

CHRIST CHURCH VESTRY MINUTES

February 19th, 2023

01. Call to Order & Quorum.

- a. Present were: Charlotte Boatwright; Jennifer McKinney; Susan Brooks, Jr. Warden; Troy Eichenberger, Sr. Warden; and Fr. Will Levanway, Priest in Charge.
- b. Apologies: Mark Reneau; Danese Sizer; and Karla Fowkes.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:37 pm.

02. Opening Prayer.

Fr. Will Levanway.

03. Previous Minutes.

- a. Any additions or modifications were solicited.
A **motion** was made to accept the minutes from the October 2022 meeting. After a second, **motion passed.**
A **motion** was made to accept the minutes from the January 2023 meeting. After a second, **motion passed.**

04. Finance (See Appendix I)

- a. Troy relayed that he attended the quarterly meeting for the Yates Trust. They have not yet determined the distribution amount but said it will definitely be down from what it was last year. 2022 was down, but 2023 was trending much better so far. We should know more in April.
- b. Fr. Will noted we budgeted the Diocesan ask based on the letter they sent which said it was \$18k, but they sent us the wrong numbers, and sent us a corrected number. **A motion was made to amend the budget** for the Diocesan Commitment from \$18,315 to \$23,796. After a second, **motion passed.**
- c. Fr. Will also noted several of our committees are rethinking how they're working, including Outreach and Parish Life, and Fr. Will has asked Finance to do the same, hoping they will decide amongst themselves who will be chair and who will be treasurer, as Chip Caldwell will be stepping down as chair of the committee, and Phil Johnson will be joining the committee.

05. Building & Grounds

- a. **Pews.** Fr. Will said he and Oren Whightsel met with Dave Perry to talk over the stain and sealant options, and Dave has worked out it will cost about \$800 per pew to uninstall, fix, refinish, and reinstall, and he can only do 1-2 a month. Fr. Will said he would like ask around and raise some money towards getting them done.
 1. Susan asked if every pew needed repair, and Fr. Will said he thinks most of them do.
 2. Troy asked if the kneelers are included in the price. Fr. Will said he was unsure but will find out.
- b. **Choir Loft HVAC Unit.** Susan said she had a conversation last Sunday with Rita Heckrotte and Rachel Lamar-Walton, and Rita said work would begin on the repair sometime in early March.
- c. **Organ Loft HVAC Unit.** Fr. Will asked what the status of the other HVAC unit was, as he thought we had voted to move forward with replacing it. Susan said she will follow up with Cornerstone about the status of the project and if the bids are still good.
- d. **Boiler Thermostat Repair.** Troy commented we need to get the thermostat in the nave rewired to control the boiler. Troy and Susan will talk that over with Cornerstone as well.

- e. **Janitorial Services.** Fr. Will said he believes we need to get a new set of bids and move forward with a different janitorial service, noting the quality of our current service has continued to decline, and it has been difficult to contact them. Susan said she will follow up on the bids we got last time.
- f. **Floor.** Troy noted there's a portion of the floor where the pews have been removed, near the paschal candle, that sinks down a noticeable amount when you step on it. Susan said we should ask Dave about it next time he's here.

06. Parochial Report

- a. Fr. Will said he will fill out his portions of the Parochial Report, the Finance Committee will fill out their portions, and then he will circulate it via email and the vestry can provide input and approve it that way.

07. Invite, Welcome, Connect

- a. Fr. Will said he was going to get little cards printed that have our contact information and service times on them so that we can hand them out to folks to invite them.
- b. He also noted that Brian Henry will print and mail out postcards with the Holy Week schedule on them for parishioners, and then have an additional 60 or so for folks to grab and give to others if they want to.
- c. He said he has spoken to a few folks interested in being greeters but it's still a work in progress.
- d. He said Adrienne Cox has found someone who will play for the 25th anniversary of the installation of the organ, which will be around September/October, and thinks it will be a good occasion to invite people in for.

08. Security

- a. Jennifer reported that Thursday, March 9th, we will have a security walkthrough done by the Chattanooga Department of Homeland Security, which is a service offered free of charge. They can also offer a class for our parishioners to be more knowledgeable about what to do in an emergency. Jennifer noted the goal is to come away from all this with a security plan, and have as many people as we can familiar with that plan.
- b. Jennifer and Susan also noted that if we move forward with hiring, for example, an off-duty police officer, we need to check in with our liability insurance and see what impact it has on that.

09. Lent & Easter

- a. Fr. Will gave an overview of the service schedule, noting we'd be in Rite I for Sundays in Lent, and also said Wednesday nights in Lent after the midweek Eucharist, he will be leading an inquirer's class, which will be recorded and posted online.
- b. Susan asked about the dinner for Maundy Thursday. Fr. Will said he thinks a simple soup and rolls meal before the service is what he has in mind. He also would like to encourage people to bring soup with them, and we will put the leftovers in to-go containers and freeze it to bring to people in need.

10. Questions to Clergy & Wardens

- a. Troy asked what the status of the Mutual Ministry Review was. Fr. Will answered he's still waiting on the Diocese to schedule that, but he will check in with them about it soon.

11. Closing Prayer & Adjournment.

Fr. Will Levanway.

Meeting adjourned at 1:45 pm.

Respectfully Submitted,
Brian J. Henry

Appendix I
Finance Report
February 2023

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

- I. Grants Status.
 - a. Approved – The Historic Preservation Fund advised Christ Church on January 23rd that \$42K matching grant was approved (our portion = \$17K).
 - b. National Fund for Historic Places did not fund our request, but Melissa Mortimer, our consultant, is looking into reapplying in 2023. (Revivepreservation@gmail.com (423) 413-4046)
2. P&L – Adjusted for the projected June Yates distribution, January results showed a loss of \$(6408) vs budgeted loss of (\$5837), \$(571) worse than expected. Giving was \$2K higher than budget, a good sign considering that January is usually lower due to January contributions being paid in December to take tax advantage. Expenses of \$23,341 exceeded that budgeted \$20,777 monthly run rate.
3. **MOTION** to increase budgeted Diocese Commitment to \$23,796 from \$18,315.
4. EEC. The 4th Quarter 2022 EEC results show a balance just north of \$500K, up \$38K.
5. Yates Conference Call, 2.14.23.



Chip Caldwell