

# **CHRIST CHURCH EPISCOPAL VESTRY MINUTES OCTOBER 17, 2019**

Present were:

Michael Thompson, Sr. Warden  
Nancy Poston, Jr. Warden  
Barbara Arthur  
John Barnes  
Ray Barney  
Laura Eichenberger  
Joel King  
Seth Sizer  
Jim Hatley, Treasurer  
Karla Fowkes, Organist/Choir Master  
Danese Sizer, Clerk

The meeting was called to order at 6:00 p.m. in Fox Hall by Sr. Warden Michael Thompson who opened with prayer. Mr. Thompson introduced a new meeting format, 'Robert's Rules of Order,' and instructed the vestry on use and protocol. Any member who wishes to make a presentation to the vestry must submit their report in writing a week prior to the scheduled meeting. All reports to be considered, as well as all meeting documentation, will be emailed to the group for preview. It will be assumed that all reports have been previously read by meeting time. Each report will be allotted two minutes for presentation remarks. There will be only one person speaking and one point discussed at a time. There will be no open discussion, only clarification and questions. Anyone may call for a vote on the issue at hand at any time. Anyone may abstain from voting, and the majority of yea votes will carry the approval/passage. The Sr. Warden will not vote unless there is a tie. These procedures will facilitate the flow of the meeting and condense the time required. Time was allotted to allow each member to read the reports to be considered at this meeting.

Minutes from September 19, 2019 were reviewed. There were two corrections requested. Ms. Arthur who acted as clerk for this meeting agreed to make said corrections and insure that Kathlyn Wender received the corrected Minutes for filing in the church office. There being no further changes or corrections, the Minutes were approved with changes and are hereby attached and made a part of these minutes. Ms. Arthur was thanked for her service as clerk in September.

Treasurer's Report: Mr. Hatley presented the Third Quarter Treasurer's Report with accompanying detail reports, copies of which are attached hereto and made a part of these minutes. Mr. Hatley noted there were no gains on either endowment account and confirmed the balance of available funds in checking as of October 15<sup>th</sup> as \$38,741.53. The full report was approved unanimously.

Mr. Sizer provided the vestry with a copy of Church Business Procedures that were used as a guideline several years ago. There was a question regarding the "Project Manager" which was outlined in the document. Mr. Sizer clarified the Project Manager did not have to be a member of the vestry but would act as the responsible manager as appointed by the vestry. It also gives authority to any church officer to act in emergency situations. He suggested this document be studied and questions brought forward at the next meeting.

Ms. Eichenberger led the vestry on a tour of the 2<sup>nd</sup> floor Children's Ministry area. She has worked with Children's Ministry Director, Betsy Bedwell, regarding needs for the program. Ms. Eichenberger and Ms. Poston have cleared out unused items to make additional room for storage. Requests for shelving, bulletin boards, and other items are outlined in her written report, copies of which are attached and made a part of these Minutes.

The vestry voted unanimously to appoint Ms. Eichenberger as Project Manager to oversee the installation of required items and to spend up to \$1,850.

Jr. Warden's Report: Ms. Poston reported the compressor in the AC unit that supplies the choir area is not functioning. Said unit is over 20 years old and sits outside on the roof. Because of its age, a bid for a new system was requested of Cornerstone Automation. Their bid, a copy of which is attached, includes closing the sidewalk on McCallie Avenue to accomplish replacement. Mr. Sizer suggested that Ms. Poston acquire two additional bids before a decision is made. He offered to supply names of past contractors. The vestry agreed to postpone action

Ms. Poston informed the vestry of a leak in the Canterbury roof. It had been investigated by Atlas Roofing who have recommended the installation of a new roof. Ms. Poston agreed to get bids for patching the existing roof and also replacement of the roof from multiple companies and report to the vestry for review and approval.

Ms. Poston met with the Administrator from First Presbyterian Church regarding the property on the West side of the Nave. She shared a survey of property lines, a copy of which is attached to these Minutes. After review of the Memorandum of Understanding between Christ Church and First Presbyterian Church, there were questions of clarification by Mr. Barnes and Ms. Arthur. Ms. Arthur said the MOU was to document the understanding between the two churches regarding the use and continued care of this strip of land and not a contractual agreement. Ms. Poston stated she would supervise and pay for the removal of the bushes and other plantings, with the exception of the large Southern Magnolia. This large tree at the front of the property is suspected of providing cover for possible illegal activities and is also a traffic impediment. Ms. Poston will secure bids for the removal of the magnolia and will contact landscaping companies for new planting designs and bids. A motion was made and seconded allowing Ms. Poston to proceed with removal of bushes, securing prices for magnolia removal, and landscaping. The vestry voted, with one abstention, and the motion was approved.

Sr. Warden's Report: Mr. Thompson updated the vestry on details of the Stewardship Campaign. The schedule includes 4 Sundays beginning October 20<sup>th</sup>. The final Sunday, November 17<sup>th</sup>, will include an ingathering, blessing service, and hospitality luncheon afterwards. Each vestry member was encouraged to talk with parishioners about stewardship.

Mr. Thompson announced the Annual Meeting of the Parish as December 15<sup>th</sup>. Outgoing vestry members: Michael Thompson, Nancy Poston, John Barnes, Jim Hatley will make up the nominating committee. There were suggestions for the representative from the congregation at large, and it was agreed Michael would ask Jewell Cousin to assist. There are four seats open in 2020. Nominations must be completed and elections held in December to enable the new vestry to begin in January 2020. Mr. Thompson reviewed the criteria for vestry nomination. Mr. King asked for clarification and confirmation regarding the make-up of the vestry versus the search committee. It was agreed, and a motion was made and seconded that the original members of the search committee in 2019 would remain as such regardless of current vestry membership. This passed unanimously.

Under the category of Other Business, Ms. Karla Fowkes reported to the vestry on the distribution of funds from the James Greasby bequest. She was tasked to form a committee to review Mr. Greasby's Last Will & Testament and to determine more specifically his intentions and how this money was to be used. Ms. Fowkes outlined the members of this committee, all of whom knew Jim Greasby well, and its recommendation. The total funds bequeathed will be set aside in a separate, interest bearing account with the EEC to be called the James Greasby Fund. These funds should be used to fund special music requests and gardening/landscaping for the church. A

yearly expenditure request for the use of any interest monies and/or principal may be submitted by the Music Committee and/or Gardening Committee for approval by the vestry. It was also recommended \$5,000 be used for landscaping and upkeep of the Memorial Garden. A motion to approve the recommendations of the Music Committee was seconded and approved unanimously. Mr. Barnes recommended that the Greasby garden funds be used to fund an overall landscaping plan for the church. It was generally agreed by the vestry and Ms. Poston was charged to get a master plan for landscaping. Mr. King asked for an update of the church's application for inclusion in the National Registry of Historic Places. He stated it was important to have this in place to insure the church's protection from future encroachment. Ms. Poston stated that our application is being represented by the City of Chattanooga and is scheduled for review in March 2020. Ms. Poston agreed to remain as Project Manager with this effort after her tenure expires as Jr. Warden in January.

There being no further business to come before the vestry, the meeting was adjourned with prayer. The next regular meeting of the vestry will be 6:00 p.m. on Thursday, November 21, 2019.

Respectfully submitted,  
Danese E. Sizer, Clerk