

Church of the Good Shepherd
Vestry Meeting – September 12, 2018

MINUTES

Present: **Members:** Libby Berman, Jim Donna, Kate Gyllensvard, Jefferson Lyons, Brad Parsons, Sandy Steinberg, Melanie Sullivan

Also attending: Steve Steadman

Absent: Charlie Bering, Angelita Caceda, Melva James, Lise Paul, Rachael Thames

The meeting began at 7:05pm.

Opening

- Prayer & Reflection: Brad

- Review of the Norms: Brad
Brad reviewed the draft of the Norms sent out prior to the meeting, which incorporates the meeting format changes made last spring.
❖ **APPROVED UNANIMOUSLY THE REVISED NORMS AS SUBMITTED.**

- Review of the minutes from August: Brad
Brad reviewed the minutes from last month, sent out prior to the meeting.
❖ **APPROVED UNANIMOUSLY THE MINUTES FROM AUGUST 22 AS SUBMITTED.**

- Interim Priest's Report: Libby
Libby noted that she had gone on vacation just after the August meeting and returned just before the September meeting, after visiting family and bringing her daughter to college in Scotland. She reported that there is a new service Bulletin, and that this season, we would rely primarily on the Book of Common Prayer. There will be Adult Formation groups to examine the Eucharist on September 16, 23, and 30. She also noted that the Children's Formation classes had started, and the Mid-High group will begin meeting on September 30.

- Treasurer's Report: Jim
Jim reported that the pledges are still a little down, as they usually are in the summertime, but that the budget is still showing a surplus. Expenses have been less than projected, though he noted there are a couple large items coming up – for example, the \$5,000 it will cost to remove the dead beech and cherry trees. Currently, there is a lot of money in Unrestricted Funds – about \$88,000. Jim also reported that he and Melva have switched to an online version of QuickBooks accounting software, which makes it much easier for the two of them to share

tasks. Finally, Jim noted that the Women, Infants, and Children's program which has been renting the lower parish hall on Friday mornings, is cutting back to every other Friday, resulting in a \$70/month reduction in rental income.

- Announcements & Updates:
 - Homecoming Sunday: Jefferson reported that the plans for Homecoming Sunday on October 28 are well under way. Invitations have been sent out, and Beth Zwick is organizing volunteers to provide the food.
 - Faire on the Square: Kate announced that CGS will, indeed, have a table at the Faire on September 22. Slots to staff the table have been filled, but there is still a need for ideas about activities and things to hand out.
 - Blessing of the Backpacks: Brad
 - Brad announced that the annual Blessing of the Backpacks will take place during the service on September 16.
 - Stewardship 2018: Brad reported that Libby and the wardens will be meeting to discuss this year's stewardship campaign.

Transition

- Search Committee update: Jim and Jefferson

The first meeting of the search committee was held on Sunday, September 9. The consultant from the Diocese, Ed Rewolinski, facilitated the meeting. After introductions, the group selected Jeff Migliozzi and Jefferson Lyons to be the co-chairs of the committee, Sandy Lampert to be the corresponding secretary, and Kelly West to be the chaplain. Rather than having a single recording secretary, Pat Ahern will lead a team of scribes which includes Rick Baggio, Si Harris-Adam, and Barbara Dailey. The group discussed roles and tasks, and reviewed the Charge from the vestry. The group also discussed the possibility of a retreat with the vestry. Since almost all of the members will be present for the commissioning of the committee on September 23, the group agreed to schedule a second meeting for 11:30am that day.
- Next Steps: Jim and Jefferson

The commissioning of the search committee is happening during the service on September 23, and Libby offered to put together a suitable prayer for the event. The vestry discussed the possibility of a retreat with the search committee and consultant, agreeing that it would be of value, but expressing concern about getting such a large group together for a half-day retreat in a timely manner. Members also discussed how best and how often to communicate with the parish about the committee's activities. It was suggested that Jim and Jefferson could make announcements after church when there were items to report, with at least

one report per month. It was also suggested that, at least once a month, updates could be provided in the Dispatch. Finally, it was noted that a Transition Committee still needs to be convened.

Old Business

- Property: Brad
 - Pest control: Brad reported that the rats are back, and the neighbors are complaining. Because there is a day care business in the basement, the church's Pest Management Plan cannot be altered without approval. The director of the day care has given the okay for whatever steps are necessary to resolve the issue, and Brad has contacted Waltham Pest Control.
 - Memorial Garden fence: Brad reported that in order to erect the fence around the Memorial Garden, the church must have a plot survey done. He noted that a neighbor who wants to expand his driveway had talked to him about the projects, and Brad suggested that the expense of the plot survey could be shared, but the neighbor is not interested in "working with the Town" . Brad asked members to notify him if they are approached by the neighbor, who has also attempted to discuss the matter with other people at the church.
 - Solar Panels: Steve presented a report on the possibility of converting the church's electricity to solar power. An initial assessment of the building had concluded that the conversion would not be worth it due to the limited exposure to sunlight, but a recent examination has determined that it is feasible, and that the panels could provide 94% of the church's electricity needs. The estimated cost of conversion is \$27,000, and loans could be secured to pay for it. Steve reported that it is also possible to " lease" the panels from the power company, rather than purchasing them outright. The advantage of this is that the church would then not be responsible for upkeep of the system. A question was raised about how the solar panels would affect the cost of building insurance, and how much replacement panels would cost if they were damaged in a storm. Another question was raised about how this project would fit into the current building priorities, such as a bathroom on the Sanctuary level and an elevator to make the building accessible. Finally, it was noted that a decision should not be made on the project until more members of the vestry had an opportunity to discuss the issue. In response to the question about accessibility, Steve said he would return in October to present ideas for the projects.
- Bus to the Cathedral: Brad

The details are still being worked out, but there will be a bus traveling from CGS to the Cathedral for Amy's installation on September 29.

- Leadership Development: Libby
The group continued to consider how and how well the vestry works together. Libby noted that she has been thinking about how best to balance her expertise and experience in leadership development with her role as pastor and interim priest. Members agreed to set aside a good chunk of time at the October meeting to move the discussion forward.
- Calendaring: Brad
Brad sent out a calendaring form for members to fill in. The group discussed some of the major or perennial events on the schedule. A complete calendar of events will be mailed out with the stewardship letter.

New Business

- Pledge data: Jim
As part of the Transition process, Jim was asked by the consultant to provide data on CGS pledges. Overall, the data painted a strong and fairly well-balanced picture. There was some question about how big a hit CGS could take to its pledge base and still be able to afford a full-time priest.

Closing

- Review of the meeting: Brad
The meeting went long, but a lot of productive discussions took place.
- Decisions: Brad
 - Approved the revised Norms.
 - Approved the minutes from August.
- Parking Lot: Brad
 - Planning for stewardship season.
 - Solar panel proposal.
 - Possible retreat with the search committee.
 - Creation of a Transition Committee.
- Prayer: Kate
- The next meeting will be held on Wednesday, October 10, 7:00pm.

The meeting ended at 9:15pm.

Minutes submitted by Jefferson Lyons