

# CHRIST CHURCH VESTRY MINUTES

October 30th, 2023

## 01. Call to Order & Quorum

- a. Present were: Karla Fowkes; Mark Reneau; Danese Sizer; 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; and Ray McMillan, treasurer.
- b. Apologies: Charlotte Boatwright; Jennifer McKinney.
- c. Upon declaration that a quorum was in attendance, the meeting was called to order at 5:33 pm.

## 02. Opening Prayer

Fr. Will Levanway.

## 03. Previous Minutes

- a. Any additions or modifications were solicited. A **motion** was made to approve the minutes from the September meeting. After a second, **motion passed**.
- b. A **motion** was made to approve the record of a motion via email (Appendix I). After a second, **motion passed**.

## 04. Misc New Business

- a. Fr. Will noted that Wednesday of last week, he attended the opening of the new Literacy Garden on 10th St operated by Reading Changes Lives, and has gotten contact info from them. He said as we begin to think about connecting more with our community he thinks they would be a great place to partner with.
- b. Fr. Will also said that he has a meeting next week with folks from Hope Community Fridge about possibly installing a community fridge on our property, and he will bring details of that to the next vestry meeting.
- c. Danese **moved to rename** the Safe Church committee to the Emergency Management & Safety committee. After a second, **motion passed**.

## 05. Finance (Appendix II)

- a. Phil gave an overview of the finance report.
- b. Danese noted that a lot of financial tasks are currently being done by Brian Henry, the parish administrator, and she wants to emphasize that we need to understand the scope and process of all those tasks. Fr. Will said that is in progress, and Brian is meeting with Ray tomorrow to discuss that.
- c. Phil noted that he, Brian, Fr. Will, and Ray have already had multiple conversations about what the treasurer, finance chair, and parish admin roles are in regards to financial tasks, and he should have a document outlining that to present to the vestry soon.
- d. Troy noted that we have a budget line item for accounting fees that we have not used at all yet, so if we needed to bring on a bookkeeper for the interim, it could come out of that line.
- e. Troy asked if we have received the diocesan ask letter yet. Fr. Will said yes, we have, it's in his office, and it's similar to what was asked last year. Susan asked what the ask is based off. Fr. Will said it's based off our financials, and also noted the diocese pays for part of his salary for the Project Canterbury portion of his time in an amount more than what we pay them each year. Troy noted East TN has one of the lowest ask rates of any diocese in the church.

- f. Susan noted that a lot of the work in the Canterbury building ran more expensive than expected. She asked Fr. Will if the Project Canterbury board had discussed if they were going to cover any portion of the renovation costs. Fr. Will noted the board hasn't had a meeting recently, but he will call one soon.

## 06. Buildings & Grounds

- a. **HVAC.** Susan reported that on Oct 9th it was estimated that our new HVAC unit for the nave would be delivered in two weeks, but we haven't heard anything since then. Conditionaire has had to build a little more structural support for the new unit. Karla noted if there is any plaster work that needs to be done to let her know beforehand so they can get the organ covered.
- b. **Electrical work.** Susan reported all the items on the list in appendix I have been done with the exception of fixing the spotlight in the sanctuary. She noted she also had them add a light to the memorial garden door to the nave, as well as an outlet. Fr. Will thanked her for all this work and said the light makes a huge difference. Susan also noted that they added a light in janitors closet.
  - 1. Lawson is having trouble figuring out how to access the spotlight, with their suggestions being renting a very expensive scissor lift, or drilling a handsized hole in the ceiling to reach through, neither of which Susan is keen on. She plans to ask Dave Perry if he knows of a way to get to that light without drilling through anything.
- c. **Canterbury Building.** Susan said she had all of the doors on the Canterbury building weatherstripped, at the suggestion of our pest control service. She said we had been having quite a roach problem recently and we're hopeful the weatherstripping will keep them out, as well as helping our energy costs.
- d. **Fox Hall bathroom.** Troy noted the urinal in the Fox Hall bathroom isn't flushing. Susan said she'll call a plumber.

## 07. Emergency Management & Safety (Appendix III)

- a. Danese noted this is one of the busiest and most active committees she's ever served on, and that they have made some really great strides so far. She also gave thanks for the work of Jennifer McKinney on the committee.
- b. **Fire Extinguishers.** Danese reported we have all new fire extinguishers that are all properly mounted and visible. Troy asked if there's one in the priest's sacristy. Danese said yes.
- c. **Cameras.** Danese reported two security cameras are ready to be installed. Lawson Electric has given us a bid for the electrical work that has come in under budget so far.
- d. **AED machines.** Danese said the committee suggests that the Phillips unit at \$1,489 best fits our needs, noting it comes with training videos, a first aid kit, child and adult paddles, a CPR mask, and other emergency equipment. She **moved to approve the purchase of the Phillips unit.** After a second, discussion opened. Troy asked if that includes installation. Danese said yes. **Motion passed.**
- e. Susan suggested we get a little container to dispose of the charcoal ashes in after services. Danese said she would add that to the committee's agenda.

## 08. Stewardship

- a. Fr. Will noted there are little kits for each vestry member in the back consisting of envelopes, pledge cards, a letter from himself, stamps, and a list of members to send them to, and he asked they each take a kit and write a small note to go with each letter from them and mail them out within the next week or so.
- b. Fr. Will noted the plan is to have two folks speak during the announcements, one week that will be Danese, the next week we'll have a student.

## **09. Annual Meeting**

- a. Fr. Will noted we need to schedule the annual meeting and give thirty days notice. He suggested December 10th to coincide with our potluck. It was generally agreed that was a good date.
- b. Fr. Will noted that will give us a deadline for the vestry nominating committee to get their candidates in order.

## **10. Strategic Planning and the Future (Appendix IV)**

- a. Fr. Will handed out some papers with information he found helpful about framing questions in regards to strategic planning, and asked that the vestry take it home and reflect on it.
- b. He noted that it is important to think about this all as we begin to operate with a new constraint, namely that Brian our parish administrator has turned in a resignation notice. He said that requires us to get enough of a plan in place to hold the fort in the immediate future, and then review all the tasks that Brian typically handles and think about what the best way for us to move forward is.
- c. Fr. Will reported that the Rev. Jerry Askew is taking over as interim Canon to the Ordinary and will be the contact going forward about renewing Fr. Will's letter of agreement as priest-in-charge, and he and Troy both have already been in contact with him.

## **11. Questions to Clergy and Wardens**

- a. Danese asked when we are going to dedicate the choral suite to Rita Heckrotte and Jim Roxlo, given that she was out of town during the organ recital. Fr. Will said we could do it at the annual meeting, or at our bishop's visit in January. Karla said she didn't have a preference, as long as its a public recognition for Rita with a plaque. It was agreed we'd aim for the annual meeting.
- b. Troy asked when we needed to elect our delegates for diocesan convention. Fr. Will said he believes our next meeting is before the deadline, and if it's not he'll send out an email.
- c. Danese said she will handle the vestry minutes from now on until we find someone else.

## **12. Prayer and Adjournment.** Fr. Will Levanway.

Meeting adjourned at 7:04 pm.

Respectfully submitted,  
Brian J. Henry

Appendix I  
Motion carried out via email

Susan Brooks reported via email on October 17th, 2023 to the vestry that Lawson Electric has given us a ballpark estimate of \$4,000-\$5,000 for all the below work, and she **moved to approve** up to \$5,500 to get this work done, so that it could be started before the next vestry meeting.

**Working Sacristy**

- Current wiring is a serious fire hazard and will likely require a new circuit from the panel.
- Rewire the undercabinet lighting as it's currently broken.
- Install an additional outlet.
- Rewire the water heater (as it is only spliced in and needs its own line).

**Sanctuary:**

- Replace the spotlight at the peak of the ceiling.

**Fox Hall/Garden:**

- Add light to the janitor/supply/storage closet.
- Replace plug strips in the kitchen (only 2 single outlets work currently).
- Repair/replace the outside light in the vestibule at the double door entry from the memorial garden into Fox Hall (this is currently the only light in the garden area).

Jennifer McKinney seconded. **Motion passed.**

Responses were received from Jennifer McKinney; Karla Fowkes; Troy Eichenberger; and Charlotte Boatwright.

Respectfully submitted,  
Brian J. Henry

Appendix II

**Finance Report**

January through September 2023

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

Overall, these results are very similar to previous 2023 months, with Regular Support and Operating Expenses each tracking very close to budget expectations. The only significant variation in income or expenses is attributable to the higher than expected Yates Trust distribution, which has been reported previously.

-Phil Johnson

Appendix III  
AED Quotes

Hi Jennifer,

I emailed you a few quotes from our system last week. I did receive a voicemail that you never received them. I am attaching a copy of the quotes with the AED brochures here. The order will include free FedEx shipping as well as no sales tax applied.

The Philips Onsite AED is a user-friendly device which is easy to maintain. The adult and child pads will need to be replaced every 2 years and the battery every 4 years.

The voice cues of the Philips HeartStart Onsite AED are delivered in an easy-to-follow manner that is calm, clear and concise. These instructions also stay in pace with the user in order to go step-by-step with rescue and CPR instructions.

The Zoll AED 3 will require the pad and battery to be replaced every 5 years which requires less maintenance. This device features real time CPR feedback correcting technique as needed. No need for child pads as this device features a child/Infant button to convert over. In addition to providing full-color rescue images, text, and real-time CPR feedback, the ZOLL AED 3 screen also includes one-of-a-kind intuitive touch screen capabilities. The touch screen allows quick access to AED information and enables configuration without the need for additional external devices or software.

Please let me know if you have any questions or would like to further discuss. I am directly available at 954-444-6572.

I am looking forward to hearing from you soon!

Jennifer Vega  
Accounts Representative - Team Lead  
C: 954-444-6572  
O: 954-458-6618  
E: jenny@americanaed.com



3151 Executive Way  
Miramar, FL 33025  
1-800-884-6480

Quote  
#QUO28170

09/28/2023

**Bill To**

Jennifer  
Christ Church Episcopal  
663 Douglas St  
Chattanooga TN 37403  
United States

**Ship To**

Jennifer  
Christ Church Episcopal  
663 Douglas St  
Chattanooga TN 37403  
United States

**TOTAL**

**\$1,489.00**

Expires: 11/30/2023

Expires	Exp. Close	Shipping Attention	Sales Rep	Partner	Shipping Method
11/30/2023	11/30/2023	Jennifer	Jenny Vega		FedEx Ground® AA

QTY	Item	Options	Rate	Amount
1	<b>P-M5066APMC</b> Phillips Heartstart Onsite Defibrillator Unit 1 Brand New Philips HeartStart OnSite AED 8 Year Warranty 1 Pair Of Adult Smart Pads 1 Battery With 4 Year Warranty 1 User Manual 1 Quick Use Guide		\$1,579.00	\$1,579.00
1	<b>OBC-PAC-W</b> Universal Alarmed Cabinet w/ Strobe - White Dim13.7 x 7.5 x 14.9		\$0.00	\$0.00
1	<b>OBC Wall Sign</b> AED Wall Sign - Projection Style 3D Triangle Sign		\$0.00	\$0.00
1	<b>P-M5072A</b> Infant/Child SMART Pads Cartridge, HS1		\$115.00	\$115.00
1	<b>BK-OBC-AK-R</b> Advanced Bleeding Control Kit - Red Pouch 1 Cat-T Orange Color 1 Hyfin Vent Compact Chest Seal Twin Pk 1 Compressed Krinkle Gauze 4.5"x4.1yds 1 Thin H Standard Fold 1 QuikClot Combat Z-Fold 1 Hypothermia Mylar Blanket 2 XL Nitrile Gloves 1pair 1 Medic Tape 1 Trauma Shears 1 Glow Stick 1 Marker, Black		\$95.00	\$95.00
1	<b>AMERSERV</b> American AED Complimentary Items		\$0.00	\$0.00
1	<b>AED Decals</b> AED Window Decals			
1	<b>AA-Poster</b> AED Poster			
1	<b>AA-Tag</b> Inspection Tag			





3151 Executive Way  
Miramar, FL 33025  
1-800-884-6480

Quote  
#QUO28170

09/28/2023

QTY	Item	Options	Rate	Amount
1	AMERICAN AED LIFETIME MAINTENANCE NOTIFICATION & SUPPORT AED Maintenance Notification			
1	OBC-FRK Fast Response Kit			
1	AA-Discount - \$300.00		(\$300.00)	(\$300.00)
			<b>Subtotal</b>	\$1,489.00
			<b>Shipping Costs</b>	\$0.00
			<b>Tax Total (%)</b>	
			<b>Total</b>	\$1,489.00







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Quote  
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09/29/2023

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Christ Church Episcopal  
663 Douglas St  
Chattanooga TN 37403  
United States

**Ship To**

Jennifer  
Christ Church Episcopal  
663 Douglas St  
Chattanooga TN 37403  
United States

**TOTAL**

**\$2,088.00**

Expires: 11/30/2023

Expires	Exp. Close	Shipping Attention	Sales Rep	Partner	Shipping Method
11/30/2023	11/30/2023	Jennifer	Jenny Vega		FedEx Ground® AA

QTY	Item	Options	Rate	Amount
1	<b>Z-8511-001101-01</b> Semi-automatic ZOLL AED 3 - Color touchscreen LCD display, Real CPR Help®, CPR Uni-padz™, WiFi enable A		\$2,243.00	\$2,243.00
	1 Brand New ZOLL AED 3 8 Year Warranty 1 CPR Uni-Padz (5 Year Shelf Life) for Adult & Children 1 Non-rechargeable Lithium Battery 1 User Manual 1 Quick Reference Guide			
1	<b>OBC-PAC-W</b> Universal Alarmed Cabinet w/ Strobe - White Dim13.7 x 7.5 x 14.9		\$0.00	\$0.00
1	<b>OBC Wall Sign</b> AED Wall Sign - Projection Style 3D Triangle Sign		\$0.00	\$0.00
1	<b>BK-OBC-AK-R</b> Advanced Bleeding Control Kit - Red Pouch		\$95.00	\$95.00
	1 Cat-T Orange Color 1 Hyfin Vent Compact Chest Seal Twin Pk 1 Compressed Krinkle Gauze 4.5"x4.1yds 1 Thin H Standard Fold 1 QuikClot Combat Z-Fold 1 Hypothermia Mylar Blanket 2 XL Nitrile Gloves 1pair 1 Medic Tape 1 Trauma Shears 1 Glow Stick 1 Marker, Black			
1	<b>AMERSERV</b> American AED Complimentary Items		\$0.00	\$0.00
1	<b>AED Decals</b> AED Window Decals			
1	<b>AA-Poster</b> AED Poster			
1	<b>AA-Tag</b> Inspection Tag			



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09/29/2023

QTY	Item	Options	Rate	Amount
1	AMERICAN AED LIFETIME MAINTENANCE NOTIFICATION & SUPPORT AED Maintenance Notification			
1	OBC-FRK Fast Response Kit			
1	AA-Discount - \$250.00		(\$250.00)	(\$250.00)
			<b>Subtotal</b>	\$2,088.00
			<b>Shipping Costs</b>	\$0.00
			<b>Tax Total (%)</b>	
			<b>Total</b>	\$2,088.00



Appendix IV  
Strategic Planning Information