Epiphany. She also asked for any ideas to honor Kim Chalmers and Lauren Rohrs for their dedication to the church during the pandemic. Gift certificates, vacations, time off were all suggested. Rebecca Williams offered to help Tina organize this effort.

Tina reported that the Personnel Committee is up and running and meeting monthly. She also reported attending a meeting from the Episcopal Church on fundraising and said she is proceeding with meeting with the Improvement Fund Committee (to be the Capital Campaign Committee).

JUNIOR WARDEN REPORT:

Harry Andrews had one action item, the library ceiling and asbestos floor. He said we will need to vote next month on these repairs. He did fix a problem in the Sacristy that was a trip issue. He mentioned that someone has requested to rent the kitchen for an event but we declined because the equipment is very old, not sure it will all work and there could be liability issues. He suggested a task force to investigate that. He reported the landscapers are doing a great job and we should keep them. He closed by saying it has been a pleasure working with this Vestry in particular and wished us luck. Tina Thomas thanked him. It was then mentioned there was a problem with the audio-visual equipment with the audio cutting in and out.

Arianne+ said she is worried about over taxing our parishioners and our staff is at the lowest level ever, so need to be careful not to over tax ourselves.

Missy Adams asked if the kitchen will be functional enough for the summer camp for SLYC the end of July?

TREASURER'S REPORT:

Bill Nesbitt reported they concluded their annual audit and everything was pretty clean. Mark McGrath and Lori Bourne performed the audit. They remarked we need to review payroll regularly and handle the housing allowance in November, not in January. They were going to go to the County offices in search of our property deeds. They are asking for quarterly updates from the Day School. Bill also said Mark McGrath will need to be replaced as an auditor as he recently joined the Finance Committee.

Bill said he is working with Kim Chalmers on some enhanced reporting so we can compare our current financial situation with our current budget, not a prior year.

Bill asked for a motion to raise the signing limit for Kim Chalmers from \$1,000 to \$2,500. Harry Andrews made the motion which was seconded by Barry Rollins and passed unanimously.

PERSONNEL COMMITTEE:

Marge Rodgers reported that the Personnel Committee is meeting and still working on finding an Associate Rector to help Arianne+.

OUTREACH REPORT:

Barry Rollins announced he and his wife Muffy are becoming more involved in ACTC and learning more about what they need. Jane Love, Suzanne and Beau Whitney, Clai and Barty Carr have all been volunteering. He said the drop offs at Good Shepherd homes will be stopping for the summer, but he hopes people will still consider giving and volunteering because the need is great due to the pandemic. Arianne+ and Muffy will be meeting with the head of ACTC, Linda Lotz, to see how Good Shepherd can continue to help meet their needs and what is most needed now. Barry announced that the Outreach Committee voted to give ACTC \$9,000 which will be matched, so our contribution will be \$18,000. This shows our vested interest in this organization.

Cynthia Fraser, also on Outreach, discussed the recent \$3,000 donation from Outreach to SEWA International. Several members of Outreach felt a strong need to help the dire situation in India with their new wave of Covid-19, where 1 million are expected to die by August, partly due to a lack of oxygen. So, the group researched charities and chose SEWA because of their established network on the ground in India, their high rating on Charity Navigator and that they were helping to establish makeshift hospitals in villages with no access to hospitals and getting life saving oxygen concentrators to India from the US quickly.

PRAYERS AND PASTORAL CONCERNS:

Arianne+ mentioned there are three baptisms, Elizabeth Klein, Georgia Fitzpatrick and Colette Born. She said there was a funeral for Eleanor Owen mother of Peggy Szcerbicki and Ann Gray, wife of Jim Gray and Kitty Stierhoff. She asked for prayers for Jack Moore and Bill Hunter and any others we wished to offer prayers for in closing. Barry Rollins said to pray for the situation

in the Middle East. Arianne+ also said she plans to offer a prayer at the June 13th service for any graduates.

We then closed with the Lord's Prayer, and the meeting adjourned at 8 PM

ADDENDUM: On May 27, 2021, our new Junior Warden, Bill Baker, asked for the Vestry to approve the following by email vote:

The replacement of the Library ceiling and asbestos removal. This involves asbestos removal in the Library, Parish Hall closet and mechanical room ceiling behind the stage. This involves asbestos abatement as well as the complete replacement of the Library ceiling and lighting. This will give us a new, brighter meeting space since the school is taking over the nursery and classroom off the foyer.

Total cost: \$12,046.

Nave ceiling restoration: Prior to the new slate roof, the ceiling suffered numerous places of water damage. This requires wood and painting restoration. The contractor estimates two weeks to complete, so there would be minimal disruption to the Sunday service.

Total cost: \$10,854

The repairs will be covered by the Heritage Fund. The request passed unanimously by email.

Submitted by Cynthia Fraser, Registrar for the Vestry

Signature 