

Episcopal Church of the Good Shepherd

Vestry Meeting

Date: May 20, 2025

Members present: Lance Robbins, Kathy Stokes, John Trompeter, Kris Murray, Mary Randall, Annie Bishop, Carol Wawrzycki, Dawn Wilkins, Bruce Dunn, Treasurer, Dick Robinson, Finance Committee, Pam Meyris, Clerk

Members absent:

Barbara Fornalik – Deacon Emeritus

Brenda Pierce

Tom Nairn

Tom Yourch

Agenda

Opening prayer – Fr. Lance

Welcome new Vestry member: Dawn Wilkins

Old business

Approval of April minutes

Financial Report – Bruce

Sexton's Report

Approval of cleaning contract with Vanguard

Knox box installation – Tom Y.

Financial Planning Event – Roch

Creation Care Day – Kris

Increasing our presence in the community (Marketing)

Penny Saver ad

Internet search data

Good Shepherd banner

Good Shepherd pamphlet

Good Shepherd flyers in public places/ new communities

Parades: Gay Pride in Rochester, Webster Firemen's

g. Food truck rodeo

h. Strawberry festival

IWC

8. Pentecost – June 8

Wear Red

Vestry is hosting coffee hour

Other ideas?

9. Closing prayer

The vestry meeting opened with a prayer given by Father Lance.

Welcome to our newest vestry Dawn Wilkins.

The minutes from the April meeting were reviewed. Corrections were noted. Carol moved to accept the minutes as corrected, Mary seconded the motion. The motion was voted on and passed.

Finance Report

Bruce reported that last month we spent 7600.00 more than we brought in which is pretty much normal. A check came in for the lawn mower and was deposited to pay the invoice for the mower. The \$36,000.00 for the new roof was paid from the Capital Campaign Fund. Bruce suggested that the Stewardship committee submit a reminder in the newsletter to continue pledge giving during the summer. Kris M. has already sent an article for publication for the next newsletter. The Diocesan Investment Fund had a \$200.00 increase last month. The copier company keeps saying we have a late fee every month even though the invoice is paid on time. Bruce is working on this through Toshiba. Debra McLean will review the contract and terms of payment and report her findings to Bruce. An annual gift from Ann Duke's family will be \$15,000. Bruce asked the vestry if they have any specific direction they would like this donation to go. Discussion followed. The vestry

unanimously agreed that the money should be deposited in the Diocesan Investment Fund. John moved that the Finance Report be accepted. Annie seconded the motion. The motion was voted on and passed.

Sexton Report

The railing was installed on the west side of the church looks great. Chris worked hard on the installation due to the fact he was installing the railing into the concrete walkway. Thank you, Chris, and for the donation of the railing by a church member. the Knox Box will be installed. He will email Chris and let him know about this. Was the updated alarm system installed? Yes. Bruce will check on the reduction in a phone line and report back to vestry. Does Mary Kay Butera have a rider on her personal insurance to transport the lawn mower to St. Andrews? There was discussion about the cleaning contract with Vanguard cleaning. They have the lowest quoted price to do cleaning at Good Shepherd. Discussion followed. Due to lack of cleaning and vacuuming of the sanctuary and will this be taken care of with a new contract: Kris M. made a motion that vestry would provisionally approve the Vanguard contract if the scope of the work is identical to the Dun Bar contract with addition of the cleaning of the Parish Hall and Sanctuary. Annie seconded the motion. Kathy S. will email the members about the new Vanguard contract and the members can approve and vote on the contract via email.

Financial Planning event

This is something Dick L. had started to explore with Serena Compitello and Roch is moving forward with this now. Serina is willing to give a Planned Giving presentation, and she would like to plan on something for the Fall. Roch will stay in touch and verify with her and the Vestry to secure a time and place.

Creation Care Day

Kris M. gave a very nice summary of the day she, Carol W. and Patti Curtin experienced at this Diocesan event. Discussions were: How Green is your Church?; Planting the Seeds of Hope-St. Mark's and St. John's gardens and farmer's market; Amped-climate solutions for energy audit; Rethinking Coffee Hour; and Repair Café and SewGreen with Georgia Carney. Carol suggested we may be able to apply some of the strategies for our coffee hour such as labeling the food brought in. Many here bring gluten free and vegan snacks but we should be label the snacks so others know which snacks are which.

Increasing our presence in the community (Marketing)

Penny Saver ad- Kris researched pricing. The cost would be 25.00/ month and the ad would be in 2 different Penny Savers. The vestry decided to have the ad in Monroe East. We will contact another parish to see if there is interest in sharing the expense of the cost of an ad for a second locale. Kris will look into it. Roch has developed a Google business profile for Good Shepherd. Mary and Lance will purchase a Gay Pride flag. Dawn will check with Diane Fulkerson regarding the Internet search data, Good Shepherd Banner-Dawn, Kris, Good Shepherd pamphlet-update, Dawn and Kathy, Good Shepherd flyers – Tom N. in July, Parades-Mary and Lance, Strawberry Festival-table until 2026, IWC-Dawn and Lisa Dunn.

Pentecost-June 8

Wear Red. Vestry hosts coffee hour. Other ideas?

The vestry meeting closed with prayer given by Father Lance.

Submitted by Pamela Meyris

April Sexton Report

- Cleaning Quotes: I have received three quotes from cleaning companies to potentially replace Dunbar & Dunbar. If the Vestry is interested in pursuing any of these, I will provide a more detailed proposal. All are apples-apples providing 2x week cleaning services. Vanguard is the company we had before hiring Dave Dunbar. An interesting note is that Dave still works for Vanguard in addition to running his own service. Dunbar currently charges \$550/mo.

- CleanMD = \$1,737/mo plus \$150 on the first bill for post construction deep clean in the sanctuary (from roof installation)

- Alliance Cleaning Services = \$1,039.20/mo

- Vanguard Cleaning = \$775/mo

- Brenda Pierce has generously offered to buy the church a new lawnmower and

fund a small addition to the existing shed (I am thinking of a lean-to off the back

side) so we can store it out of the elements. I will be purchasing a zero-turn

mower this week, as recommended by Mary Kay. Brenda will make a gift in

kind to cover this expense. Mary Kay has offered to continue to mow the grass

and trim at both the church and the chapel, and will transport the mower

between the sites as needed.

- I will be replacing the floodlight bulbs in the sanctuary in front and above the

altar to replace the ones that have burned out and to transition to LED bulbs

that match the color temperature of those in the nave hanging fixtures.

Estimated cost for the bulbs will be \$200. I will cover the labor.

- AirQuip will be quoting for the replacement of our AC and heating systems to

provide a competing proposal to that received from Crossfield. This will happen

in May.

- Doyle Security has been scheduled in May to install the cellular phone link as

the primary communications line for our fire alarm system. Once this is

completed we can consider cancelling the Spectrum hard phone lines to try

and offset a portion of the new cellular charges.

- Colonial Fire System has been contracted for annual inspections on the fire

sprinkler system and backflow systems. Their first inspection will occur in May.

- The knock box has been received. I will work with Tom Yourch to schedule the installation.

New Business

Open discussion