

CHRIST CHURCH VESTRY MINUTES

September 17th, 2023

01. Call to Order & Quorum

- a. Present were: Jennifer McKinney; Danese Sizer; Charlotte Boatwright; Susan Brooks, Jr. Warden; Troy Eichenberger, Sr. Warden; and Fr. Will Levanway, Priest in Charge. Also present was Phil Johnson, chair of the finance committee; Seth Sizer, chair of the audit committee; and Ray McMillan.
- b. Apologies: Karla Fowkes; Mark Reneau.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 12:36 pm.

02. Opening Prayer

Fr. Will Levanway.

03. Previous Minutes

- a. Fr. Will noted that there are some corrections in brackets to the fund balances and the discussion around his health insurance last meeting. Any additions or modifications were solicited. A **motion** was made to approve the minutes from the August meeting. After a second, **motion passed**.

04. Audit Presentation (Appendix I)

- a. Fr. Will introduced Seth, expressing thanks for the work of the audit committee. Seth gave an overview of the audit process, noting it is required by the canons to do an audit annually, and then presented their findings.
- b. **A motion was made to confirm Ray McMillan as treasurer.** After a second, **motion passed**. Fr. Will noted someone else will need to take over taking the weekly deposit to Regions. Danese volunteered to.

05. Finance (Appendix II)

- a. Phil gave an overview of the finance report.
- b. Susan asked what the difference is between capital expenses and operating expenses. Phil said capital expenditures are generally considered something that will last more than a year, whereas repairs and maintenance are more ongoing-things, like changing the air filters in an A/C, vs repairing the A/C itself is more like a capital expense.
- c. Danese asked when the budget process for 2024 starts, and when's the deadline to get requests in for changes to the budget. Phil said that should be starting soon, and said it would be good to have those suggestions before the end of October.

06. Buildings & Grounds

- a. **Cleaners.** Susan said she has moved forward with CMS Cleaning as our janitorial service, and noted we will be saving about \$100 a month over our previous cleaners, and they will be doing more for the money.
- b. **Canterbury building.** Susan said she thinks we really need to look at repointing the building, as the mortar is failing leading to water intrusion, and it is becoming a structural issue. She said she is getting a bid on that, and will get another bid from the company that will do the repointing for the main church building. She also said her daughter-in-law Lavens will be stopping by next week to help the campus ministry side arrange their space.
- c. **Archive Room.** Danese said Oren Whightsel has agreed to take over the archive committee. Fr. Will noted that we can also explore not storing all of our archives ourselves, with the Diocese, the public library, and the

UTC library all being options for places that have more resources to professionally store our important historical archives. He asked how the vestry felt about having Oren ask his colleague at the UTC library about it. Susan noted the Canterbury building is just not a safe place to house them.

1. Jennifer asked how much has been digitized. Fr. Will said he doesn't know, but he thinks not a lot of it.

- d. **A/C.** Troy asked what the status of the A/C replacement is. Susan said the last she heard from Rita, they still were waiting on a part. Troy asked if we could set up portable A/Cs. Fr. Will said the difficult thing with that is you need a place to vent them, and we don't have that. Susan said she will ask Rita for another update.

07. Security

- a. Jennifer gave several updates about the Security Committee, noting they've been working on a job description for volunteers on Sunday, and they are doing a walkthrough with First Centenary UMC on Tuesday to see what their protocols are.
- b. **Cameras.** Jennifer said they are recommending several security cameras from EPB for the church, to cover the Fox Hall door, the Sacristy door, the front doors to the church, and the front doors to the Canterbury building. She said there will be a one-time cost of around \$1,300 for Lawson Electric to run the fiber optic cable to the camera at the church front door. Danese noted in their talks with other churches, they all said cameras on every door are so important, and that cameras being visible is a deterrent in and of itself.
1. Jennifer said they decided against putting a camera in the garden for right now, since it already has a locked gate. Susan noted the gate is currently very easy to unlock from the outside as you can reach through the bars, but for fire safety reasons, it can't be a double barrel lock because it could trap someone in if they don't have a key. Jennifer said they would reevaluate and get a price estimate for this entry too.
2. Fr. Will asked what the monthly cost is per camera. Jennifer said it was \$33, and it is fully managed by EPB, and they will replace it if there are any issues or vandalism, and all 24/7 footage is saved for 30 days on EPB's servers, and they will troubleshoot any issues with them.
3. Danese **moved to approve the one-time** cost up to \$3,000 for installation and activation of the cameras, to come from the Contingency Fund. After a second, **motion passed unanimously.**
- c. Charlotte **moved to change the official name** of the committee to the Emergency Management & Safety Committee. After a second, discussion opened. **No vote was taken.**

08. Strategic Planning (Appendix III)

- a. Fr. Will noted September 23rd, from 9 am to 1 pm, we will be gathering as a vestry to work on strategic planning, so that by the October potluck, we can present ways for the wider parish to get involved.
- b. Danese said the Gifts & Talents workshop at the September potluck did not get as much attention as she hoped, as people mostly just wanted to socialize. She suggested that October potluck should focus on stewardship, and we take some time to consider how better to engage people. Charlotte agreed and suggested that it's not done at a potluck at all because it is hard work, it's not something light to be done in the middle of socializing with kids running around.
- c. It was agreed that folks who are considering running for vestry, as well as a few of our younger parishioners, should be invited to the initial planning meeting.

09. Stewardship

- a. Fr. Will said he's had a handful of people who said they could help out with stewardship, and so he himself will coordinate that effort this year. He would like to draw attention to all the programs we have and what they cost, as well as having some folks write notes and stand up for a moment during services.

10. Organ Anniversary Concert

- a. Fr. Will said we need to pass a motion to approve paying the guest organist, as well as making sure we've decided where the money is coming from for the reception as well. Troy **moved to cover** the \$2,000 cost for the organist for the silver anniversary of the organ, as well as the cost for the gala reception to a maximum of \$700, out of the the Greasby Fund. After a second, **motion passed.**
- b. Danese asked if we could do something about the broken shelves in the wooden bookcases in Fox Hall before we have the reception. Susan said she will have someone take a look at it.

11. Questions to Clergy and Wardens

- a. Danese said she and others are a bit concerned, as a safety issue, about people who are coming to Fr. Will for money. She said she would like for him and the vestry to discuss alternatives to him giving out money directly, possibly like bus passes and grocery store gift cards, and anything more than that being passed on to MetMin.

12. Prayer and Adjournment. Fr. Will Levanway.

Meeting adjourned at 2:43 pm.

Respectfully submitted,

Brian J. Henry

Appendix I

September 17, 2023

To: Wardens and Vestry of Christ Church Episcopal
663 Douglas at McCallie
Chattanooga, TN 37403

Re: 2022 Audit of Christ Church Episcopal

We have inspected the state of the financial position of Christ Church Episcopal as of December 31, 2022 and the related statements of activities and cash flows for the year then ended. Our inspection was made in accordance with the audit guidelines of the ***Manual of Business Methods in Church Affairs***, revised January 2023. The financial statements are prepared on an accrual basis in accordance with principles adopted by the Episcopal Church and approved by its general convention.

I. Computerized software was used to verify amounts as shown on financial statements.

We have taken steps to see that the accompanying financial statements present fairly, in all material respects, the financial position of the congregation on December 31, 2022; and that the changes in the net assets and cash flows for the years then ended are in accordance with the principles authorized by the general convention of the Episcopal Church on a basis consistent with that of the preceding years.

Our inspection and certificate are not meant to be construed as an audit opinion rendered by a certified public accountant.

Sincerely,

Ray McMillan

Alline Ingle

Seth Sizer

cc: The Rev Dr Will Levanway, Priest in Charge
Diocese of East Tennessee

September 17, 2023

To: Wardens and Vestry of Christ Church Episcopal
663 Douglas at McCallie
Chattanooga, TN 37403

Re: 2022 Audit of Christ Church Episcopal

During the course of the above inspection, the following items pertaining to internal control and other operational matters were noted. The first group includes areas of management control where prior years audit recommendations have been implemented; the second group includes comments and recommendations of current years auditors.

1) Management control.

- a) No audit documentation was available for the year ending December 31, 2021.
- b) Electronic payments are used for routine accounts payable, eliminating paper checks and providing timely payment of obligations.

2) Comments and recommendations of current auditors.

- a) Financial and business transactions are accurate and correctly entered in the accounting system database.
- b) In the absence of a Treasurer, the Parish Administrator performs all routine financial transactions with support from the Senior Warden.
- c) A Treasurer should be elected or appointed.

Recommendations for preceding items:

- c) A Treasurer will provide financial and business guidance, oversight, and approval for Parish Administrator accounting tasks.

Sincerely,

Ray McMillan

Alline Ingle

Seth Sizer

cc: The Rev Dr Will Levanway, Priest in Charge
Diocese of East Tennessee

Appendix II
Finance Report
January through August 2023

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

Highlights are:

- Regular Support (Pledges + Unpledged) is \$2,000 (3.5%) less than expected by the proportionate portion of the budget through August.
- Maintenance and Repairs for the Church and for the Canterbury Building are a combined \$15,000 greater than budget expectations.
- Overall Operating Expenses are about \$4,500 greater than budget expectations, totally attributable to the noted Maintenance and Repairs.
- All this combined produces Net Operating Revenue that is \$13,000 better than budget expectations after accounting for the more favorable Yates Trust Distribution.

-Phil Johnson

Appendix III
Strategic Planning Workshop

Christ Church Vestry will be working on Strategic Planning for the next three to five years on September 23, 2023 from 9 AM til 1 PM. The Strategic Planning Team, (Denise Sizer, Charlotte Boatwright and Jennifer McKinney will coordinate this work. After work by the Vestry, this important process will be completed with input from the parish.

At the workshop we will update our Mission, Vision and SWOT (Strengths, Weaknesses, Opportunities and Threats). We will complete the other pieces of the plan, writing Goal and Objectives, and creating an Action Plan with Timeline in Vestry meetings in October and January. This is an exciting opportunity to share in defining our Church and providing focus and clarity on our work for the upcoming years.

If you have questions or want to make your thoughts known if you are unable to attend the workshop, please call or email Charlotte at 423.875.0120 or cbb1955@gmail.com.