

## DECEMBER 2020 VESTRY HIGHLIGHTS

A virtual meeting of the Vestry of the Episcopal Church of the Good Shepherd was held pursuant to the Bylaws and by the order of the Vestry on Tuesday, December 15, 2020.

**Members Present:** The Reverend Dr. Doug Sharf, Kevin Johnson, Michael Howard, Kathy Hawken, Heather Graham, Gwen Gouery, Grace Owosina, Denise Preston, Tracy Smith, Rob Taylor, Matt Ulman, Bill Unger, Mike Greene, Merike Seely and Mark Chittum

The meeting opened with prayer. The Agenda was approved as presented. The November 2020 Minutes was approved with minor clarifications to the Financial Report.

**Financial Report:** Mike Greene gave the Financial Report. Total revenue is under budget for the year by \$52,505. Total expenses are also under budget and there is a net operating deficit for the year of \$47,661. This deficit is more than budgeted but is consistent with previous years. Pledging remains strong and the church should be in good position by the end of the year. In the presentation on the Balance Sheet and Restricted revenue accounts it was noted that the Building Maintenance Account has a zero-balance due to the payment for the Church's HVAC system, and that the State Street Investment Account was up. The Financial Report was approved.

**School Financial Report:** The Rev. Dr. Scharf presented the report for the school and stated that it has been approved by the board. He noted that the school continues to have a positive year due to conservative budgeting and additional revenue from higher than planned enrollment. Fundraising efforts will take place later in the year. The School Financial report was approved.

**PPP Loan Update:** Mike Green explained that there was no change and that the lender had not yet opened the portal to file for loan forgiveness.

**Giving Campaign Update:** Merike Seely provided the update. The Stewardship goal is the same as last year at \$618,000. To date we have received \$481,903 in pledges from 144 pledging units. There are 15 new pledging units and 27% of the pledges were made online. Merike mentioned that we could reasonably receive up to \$175,000 in additional pledges based on previous years. Some parishioners may have simply forgotten.

**2021 Budget Approval:** The Rev. Dr. Scharf stated that the 2021 budget is a streamlined version of the 2020 budget and that it is barebone and balanced. The budget will be revisited in January once pledges are received to determine if additional changes are needed and whether funding for an associate rector is feasible. There are no major cuts and the Secretary position is being converted to part-time volunteer coordinator. The 2021 budget was approved unanimously.

**Head of School Transition:** The Rev. Dr. Scharf explained that Dr. Marshall has announced that she is retiring at the end of the school year. This is earlier than planned and has been accelerated by the pandemic. The process for selecting a new Head of School will start on December 16<sup>th</sup>. The transition committee is like the one that selected Dr. Marshall and the Bishop will be involved in the process. No action is needed by the Vestry.

**Youth Report:** Grace Owosina provided the Youth Report. The Youth Group is meeting on Wednesdays with usually 14-16 in attendance; Confirmation classes are ongoing; the YouTube channel has Sunday

school recordings and youth messages; 20 youth attended the bonfire night; and David Dixon is planning for events for the rest of the year.

**Ridgewood Property:** the lease for the property is up in January and the tenants want to renew. Mike Greene will draft an amendment to the lease.

**Annual Meeting:** The annual meeting will take place on the 24<sup>th</sup> of January. (Please note that the meeting has subsequently been changed to January 26 at 6:00 PM.)

**Senior Warden Report:** No report presented.

**Junior Warden Report:** Tracy Smith reported the following campus activities: COVID-19 cleaning protocols are being enforced: the north side of campus was mulched and cleaned around the sign: and a contract was implemented to bring the AC sensor to code (related to the alarm).

**Vestry Nominations:** The Rev. Dr. Sharf will discuss nominations with outgoing Vestry members. Mike Howard can run for election.

**Christmas Services:** Registration for all services is open and will be held at 4PM, 6PM and 9PM.

**Christmas & Staff Party:** The party will be held via ZOOM at 5:30 on December 18<sup>th</sup>.

**Memorial Service for Marcia Tritico:** The Rev. Dr. Scharf mentioned that the Light House Art Center was grateful for Good Shepherd providing a memorial service for Maria Tritico.

The meeting closed with prayer led by Kathy Hawkins.