

CHRIST CHURCH

VESTRY MINUTES

September 17, 2020

01. CALL TO ORDER.

- a. Present were: Barbara Arthur; Charlotte Boatwright; Joel King; Laura Eichenberger; and Chip Caldwell, Senior Warden; in attendance via Zoom were Rebecca Smith; Seth Sizer; Ray Barney; and Rachel Lamar. Also in attendance was Jim Hatley, Treasurer.
- b. Upon declaration that a quorum was in attendance, the meeting was called to order at 5:33PM

02. OPENING PRAYER & DEVOTIONAL. Seth Sizer.

03. CONSENT AGENDA APPROVAL. The Senior Warden opened the Consent Agenda and solicited requests to move any items to Old Business, New Business, or Other Business. The bid to make miscellaneous repairs to the church and Canterbury building was moved to New Business. The Consent Agenda was approved without objection.

04. OLD BUSINESS – None.

05. NEW BUSINESS.

- a. Empanel New Vestry Member Nominating Committee.
 1. In accordance with the Bylaws, Article VII, Section B, and upon MOTION made, seconded, and unanimously approved, the Nominating Committee was empaneled consisting of departing Vestry members Laura Eichenberger and Joel King and at-large members Katye Jones and Michael Thompson, with Susan Brooks as alternate. It was noted that four (4) new Vestry members are to be elected. The Nominating Committee is to complete its new Vestry member slate no later than October 15 in order that voting may take place prior to the annual meeting since voting must be completed by absentee ballot vs. in-person voting due to COVID-19. (See Annual Meeting discussion below.)
 2. Discussion regarding criteria for new Vestry members centered around Bylaws requirements and Article X of the Constitution of the Diocese, which state,
 - “Members of the Vestry shall have the qualifications prescribed in Article X of the Constitution of the Diocese, i.e. be at least sixteen (16) years of age and a confirmed communicate of the Parish. Only one member of a household shall serve on the vestry at a time. Employees of the Parish may not serve on the vestry.” (Art V, Sec 1)
 - “Limitation Upon Terms of Office. No member of the Vestry who has served a three-year term shall be eligible for reelection unless at least one year shall have expired between his or her terms, nor shall a member of the Vestry who has been elected to serve a full term on the Vestry and has subsequently resigned from that position be eligible for reelection until at least one year shall have expired from the date of resignation.” (Art V, Sec 6.)

- Criteria specific to Christ Church in defining “... in good standing...” was discussed. After review of past precedents and upon MOTION made, seconded, and unanimously approved, the Vestry adopted the following criteria for a Vestry candidate:
 1. Specific criteria delineated in the Bylaws Art V, Section I; and in determining the definition of “in good standing” must include,
 2. Pledging member;
 3. Regular attendee at 8:00 or 10:30 worship service; and,
 4. Active participation in committees or other church activities, with the proviso that, due to COVID-19 restrictions, inactivity in 2020 would not be considered negatively.

b. Annual Meeting Preparation & Timeline.

1. The Senior Warden observed that a disconnect exists between electing new Vestry members in mid-December and the Bylaws requirement that their term begins on December 1, as follows: “The term of office for each class of Directors shall commence on December 1 following their election to the Board of Directors and shall end on November 30 of the third (3rd) year following said election.” (Art V, Sec 2) Although historically the annual meeting has occurred in mid-December he requested that the timeline for the annual meeting, new Vestry elections, and approval of the 2021 budget be moved up by one month.
2. In consideration of this mismatch, the following tenets and schedule of events was approved, upon MOTION made, seconded, and unanimously adopted:
 - a) In light of COVID-19 restrictions, the Annual Meeting will occur on Sunday, November 15 at noon EDT via Zoom (or other appropriate video or conference call) per Bylaws Article IV, Section 2, “In the event holding an in-person Annual Meeting is unsafe or impracticable, the Vestry may, by unanimous consent, adopt a resolution authorizing the participation of members in the Annual Meeting by means of a conference telephone, video conference, or similar equipment that allows all persons participating to, at a minimum, hear each other at the same time.”
 - b) Voting on new Vestry members will occur prior to the Annual Meeting due to the complexity of conducting a Zoom or other real-time polling with multiple voting members using the same computers. It was noted that nothing in the Bylaws requires voting at the Annual Meeting, therefore, voting prior does not require any Bylaws change.
 - “Annual Meeting. The Parish shall hold an annual meeting within the times stated in Title IV of the Canons of the Diocese. At such meeting, the Rector and the treasurer or principal financial officer shall report to the congregation. The agenda of the meeting shall also include such other matters as may be appropriate to bring before the members.” (Art IV, Sec 2)
 - c) Although notice of the annual meeting is only required two (2) weeks prior (November 1), earlier notification should be made frequently via EXSULTET, website, Facebook, Adult Ed,

committee meetings, and direct mail. In reviewing members who do not use electronic media or email, it was noted only four (4) members do not have electronic access and these individuals will be contacted by mail and via direct phone call; these members can call in via phone.

- d) Voting by Absentee Ballot. In accordance with the Bylaws, Article V, Section 5, "Absentee Voting in the Event of Isolation or Emergent Event: All votes of the qualified Electors may be taken via absentee ballot if the Vestry and Election Committee consent in writing, which may include email, to the adoption of a resolution authorizing the action."
 - e) Ballots will be mailed to 100% of eligible Electors for new Vestry members, to be mailed well before and after the November 3 national election.
 - f) The Nominating Committee should conclude its recommended slate no later than October 15 in order to allow adequate time to efficiently conduct a ballot-by-mail process prior to the November 15 Annual Meeting.
- c. The bid for miscellaneous repairs from Dave Perry was reviewed in accordance with the Christ Church Accounting and Bookkeeping Policy; the bid was not accepted. However, regarding disrepair of kneeling benches in the Nave, the Vestry requested bids from two qualified vendors to completely reupholster them, to be brought back to the Vestry for determination.

06. OTHER BUSINESS.

- a. Stewardship Committee update. The Stewardship Committee consisting of Jennifer Holdaway, Michael Thompson, and Chip Caldwell met to completed a schedule for the 2021 Stewardship Campaign. As a result of COVID-19 restrictions the campaign will consist of two phases with the first one being an electronic reach-out. Jennifer will work with Adult Ed (consisting of approximately 20 parishioners) and Outreach and Chip will cover the Vestry, plus direct email, EXSULTET, website, and Facebook link. For the four parishioners who do not have access to electronic communications they will receive a mailer and phone call.
- b. The Bishop's October 11 visit was discussed. Joel King advised that the Diocese will reach out with a Customary prior to his visit.
- c. The Finance Committee's work to recommend to the Vestry at its November meeting was discussed. It was noted, and the Vestry commented that it would look favorably, on the following criteria:
 - Use 2020 Budget vs. 2020 Actual since 2020 is a weird year.
 - For greater accuracy for 2021 Vestry budget reviews, line items will be budgeted by month vs. the past practice of simply allocating budget items equally across all twelve months.
 - No inflation for budget items except line items below.
 - Staff COLA increase = 2% (CPI = 1.8% as of trailing 12-month, August 2020, per BLS)
 - Water 12% & Gas 6%

- Yates budgeted at \$95K per EEC suggestion at August update (vs \$107K 2020 actual) although guidance may change after the election.

07. FUTURE NEW BUSINESS AGENDA

- a. 2020 Vestry Meeting calendar. FYI only.
- b. New eDirectory, eGiving System: Vestry first – Brian to demo.
- c. “Return to In-Person Worship” Safety Guidelines, 1st Draft.

08. CLOSING PRAYER. Seth Sizer.

09. ADJOURNMENT. Meeting adjourned at 6:33 PM. Next meeting will be August 30th, 2020 at 5 PM.

Respectfully Submitted,
Chip Caldwell