

**Calvary Episcopal Church  
Vestry Meeting Minutes  
September 17, 2019 6:00 pm  
Emison Room**

**Vestry Members Present:** Bailey Bethell, Lisa Buckner, Madge Deacon, Gail Harrell, Kim Kitterman, Nancy Manire, Heidi Rupke, Ginny Strubing, Ed Thorpe, Peg Wahl, John Webb, Hank Word

**Vestry Members Absent:** James Aldinger, Sarah Ball, Les Smith

**Clergy Present:** Paul McLain

**Clergy Absent:** Amber Carswell, Scott Walters

**Others Present:** Steve Smith

**Call to Order:**

The Meeting was called to order by Peg Wahl.

**Opening Prayer:**

The opening prayer was from Bailey Fountain – “The Happening Prayer”.

**Approval of August Vestry Minutes:**

Gail Harrell presented the August Vestry Minutes for approval. Ed Thorpe made the motion to approve the minutes. Lisa Buckner 2<sup>nd</sup> the motion. The minutes were unanimously approved.

**Treasurer’s Report:**

- The Treasurer’s Report was reported on by Tony Graves through Basecamp. We are ahead of revenue projections in most categories and expenses are in-line with budget.
- Steve Smith reported:
  - Christine Todd secured a grant from Empty Bowls in the amount of \$5,000, which was unplanned in 2019.
  - The film crew from Bluff City Law has used our facilities and thus far we have received approximately \$2,500. They have enjoyed using our facilities so hopefully we will have more income from this project in the future. These funds are paid as a donation and will appear in Other Income. These funds are unplanned in 2019.
- Tony Graves reported via email:
  - The Budget & Finance Committee will be meeting September 26 to start the 2020 budget discussion. They will aim to have a draft ready for discussion in the November vestry meeting, followed by a "final" version for December meeting. Scott and Steve will attend to set the stage for the initial budget

discussions. We will also be discussing the recent funds received from the Beck Estate. The upcoming preparation for the capital campaign launch will require some upfront expenses and a portion of these funds could be used to offset those so they are not coming from operations. Budget & Finance will make a final recommendation on these funds once we have discussed upcoming expense expectations.

- The Endowment Board will be meeting on October 29 for our normal quarterly review. We will also be finalizing the revised Investment Policy Statement.
- Ginny Strubing moved that the Treasurers Report be approved. Edward Thorpe 2<sup>nd</sup> the motion.

### **Sr. Warden's Report:**

- Vestry Nominations
  - The Nominating Committee is comprised with the 5 outgoing vestry members, Peg Wahl, Kim Kitterman, and the two past Sr. Wardens – Fred Piper and Margaret Craddock.
  - The committee met and created a slate of potential members.
  - Thus far, 4 candidates have agreed to serve.
  - Working on the 5<sup>th</sup> candidate.
- Master Plan Architects
  - Charles Shipp and David Lusk have identified 3 potential firms. (1 is in Nashville.)
  - The firms will be interviewed on 10/1 and 10/2.
  - May possibly use 2 firms in the process. (1 for interior and 1 for exterior/specific tasks)
- Beck Estate
  - We received an additional ~\$70,000. The total received to date is about \$110,000.
  - There are also 7 paintings that were bequeathed to 4 beneficiaries.
    - Met with those organizations.
    - Working on a venue to sll these 7 paintings – worth \$40,000 in total
      - Maybe a pop-up event that would last a week and would minimize the commission on the sales.
    - This money will roll into the seed money for the capital campaign.
    - The Vestry needs to formalize Calvary's gift policy.
- Calvary Place Update
  - The board is still involved in the day to day activities.
  - The board is working on getting an attorney from Baker Donelson to help them to file their own 501c3.
    - The target date to achieve this is the end of 2019.
- Annual Giving
  - Zip Code Party have been sent out.
  - Bill Haltom is the Annual Giving Chair.

**Small Groups – Safety and Security:**

- Peg Wahl and Heidi Rupke broke the Vestry into small groups.
- The objective was to create a summary of steps to handle each of the 4 major categories of emergency: Health, Person Causing a Disturbance, Natural Disaster, Violent Person
- Madge Deacon presented a Safety document to the Vestry from Second Baptist Church as a document for review for ideas.
- An Executive Summary will be created and discussed at the next Vestry Meeting

**Dismissal:**

Peg Wahl dismissed the meeting.

**Respectfully submitted:**

**Gail Harrell**

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**2019 Shared Values**

Caring for all

Vibrancy

Courage

Heritage