

## CHRIST EPISCOPAL CHURCH

### *Vestry Meeting Minutes*

*June 14, 2022*

The Vestry of Christ Episcopal Church met June 14, 2022, at Christ Episcopal Church. Those in attendance included the Rev. Paul Pradat, Rick Bryant, Evans Fitts, Amanda Humber, Madolyn Kirby, James Brazil, Julia Emrich, Boozer Downs, Sally Reel, Jimmy Sledge, Ryan Stallings, John Hicks, Steve Wiggins, Whit Whitfield, and guest Bruce Henderson. Brandt LaPish joined via Zoom.

1. Paul+ opened the meeting with a prayer of gratitude.
2. Approval of Minutes
  - a. Amanda Humber made a motion to approve, and Rick Bryant seconded the motion. The motion was approved unanimously.
3. Treasurer's Report
  - a. Ryan Stallings reviewed the May numbers.
    - i. Budgeted Financial Statement
      1. Income statement indicated monthly income is down over budget (\$20,127.48); however, income is up YTD \$203,051.63 (due to PPP loan forgiveness).
      2. Building maintenance expenses are where we need to be.
      3. Church programming numbers are skewed slightly. We have received over \$10,000 for the Parish Retreat from attendees, and we have not written the check yet.
      4. The diocesan covenant check was not cashed last month, so 2 months' worth is hitting this month.
    - ii. Balance Sheet (Statement of Financial Position)
      1. Cash available: \$825,935.12
      2. Temp. restricted funds: \$306,807.94
      3. Cash available for general operations: \$519,127.18
      4. We have no debt.
      5. Summer income typically decreases.
      6. We now have a separate account for Connect.
      7. Gathings Courtyard billing has been settled.
      8. Undesignated Memorials have not been spent yet.
        - a. Madolyn noted on the tour of Ascension in Montgomery their playground equipment is uniform and in keeping with the aesthetics of the building. Could replacing our playground equipment be a good use of undesignated memorial money?
      9. Line of credit up for renewal at Synovus. Someone asked why do we have line of credit at Synovus? They have our operating

account and it was easy to get the unsecured line of credit. The Finance Committee will handle the renewal process.

#### 4. Junior Warden's Report

- a. We are having problems with the chillers in new building; we are currently waiting on a part and working at half capacity. There was a major failure this morning, and we had to move Connect program to old parish hall; previously we had to move the Fitts reception (which is when the problem started). Original equipment is dated and it's likely time to begin replacing.
- b. HVAC in nave has been fixed.
- c. Wainscot in nave has been repaired.
- d. New connecting walkway under porte cochere is complete. Several people have commented that we have an appropriate path now, which is more accessible to on street parking. This led to a discussion of parking on 7<sup>th</sup> street. Should we consider making on-street parking as handicapped? Visitors' spots on Sunday mornings?
- e. Aesthetic Committee
  - i. Bathrooms have been painted, artwork in, not installed yet.
  - ii. Ascension of Montgomery trip happened, and the committee needs to develop ideas. The flow in this historic church was done well and with respect for history. It's what we will strive for. We would like to soften the atrium. They also had a store that sold new items, not used.
  - iii. Doing work in Catherine+ old office for new Associate Rector. Current Christ Church Collectibles store will be moved to Outreach Hub/Margaret Newman Room area. This space will be redeveloped (leaving room for Lazarus). A sandwich board will be set up on Sunday mornings driving traffic to CCC. Then, the door in the atrium to Associate Rector's office will be closed in, and a new door will be installed in the hallway to give more privacy to that office.
  - iv. Still working to develop signage.
  - v. New entrance mats are in.
  - vi. Cameras and audio: We are still working on this, hopefully having a meeting this week. New sound and audio for parish hall and cameras for nave. Stream Team is getting together to work on technology, Rick Dowling is helping.
  - vii. Outdoor gate at bell tower is currently in wrong place. Plan is to move gate to arched opening at sidewalk. When we have an event in courtyard it will be easier to close off and keep kids contained.
  - viii. Currently, there is no good place to sit when waiting for Paul+. Could we take a table out of library and add seating?
  - ix. Remove current coffee table and add coffee bar in atrium so we can close off as needed.

#### 5. Senior Warden's Report

- a. The Aesthetic Committee trip to Montgomery included a trip to St John's. They are not as old as us, but they have a committee who keeps up and preserves all

historical records. They have a whole room dedicated to this. Many of our important documents are stored at UA. Madolyn will be creating a Historical Committee for CEC.

- b. Full committee lists are in google drive so future vestries can access and update as needed.
- c. We have possession of cemetery plots which were donated to us. Tuscaloosa Memorial will not buy them back (but will help transfer the deed), Jim Jolly has tried to sell them, we have had no luck. We have contacted hospice and they would be glad to accept them and use for families who need help. Jimmy Sledge made a motion that the Senior Warden has permission to sign the deed on these plots over to Hospice. Amanda seconded the motion. The motion was approved unanimously.

## 6. Committee Reports

- a. Personnel Committee: CEC Employee Handbook approval
  - i. Parishioner Bruce Henderson, whose law practice is based in employee law, assisted this committee in developing an up-to-date employee handbook. Jimbo Woodson also assisted with the process.
  - ii. We did not have an official handbook that had been approved. This document is not a written contract, but a manual/guideline to instruct employees.
  - iii. Current version has updates, including but not limited to, more protected groups, is gender inclusive, has expanded anti-discrimination, and clear instructions to report abuse of drug and alcohol, social media, and overtime policies. This is not meant to scare employees as it's not new, we have just written our policies down.
  - iv. We started from our 2001 document, saving changes for our records. National mandated benefits and state diocesan required benefits are included. John Hicks made a motion to approve the new handbook; Whit Whitfield seconded the motion. Discussion: Currently we have no employee files, this will be the next step. It was also noted that Bruce spent a lot of time and effort working on this project, and the Vestry would like to thank him for taking on this project. Boozer Downs asked about benchmarks for benefits: Bruce indicated the National church has benefits at 20 hours and some begin at 30 hours. There being no further discussion, the motion was approved unanimously.

## 7. Old Business

- a. Paul+ said he still needs to form the Pastoral Care Committee to help keep up with needs of parishioners. Sally Reel asked if we could publish a list of committees and heads so that parishioners know who to contact with personal or parish needs.

## 8. New Business

- a. The Christ Church Foundation Board has submitted to appoint Cason Kirby to the board. Amanda moved that we accept this appointment; Whit seconded the

motion. There being no further discussion, the motion was approved unanimously, with Madolyn abstaining.

- b. The Christ Church Foundation Board would like to rewrite their bylaws. 75% of congregation will need to approve any changes in bylaws.
- c. TOPS Building Lease
  - i. The current lease runs for the rest of this year and next. ABS out of BHM has agreed to be sold to DEX Imaging LLC, a wholly owned subsidiary of Staples. Cason will take on legal file. They have asked to assign the lease from ABS to DEX Imaging. Cason thinks this is a good idea. Jimmy made the motion to accept this transfer of lease; Boozer seconded the motion. There being no further discussion, the motion was approved unanimously.

#### 9. Announcements

- a. Service Volunteer Training – June 26th after 10 am service, ushers, LEM, lectors
- b. Stream Team training July 23<sup>rd</sup> at 4 pm
- c. A welcome reception for Emily Brown will be held August 14<sup>th</sup>. She will be moving here mid-July and begin at CEC August 16<sup>th</sup>.

#### 10. Clergy Report

- a. We have been approached by an AA (women's) recovery group that would like to meet here. There is a lot of empty space and we will discuss a way to make this work.
- b. Hubert Guthrie has laid out a pickleball court in the gym.
- c. Evans Fitts handed over the flash drive for the audit Sam Wegrzynowski completed as his Eagle Scout project. He has compiled a complete inventory of Christ Church.
- d. Staff planning: We have planned the fall through Christmas Eve. We have added a Holy Boocharist, and our pet blessing will be moved to Capitol Park next year.
- e. 190 people attended church on Sunday. Maybe next summer we will add some type of short Christian Formation during summer.
- f. Once a month on Wednesday nights we will have an alternative worship experience. Planning with Greg Evans to attract and develop a whole new group of people at church. Diverse musicians from the community (don't worry, we are not putting a screen up, but we will also not just use the Alleluia III hymnals). Another opportunity to invite people to experience our community.
- g. August 14<sup>th</sup> - back to school Sunday

11. The meeting was adjourned at 6:18 pm with the Lord's Prayer.