

CHRIST CHURCH

VESTRY MINUTES

November 10th, 2022

01. Call to Order & Quorum.

- a. Present were: Charlotte Boatwright; Susan Brooks; Chip Caldwell; Troy Eichenberger; Karla Fowkes; Rachel Lamar; Jennifer McKinney; Mark Reneau; Rebecca Smith; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: None.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 6:00 pm.

02. Opening Prayer & Devotion.

Fr. Will Levanway.

03. Building & Grounds

- a. **Pews.** Fr. Will explained that the two pews furthest in the back of the church are going to be taken in for refurbishment by Dave Perry. Once he's finished doing those two, he can give an accurate estimate for the cost of doing all of them.
- b. **Phone lines.** Fr. Will noted the phones are currently down in the office building. EPB has come out and determined it is an issue with the wiring in the building, which is not something they will repair. Fr. Will explained our options are to hire someone to fix the wiring, or to move towards a VoIP service through EPB. For the time being, he suggested folks just call him on his cell if they need. Troy suggested we look into Ooma for business.
- c. **HVAC.** Rachel relayed that the last she heard from Rita is that she has an engineer friend who was looking for the parts needed to repair the unit. She has reached out to Rita for an update but has not heard back yet. Rita has given money to cover the cost of the repairs.

04. Vestry Size

- a. Fr. Will brought up that last meeting we were considering shrinking the size of the vestry. He noted we only have one person running for vestry now, Danese Sizer, which would bring us down to 7. He reflected that some of the things he's heard in favor of shrinking it are that it would free up some folks to be involved in other things, and also that we don't burn people out. He said he met with the bishop yesterday and the bishop was in agreement it was a good choice. He also noted that in the new year, he was planning on reviewing the committees and doing some restructuring work.
- b. Fr. Will made a **motion to amend the bylaws, article 5, section 1, to say "the vestry shall consist of seven members"**. After a second, discussion opened.
- c. Troy noted with just one person running, if this passes we will have two classes of three and one class of one. Fr. Will agreed that we will have to shuffle someone around to make the classes a little more even.
- d. Susan asked if someone would be allowed to serve an extra year on vestry to even out the classes. Chip said the vestry should be able to just vote to make an exception for that, but Troy said he's not sure that's allowable by diocesan canons.
- e. Troy also asked what the process will be to get diocesan approval on the bylaws, and are we going to move forward with the vestry election of only 7 total members before the bylaws are finalized. Fr. Will said he has talked with the diocese about it and asked if we are good to move forward with it, and they gave their approval.
- f. **Motion passed unanimously.**

05. Finance Report & Budget (Appendix I)

- a. Chip gave an overview of the finance report.
- b. Susan asked if we're deferring our support for MetMin and Community Kitchen. Chip confirmed as the budget is currently presented, yes, those would be deferred until after Yates comes in.
- c. Susan asked who our community kitchen board member is currently. Chip said we don't have one since Ray Barney has moved, and that is why we did not budget for board membership for 2023. Charlotte said she thought we had two, but wasn't sure who the other one was.
- d. Susan asked if deferring the computer software budget entirely until July will cause any problems. Chip said no, and that we may not need this line item at all.
- e. Rachel made a **motion to increase staff salaries effective January 1, 2023**, based upon the December 2022 12-month trailing Core CPI as reported by the Bureau of Labor Statistics. After a second, discussion opened. Troy **moved to amend** to say we will increase staff salaries **by at least** that amount. **Amendment passed. Motion passed.**
- f. Troy **moved to approve** the 2023 Budget as shown in Appendix A of the November 2022 Finance Report, indicating a \$70k net loss with \$15K approved but deferred until Yates distribution for certain line items listed in the attachment, and also accommodating the recently passed motion to increase staff salaries by at least the rate of Core CPI beginning January 2023. After a second, **motion passed unanimously.**

06. Questions to Clergy & Wardens

- a. Rachel asked where we are at with calling Fr. Will to be rector. Fr. Will said he has received approval from the Board of Examining Chaplains, and now is requesting his dismissal letters from the Church of England so he may officially join the Episcopal Church. After that, we will have a Mutual Ministry Review between Fr. Will and the parish. Susan asked what the timeline is. Fr. Will said as of October, he has been here 2 years, so hopefully the MMR will happen in January or February of 2023, and after that, calling Fr. Will as rector can be discussed.

07. Annual Meeting

- a. Fr. Will discussed some plans for his address at the annual meeting, and also said for the January vestry retreat he would like the vestry to go over the Invite, Welcome, Connect materials.
- b. Susan asked if we will elect officers at the annual meeting. Fr. Will said he would like to elect officers at the December meeting.
- c. Troy noted that we need our diocesan convention delegates need to be registered by December 15th.

08. Next Meeting

- a. Sunday, Nov. 13th will be the Annual Meeting.

09. Closing Prayer & Adjournment.

Fr. Will Levanway. Meeting adjourned at 7:19 pm.

Respectfully Submitted,
Brian J. Henry

Appendix I
Finance Report
November 2022

The in-depth finance appendices are available upon request to the church office.

I. 2023 Budget – Second Pass Approval.

- a. 2022 Overview. October results continue the trend toward slightly higher non-pledge giving and pledges edge closer to budget. Yearend projected income suggests a \$(26K) loss, down from last month's \$(10K) projection, on a budgeted loss of \$(50K) (with the \$50K loss approved by the 2020 Vestry for the 3-year period ending December 2023 in order to “Call” Father Will as Rector-in-Charge). Giving and the Yates distribution topped our \$188K budget by \$20K (\$18K from Yates). Expenses are projected to be \$20K less than budget.

- b. 2023 Budget.
 - i. Christ Church Financial Month-by-Month Framework. It is important for the Vestry to be knowledgeable of the Christ Church financial framework. The monthly loss tops \$11K per month due to monthly expense of \$18K and monthly giving of \$7400. However, the Yates trust funds \$100K per year, dropping our annual projected loss to about \$32K. Watching these month-by-month numbers is an important task for both the Finance & Stewardship Committee and the Vestry.
 - On Tuesday, Regions Bank conducted its Yates projection Zoom. Not good news. It was suggested that we budget \$85K from Yates, down from \$118K this year and historically north of \$100K. This \$30K swing is the biggest reason for our 2023 projected \$87K budget shortfall.
 - Inflation thru Sep projected at 6.7%. The Bureau of Labor Statistics will release October numbers tomorrow.
 - See Appendix B

ii. 2023 Budget Assumptions

- The Diocese will commit to at least another 3-year contribution of \$45K annually.
- Expense Inflation – 7%. Giving increase – 0%.
- Use restricted funds where appropriate for music, capital, & other expenses.
- Staff salaries increase effective January 1, 2023, based upon the December 2022 12-month trailing Core CPI as reported by the Bureau of Labor Statistics.
- The June 2023 Yates distribution will approach \$87K, \$30K less than 2022.
- Defer \$15K for selected line items until Yates distribution is known, at which time the Vestry can release deferred funds.
- Due to the unknown June 2023 Yates distribution amount, it is recommended that the 2023 Vestry, at or before its January retreat, move to defer up to \$20K expenses until the Yates distribution amount is known.

iii. 2023 Budget Approval – First Pass

MOTION

- Approve the 2023 Budget with a \$70K loss as shown in Appendix A Columns B & C, with \$15K approved but deferred until Yates distribution (See Appendix A, Column C. Defer audit, Community Kitchen, MetMin, some of advertising).
- Staff salaries to increase effective January 1, 2023, based upon the December 2022 12-month trailing Core CPI as reported by the Bureau of Labor Statistics.



Chip Caldwell