

**Vestry Meeting Minutes**  
**May 21, 2019**  
**Crook Auditorium, Calvary Episcopal Church**

**Vestry Members Present:** Peg Wahl, Madge Deacon, Heidi Rupke, John Webb, James Aldinger, Nancy Manire, Sarah Ball, Ed Thorpe

**Vestry Members Absent:** Gail Harrell, Kim Kitterman, Hank Word, Lisa Buckner, Bailey Bethell, Les Smith, Ginny Strubing

**Clergy Present:** Amber Carswell

**Others Present:** Steve Smith, Tony Graves

Peg Wahl called the meeting to order a 6:03 p.m., and Amber Carswell opened with a prayer.

**Approval of Minutes: Terre Sullivant**

The April minutes were approved. Madge Deacon made the motion, and John Webb seconded.

**Treasurer's Report:** Steve Smith reported that there is nothing unexpected in the monthly financials, that everything is normal. Waffle Shop financials will be available next month. Year-to-date revenue totals are above budget; expenses are below budget. There is an expected \$1300 expenditure for the power outage fix. An expenditure for new doors appears in the buildings and grounds category. New stationery and logo expenditure is reflected as well. Tony Graves reported that the endowment committee will finance the columbarium expansion by 150 spaces. The funds will be repaid to the endowment when spaces are sold. Ed Thorpe moved to accept the treasurer's report; James Aldinger seconded, and the report was approved.

**Safety and Security:** Steve Smith reported that a security plan is being developed to encompass all situations and emergencies. The FBI may come out to do a security assessment, and a fire official may help with the plan as well. Steve will work to do more direct training with our security guards. Cameras help see different locations. Madge proposed a CPR course for all interested persons. Heidi suggested the vestry take a tour of the location of emergency devices. Ed suggested an automated door for the disabled. There was a discussion of where to place the defibrillator, perhaps closer to the nave.

**Peg Wahl:**

1. Peg distributed the vestry/staff buddy list and encouraged the vestry to reach out to their buddies and connect with them.
2. Christine Todd was commended for progress on the women's shelter program, which looks like it will become a reality.
3. Katie Owen is retiring the end of May.
4. Charles Shipp and David Lusk have interviewed the staff for the master plan on improving our physical plant. They will speak to the vestry soon.

5. A meeting with the Downtown Memphis Commission took place, and the commission is very interested in what we want for the neighborhood. The DMC is encouraged by the many options for the building. Townhouse Properties is moving slowly, and DMC is attempting to move this along using the blight issue. Parking has also been discussed.
6. Discussion of the format of vestry meetings to incorporate more discussion on larger issues. We want to better use our time and be more efficient.

**Adjournment:** Peg adjourned the meeting at 6:42 and the vestry went into executive session.

Respectfully submitted,  
Terre Sullivant, Clerk