

Christ Church Vestry Minutes

February 22, 2022

Present: The Rev. Carol Cole Flanagan, The Rev. Meg Ingalls, Emily Pearce, Adebayo Laniyonu, Peggy Gilliam, Bola Adeolu, Victor Ban, Emily Correll, Michelle Kang, Diana Locke, Peter McCabe, Henry Mulzac, Dave Scott

Absent: Bryant Trost

The meeting began at 7 PM through Zoom.

Minutes:

The vestry approved the minutes from September 14, 2021 (revised date only), September 28, 2021, and January 25, 2021.

Treasurer's Report:

Peggy Gilliam presented the report. Swap amount is falling several thousands of dollars per week, so we will monitor the status and consider whether there is a point in time at which paying off the swap would make sense. Second PPE loan has been forgiven. Peter is reviewing insurance coverage. Audit is nearing completion, but we have not yet reviewed the draft report. Much work remains for preparing job descriptions and procedures, especially in the finance area.

Bayo expressed appreciation to Peggy for her hard work.

Annual Meeting:

All reports are due by April 3, the week right after Easter.

Audit status:

Meg noted that school and church audits are proceeding separately.

Vestry Handbook – consider whether we need all the information. Current version is quite long.

Streaming:

Henry hopes to have estimates finalized by the Annual Meeting, for purposes of approving funding.

Peggy proposed holding an electronic vote so that we can move more quickly prior to the next meeting. There is money budgeted for the streaming work.

Senior Warden's Report:

- Good attendance at Sunday 7 PM Search Process re-cap sessions.
- Church photos taken by CES parent are available for our use.
- Diocese's "Growing Young" initiative: Four copies of the book are available. Reading group to begin. Anyone interested can contact Emily.
- Two ideas that came out of our meeting to discuss welcoming newcomers:

- Prepare welcome bags for new families (mugs, pencil, postcard, boxed water, meditation stones, wooden crosses, notepads). Will announce this at the next service.
 - Michelle can supplement with items appropriate for children.
- “Contact a current parishioner” page: Jeremy is now setting up the webpage.
 - Carol: Let’s be intentional about including “bridge” people who have links to both church and school.
- Parking space update:
 - West End Citizens Association (WECA) requested that builder omit spaces parallel to S. Adams street, in favor of green space. Developer would like to accommodate, but removing spaces will likely not be possible. Emily hopes WECA will understand limitations.
 - City and developer have decided that five parallel spaces (next to narrow sidewalk area, in CES pick-up zone) will not be safe. Instead, they will remove those spaces and widen the sidewalk.
 - Diana: Funerals/weddings on weekends and evenings should be fine.

Junior Warden’s Report:

- HVAC issue is pressing. Challenges with getting estimates; some vendors do not return calls.
- Several individuals have important institutional memory, e.g. Geoff Fuller. Consider broadening leadership ranks.
- Need to recognize that there are limits to what the Junior Warden can do.

Christ Episcopal School / Head of School Report:

School is doing well. Enrollment has grown beyond budgeted figures. Fundraising work remains, but school is aiming at least to break even this school year. Gala is coming up on April 23 (Manor Country Club).

Accounting update:

- FY20 audit is wrapping up now (year ending June 30, 2020) – difficult year given uncertain future of school. At the time, we outsourced accounting function, bringing on board Tim Boldt. Erin Lopez has been supporting us part-time. Audit result should be out by the end of next week.
- Accounting errors discovered: legitimate transactions were not posted to general ledger in Q3 2020. Corrected entry has no impact on current year operations.

Michelle: Sunday’s youth event went well. 33 total attendance; 21 from CES; 9 CEC; 1 from St. Francis.

Property:

- Diana: Matthew Salter met with Nationwide Exteriors, who inspected building exterior. No issues discovered that are not covered by insurance, so we can start on items covered by insurance.
- Peter: But submitting claims does affect deductible. So submitting claims now prevents reduction in deductible in the future.
- Bayo: Received proposed contract from Nationwide, further review needed.

Other topics:

- Carol and Meg have had discussions with various potential vestry candidates.
- Mask requirement update:
 - Church: Masks required when singing and when socially distancing is not possible.
 - School: Masks required at all times.
- Angel Garcia is still stuck overseas; the vestry discussed concerns about temporary staff's English ability. Certain areas have not been properly cleaned. Concerns should be routed to Judith, who can contact Caesar at Atlantic Building Maintenance.

The meeting adjourned at 8:30 PM.

Respectfully submitted,

Victor D. Ban