

## CHRIST CHURCH EPISCOPAL VESTRY MINUTES

May 19th, 2024

The vestry met in the Church Office on Sunday May 19th, 2024. Present were Fr. Will Levanway Priest in Charge and vestry members Jennifer McKinney Sr. Warden, Susan Brooks Jr. Warden, Dr. Oren Whightsel, Rebecca Smith, and Danese Sizer. Also in attendance was Ray McMillan Treasurer. Finance Committee Chair Phil Johnson attended via Zoom teleconference. There being a quorum, the meeting was called to order at 12:58 a.m. The meeting was opened with prayer by Fr. Levanway.

Minutes of the April 21st vestry meeting were read and unanimously approved with the following corrections: In paragraph 1 Rebecca Smith attended the entire meeting via Zoom teleconference.

The meeting began with a discussion of the letter from artist Carrie Job requesting the vestry consider renting artist studio space upstairs in the Canterbury Building. This letter was previously sent to the vestry for consideration. Ms. Jobe and her husband, Brian, are both artists and moving to Chattanooga where Mr. Job will be teaching at Covenant College. They are friends of vestry member Ray Padron and had mentioned to him their search for affordable studio space. They have toured the 2<sup>nd</sup> floor rooms and feel it would be possible to rent 4-5 studios to artists. They felt the space was adequate with very little prep work required. Ms. Job has offered to help develop a management plan for rentals if the church approves. There were concerns voiced regarding the existing heat and air system, which is non-repairable, parking lot access, security, signage, and hours of operation. There were positive remarks regarding the good use of space, additional income for the church and the potential for good relations with the art community of Chattanooga. It was agreed that the current space be evaluated, and a plan developed before final consideration by the vestry.

The next item on the agenda was the renegotiation of the parking lot lease with University of Tennessee at Chattanooga. The current agreement expires July 31, 2024. It reserves 26 designated spaces with operational hours from 8:00 a.m. until 5:00 p.m. Dr Whightsel currently manages this program for the Church. It was agreed that the church should negotiate a new lease with the University but for an additional fee. The church currently provides all maintenance for the lot. The current fee for UTC students for a general on campus parking permit is \$250, and the church is paid \$89 per space, a total of \$2314. It was agreed that Fr. Levanway, Dr. Whightsel and Jr. Warden Susan Brooks will form a negotiation committee to meet with UTC and represent the church's interests to negotiate the contract.

Continuing with matters of the building, Ms. Brooks requested additional signs identifying the location of the priest's office and business office and labeling of the office doors. Ms. Smith offered to have vinyl letters made for the doors and other directional signs added to the outside of the buildings. Ms. Brooks updated the vestry on the Historical Restoration Grant from the State of Tennessee. The grant is for \$25,000 to be paid upon completion of the work. Bids have been received and Tennessee Valley Restoration has been chosen to complete the work at a total cost of \$62,000. The work will consist of masonry repair and repointing of the main building and tower. There must be a sample of their work submitted and approved by the State Historical Representative before work can begin. This should be accomplished quickly so that work can begin in June. Ms. Brooks asked Mr. Johnson and Mr. McMillan about funding and how to accomplish that. Tennessee Valley Restoration requires a 30% payment up front to purchase supplies, a 20% payment mid project and the balance of the final payment when all work is completed and approved by the Project Manager. Ms. Brooks also offered a bid for masonry

work on the Canterbury Building of \$17,000 which is not covered by the Historical Grant and will be considered later. It was agreed for Ms. Brooks to proceed as Project Manager, and funding would be made available by Mr. McMillian from the Reserve Fund upon request.

Mr. Johnson, Head of the Finance Committee, offered the budget and expense report for the preceding month of April. All expenses were on target with budget projections. At the end of the first quarter the church was approximately \$2,000 ahead in pledges and giving and was \$3,000 less than budgeted in expenditures. Final reports for the first quarter showed us to be \$5,000 ahead of budget.

Fr. Levanway reviewed upcoming events. The Patronal Festival is scheduled for June 2<sup>nd</sup>. Lammas Day, or the celebration of the wheat harvest, is scheduled for August 25<sup>th</sup>. This will be the day our UTC students return to class from the summer break and there will be a special welcome. The Fall Fete will be held the first part of September. The date is awaiting coordination with Parishioners Rachel and George Walton, whose home is where the picnic will be held. This will include a kickoff for our Children's Ministries and the beginning of our new Children's Education Program which is already approved and funded.

Dr. Whightsel stated he would be meeting with Carolyn Runyan of UTC on Thursday, May 23rd to finalize the Archive Program and begin removal of items. He requested ideas regarding the shredding of old materials in this area that will need to be removed. He will investigate the opportunity to cooperate in a shredding event with UTC soon.

Fr. Levanway asked for opinions from the vestry regarding the placement of a Gay Pride flag during the month of June, which is National Gay Pride Month. The vestry reviewed the new Episcopal Church Shield that shows Gay Pride colors. Discussion ensued and it was agreed a Gay Pride flag would be installed in the tower area facing the memorial garden and the church would make use of the new Episcopal Shield design on the office doors. The objective is to have this in place prior to the student's return to campus in August.

Fr. Levanway announced the Director of Music, Dr. Adrienne Cox, will be teaching organ students at the University this fall and wishes to use the Christ Church organ for student practice. Dr. Cox will manage and oversee this program, making certain all security measures are met. Students will only be allowed access to the building if accompanied by Dr. Cox and will not be allowed to have a key to the premises. Ms. Brooks reminded everyone of the Diocesan requirement that each person having a key to the facilities be certified in Safeguarding God's Children. Dr. Cox will be showcasing our organ during the American Guild of Organists meeting June 4th, 5th and 6th.

A brief discussion was held regarding the Children's Education program and the need for childcare during the Sunday Mass. We had 15 young children this past week in services and the desire to put childcare in place soon is evident. Fr. Levanway has names of students and others who might be willing to be employed as childcare workers. He confirmed he would approach these individuals and hopefully have a plan in place for the vestry to approve at their June meeting.

Fr. Levanway provided an update on our Strategic Planning initiatives. He has meetings with First Presbyterian and First Christian to introduce himself and create relationships and joint mission opportunities. He showed the vestry the masthead for the new Reminder newsletter and asked for ideas

and pictures of the parish for inclusion. He announced that he and the Liturgy Committee are printing service booklets that will help people follow along with the service.

There being no further business to come before the vestry, the meeting was adjourned at 2:33 p.m.