

**MINUTES OF THE MEETING OF THE VESTRY OF THE EPISCOPAL
CHURCH OF THE ASCENSION**

March 10, 2020

A meeting of the Vestry of the Episcopal Church of the Ascension of Knoxville, Tennessee, of the Protestant Episcopal Church (the “Church”) was held in Room 101 of the Church, 800 S. Northshore Drive, Knoxville Tennessee, on Tuesday, March 10, 2020. Present in person were Interim Rector Rev. Pat Wingo; Dave Irvin, Jr., Senior Warden; Laura Johnston, Junior Warden; Jim Alexander; Jim Hodge; Tim Jeffcoat; Tom Morgan; Pat Richardson; Marilyn Roddy; Amanda Rowcliffe; Pat Rutenberg; Janet Slabbekorn; Brian Wanamaker; and Neale Wetherall, constituting a quorum. Absent but duly notified were Sylvia Peters and Muffet Testerman. Present by invitation were Associate Rector Rev. Christopher Hogan; Linda Hawley, Parish Administrator; Mark Medley, Treasurer; and Andy Oakes, Co-Chair of the Finance Committee. Also present was Alexander Thomas.

Father Pat chaired the meeting, and Brian Wanamaker served as Clerk.

Father Pat called the meeting to order at approximately 6:30 p.m.

The meeting began with a devotional.

Father Pat then referred the Vestry to the draft minutes of the February 11, 2020, meeting, which had been provided to the Vestry in advance of the meeting. Upon motions made, seconded, and unanimously carried, the minutes were approved as submitted.

Father Pat next began the consent agenda portion of the meeting, referring to the committee report materials provided to the Vestry in advance of the meeting and attached hereto as Exhibits A and B. The Vestry accepted the consent agenda materials. In addition, Brian Wanamaker updated the Vestry regarding Family Ministries; Janet Slabbekorn advised the Vestry that the Kanuga parish retreat sign-ups are on track to reach the 100-attendee goal; and Laura Johnston advised the Vestry that there have been multiple meetings related to communications and updating the Church’s website. She noted that Pat Richardson is working on the effort and is seeking two-to-three members with webpage backgrounds to work with himself and Olivia Johnson, the Communications Coordinator.

Thereafter, Mark Medley provided a brief overview of the Church’s financial performance to date, referring to the monthly financial statements provided in advance of the meeting and attached hereto as Exhibits C and D. As part of his report, Mark provided an update regarding the roof repair finances.

Next, Pat Rutenberg provided a brief summary of the Outreach Committee report, which was included in the consent agenda, noting that the Episcopal Church Women had

donated to relief efforts related to the recent tornadoes in middle Tennessee and for cancer support.

Dave Irvin then provided an update on the roof repair itself, noting that there have not been any significant surprises but that the consistent rain had slowed progress.

Finally, Father Pat reminded the Vestry that the Church is accepting applications to join the search committee to identify the next rector, noting that he had already received three applications. Father Pat advised that the deadline for applications is April 6 and that he; Amanda Busby, the committee chair; Dave; and Laura will meet shortly thereafter to review the applications and report back to the Vestry at its April meeting. Father Pat also noted that the charge meeting for the search committee is set for May 5.

Father Pat then opened discussion regarding the Church's response to the growing coronavirus outbreak. He advised that he, Dave Irvin, Laura Johnston, Linda Hawley, and the staff recently met regarding the issue. Father Pat explained that he had decided to make adjustments to the Sunday worship service, including discouraging intinction. Father Pat noted that the data he had seen indicated that a common cup is less likely to transmit illnesses than intinction. Linda updated the Vestry regarding increased cleaning efforts, including cleaning the alter rails after each service, and advised that the hand sanitizer dispensers had been moved to more prominent locations throughout the building. Father Pat also noted that some weeknight meal events had been canceled. But he advised that there were no plans yet to cancel the Nadia Bolz-Weber event, scheduled for March 26. He explained that the event was organized by Tyson House, that the Church is simply hosting the event. Tyson House has not yet decided to cancel the event. Father Pat also explained that if ticket holders decide not to attend, they can either seek a refund or refuse the refund and make a donation to Tyson House. Thereafter, Dave described for the Vestry some of the conclusions made by the University of Tennessee with respect to the virus and its analysis therefor. Throughout, the Vestry asked questions and engaged in discussion. Following the comments from Father Pat, Linda, and Dave, the Vestry continued discussion regarding the virus and steps the Church could take to reduce the risk of spread within the Parish.

Thereafter, at Father Pat's request, Andy Oakes provided a summary of the proposed 2020 budget on behalf of the Finance Committee, referring to the proposed budget and an explanatory document, which are attached hereto as Exhibits E and F.¹ Andy noted that the Finance Committee is concerned about the Church's inability to meet its expenses without relying on special gifts over the last three years. He advised that the Committee recommended the Vestry begin its budgeting for 2021 without assuming any special gifts. He noted that, at the Committee's recommendation the Vestry had committed to establishing a permanent stewardship committee, which would work to address the longer-term financial issues. Jim Alexander advised that the proposed budget relies on approximately \$100,000 in special gifts. During the presentations, the Vestry asked

¹ The proposed budget, Exhibit E, has been redacted to maintain the confidentiality of personal salary information and related personal expenses. An unredacted, confidential copy will be maintained by the Church.

questions and engaged in discussion, including with respect to the need to eliminate debt to free up funds that would otherwise be allocated to debt service as well as with respect to the potential impact of the coronavirus outbreak. Thereafter, on motion made from the Finance Committee, the Vestry unanimously approved the budget as submitted and attached hereto as Exhibit E.

Next, at Father Pat's request, Jim Alexander provided a report from an *ad hoc* committee appointed at the February Vestry meeting to further consider a possible capital campaign. Jim advised that the committee, consisting of himself, Tim Jeffcoat, Muffet Testerman, Marilyn Roddy, and Sylvia Peters, had met. The committee agreed that the goal for the campaign should be to raise funds in the range of the Church's operating budget (between \$1.2 million and \$1.5 million) and that it should permit payments over the course of five years. The committee concluded that the goal should be to pay for the roof and ceiling repair, provide for anticipated buildings and grounds work, and retire a substantial portion of debt, which combine to approximately \$1.8 million to \$2.0 million. The committee recommended considering delaying restoration of the ceiling, the liquidation of other assets as alternative sources of funds, and specific individuals as potential chairs of the campaign. During the presentation, Marilyn Roddy entered the meeting. Throughout the presentation, the Vestry asked questions and engaged in discussion. Following discussion on motion made, seconded, and unanimously carried, the Vestry approved the following resolution: to approve initiation of a \$1,500,000.00 capital campaign with the goal of providing funds for the roof repair (\$700,000), ceiling restoration (\$500,000), and debt reduction (\$300,000), with the campaign to be completed by Easter of 2021.

Thereafter, Father Pat reminded the Vestry that it will next meet on April 14, at which time the Vestry will choose the rector search committee. He then opened the floor to comments for the edification of the Church and the world; no comments were offered.

The Vestry then closed with the Lord's Prayer.

Thereafter, upon motion made, seconded, and unanimously carried, the meeting was adjourned.

Respectfully Submitted,

Brian Wanamaker, Clerk

Dave Irvin, Jr., Senior Warden