

Episcopal Church of the Good Shepherd

Vestry Meeting

Date: September 16, 2025

Members present: Lance Robbins, Kathy Stokes, Tom Yourch, Kris Murray, Mary Randall, Annie Bishop, Brenda Pierce, Tom Nairn, Dawn Wilkins, Bruce Dunn, Treasurer, Dick Robinson, Finance Committee, Pam Meyris, Treasurer

Members absent:

Barbara Fornalik – Deacon Emeritus

John Trompeter

Carol Wawrzycki

1. Opening prayer – Fr. Lance
2. Welcome back – Kathy
3. Approval of June minutes – Kathy
4. Review of June financial reports – Bruce
5. Review of votes from summer emails – Kathy
 - a. Bastian Scholarship
 - b. Grants
 - i. Computer upgrade
 - ii. Meal and More
- A Approval of funds:
 - i. Fire system
 - ii. AED
 - iii. A/C unit (Capital Campaign
 - iv. Ice cream truck for Sunday (Fellowship)
6. Review of progress of increasing our presence in the community – Kathy
7. Stewardship – Kris
8. Credit card payments – Kathy
9. Treasurer search – Dick R.
10. Thanksgiving social event November 20?– Kathy
11. Upcoming Events – Kathy
 - a. Financial presentation by Serena Compitello September 21
 - b. Bishop Kara's visit October 12
12. Closing Prayer

The vestry meeting opened with prayer given by Father Lance.

Kathy Stokes, the warden, welcomed all members back after the summer break.

The minutes from the June vestry meeting were reviewed. Changes were noted and corrected. Dawn W. moved to accept the minutes as amended. Annie B. seconded the motion. The motion was voted on and passed.

Financial reports

Bruce reviewed the finance reports and balance sheets from June, July and August. Our expenses in June were \$23,000.00 higher than expected. Bruce suggested that we need to have a “drive” for stewardship as a reminder to all, not just at the time of the Stewardship campaign. Bruce will be sending out the Year To Date pledge statements in September. It was suggested by the members that a short report be put in the newsletter of the expenses and income for the month. Brenda moved that we accept the Finance Report as presented. Tom seconded the motion. The motion was voted on and passed.

The following transactions happened over the summer of 2025. The vestry received the information by email and also voted on the proposals by email. All proposals were passed by the group.

1. **Colonial Fire Protection for \$1750.** After inspecting and repairing our sprinkler system this past Spring, some critical issues were discovered and additional testing required. We have contracted with Colonial for annual inspections; however, these repairs are outside of that contract and necessary for the future proper operation of the system. The system is running fine now with no more false alarms.
2. **Zoetek Medical for \$171.** Our AED machine is up for annual PM and certification. I recommend this to keep the unit in operating condition and avoid future replacement costing \$1,700 or more.

Please vote separately for each of the contracts.

Attached are the reports from June

- Income was higher than expenses by over \$13K
- Diocesan Trust Fund increased by over \$12K in value
- Still having utility bills higher than budgeted.
- Chapel accounting from last month was a bookkeeping error. It has been corrected.

Also – updates on our financial activities.

Toshiba debacle – It looks like this is cleared up. From what I've been able to discern (with the help of Toshiba) one payment was mistakenly not credited to our account.

After working with Madelyn Geske from Toshiba, we were able to track it down and apply it to our account. She said that she is waiving all the late charges and adjusting our account to show our regular lease payment as well as a \$5.00 freight charge for a toner cartridge.

Spectrum – Bruce was able to lower our payment by bundling services. We have internet, TV & phone for \$135.00/month for 12 months. After the 12 month period it would increase \$30/month. The \$135.00 included a \$10/month charge for the wireless router. The one provided was terrible, so I returned it and brought in one of my own (saving \$10/month). It is now \$125/month. As far as our internet speeds they are not up to what they claimed they would be. It turns out that our service was never installed properly from day one. The cable line from the pole on State Road into the building is in excess of 500'. The max length to ensure proper signal quality is 250'. They are working on solving this problem. They will be back to install the proper system for us. This should be at no charge to us; Bruce will keep an eye on it.

ACH payments – This is set up with KeyBank. PSW Fidelity – the 401K-plan financial company that the Diocese uses for all employees is no longer accepting payments in the form of a paper check. I made our first ACH payment this month and it went through. I have also received paperwork from Church Pension who will also be going with this within the next few months. As a reminder, we will be charged \$10.00/month and a transaction fee of \$0.25/per transaction.

Serena Compitello has written a grant for A Meal and More. We need to vote so she can put a date of Vestry approval on the form. I have attached her draft if you want to give her feedback. **The application is due by July 31.**

Yvonne Arnold has suggested hiring an ice cream truck to be in the parking lot after the 10:15 service we return to the regular Sunday service schedule on September 14. Here is the price quote:

PRICING

- Truck fee: \$85
- \$3.95 per guest served (Two scoops of ice cream in a dish or cone, with unlimited toppings)
- NYS Sales Tax
- 4% service charge on all credit card transactions.
- The following motions and disbursements were all approved:
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 - July 8, 2025 -- \$500.00 Bastian Scholarship to Maddie Rothfuss
 - July 17, 2025 -- \$1750.00 Colonial Fire Protection
 - July 17, 2025 -- \$171.00 Zotec Medical
 - July 17, 2025 -- Application for Diocesan Grant

Bruce presented a proposal for replacement of 4 office desktops for 2025.

The presentation included a quote from Dell to replace the 4 office desktops. As the software continues to improve and put more of a strain on the 5 year+ technology, we are in dire need to upgrade them. FYI – it takes 8 – 10 minutes to boot up before they can be used. The quote is for 4 desktops, 4 monitors and 3-year pro support for all. My plan is, after migrating data to the new machines, is to wipe them, reinstall Windows 11 and make them available (at the Vestry's discretion) to anyone who would like them.

The quote from Dell is \$3314.16. The vestry was given a paper copy of the quote with everything needed to replace the 4 computer systems. Discussion followed. Tom Y. moved that the vestry accept the quoted price from Dell as presented to purchase the computer equipment. Tom N. seconded the motion. The motion was voted on and passed. Bruce will submit the order within 24 hours.

Credit card use for the church was discussed. Bruce described how this process would work. The use of a credit card would be for a one-time purchase, not pledging. Accepting credit card payments – Key is suggesting this as a viable option for accepting donations/payments. The service is \$15.95/month. There is a 2.9% transaction fee which will be passed on to the person who donates. When they scan a QR code, they fill in the blanks, it will also show the transaction fee. The monies will go directly into our checking account.

We can run a report that will give us the details of the transactions. It can also be used as a payment method when we have events that have a ticket cost; we create the QR code for the event, put it on the flyer, and make it available for use.

We can also incorporate a QR code on our Livestreaming as well as any printed material.

Should we have a trial period? Is it cost effective for the monthly fee? Discussion followed. The vestry felt it was a good idea to put the use of a credit card on hold. A sub-committee will be formed to investigate this more and report back to the vestry in the future. The sub-committee will be Dawn, Kris, Annie.

The Budget process will soon start, and Bruce reminded the vestry liaisons that they need to let their groups know that and to start a review of their finances for 2026.

Treasurer Search

Dick R. reported that we have had no responses to our request for a new treasurer. Dick suggested that we might want to add an assistant treasurer to our current positions. We have a job description for the treasurer, but we will need a job description for an assistant if we decide to go that route. This person would be a backup for the treasurer. Bruce stated he would be interested in an assistant position, but he cannot continue as the full-time treasurer as stated previously.

Stewardship

Kris reported that she met with Lance on 9/15. They have set up a timeline and schedule for letters to go out, etc. The theme of the campaign this year is "Tell Out Your Soul". November 9 is the kickoff date for our Stewardship campaign.

Thanksgiving social event

The vestry discussed what could be done for a November social event and the group decided to host a dinner on Saturday, November 22 starting at 2:00 PM.

The Bishop will be visiting Good Shepherd on October 12.

The vestry closed with prayer by Father Lance.

Submitted by Pamela Meyris, Clerk