

Otey Memorial Parish  
Sewanee, Tennessee  
Vestry Agenda for April 20, 2017  
5:30 pm

- |      |  |      |
|------|--|------|
| I.   | Opening Devotions  |      |
| II.  | Election of a Clerk (and Assistant)<br>Minutes from the March meeting          | 5:50 |
| III. | Reports<br>Treasurer<br>Rector<br>Committees, as necessary                     | 5:55 |
| IV.  | Old Business<br>Bequest of Mary Sears<br>Further information on Landscape Plan | 6:25 |
| [V.  | New Business]  |      |
| VI.  | Closing Prayers  | 6:45 |

*The Vestry meets at 5:30pm normally on the **next-to-last** Thursday of each month: April 20, May 18, **June 22**, July 20, **August 24**, September 21, October 19, **November 16** (remains 3rd Thurs b/c of Thanksgiving), December 21. According to diocesan canons, we must meet at least quarterly.*

## **Otey Memorial Parish Vestry Meeting**

April 20, 2017

### **Opening devotion led by Rev Dr. Rob Lamborn in the small Chapel.**

Vestry members present: Pamela Byerly, Dorothy Gates, Tim Graham, Claudia Porter, Barbara Prunty, Gary Sturgis, Ken Taylor, and the Rev. Dr. Rob Lamborn.

Others present: Kathy Solomon, Church Treasurer

Absent: Rachel Suarez, Shelley Cammack, Susan Holmes

Visitors: None

### **Approval of Minutes of March 2017 meeting.**

Additions and corrections made.

Moved by Dorothy Gates, seconded by Ken Taylor, minutes approved by unanimous vote with corrections and additions.

### **Approval of Susan Holmes as clerk**

1. Jr. Warden Dorothy Gates nominated Susan Holmes as the vestry clerk, Ken Taylor seconded, vestry approved unanimously
2. Pamela Byerly volunteered to be Assistant Clerk until the end of 2017, and was so appointed by the Rector.

### **Treasurer Report:** Kathy Solomon, see her attached report

1. Reporting CAC will be quarterly, not monthly, noted CAC spending more which is good, as they had a large balance, now divided into areas: CAC friends, CAC med grants and other needs, CAC memorials
2. Cash position: Vanguard earning well, more pledges coming in
3. Reviewed report (see attachment)
4. Otey in great shape financially as long as folks continue to fulfill pledges
5. May 1 she and Diane will send out statements through end of April re pledges
6. Sears Estate: received \$50,687, expenses to date \$5,019, there will be more expenses, but balance now \$45,669. Sears monies will be moved to Vanguard, which is currently up \$7,000.
7. Pledge report: \$10,000 in debt reduction collected, Sears bequest will be recommended to go to debt reduction, happily Vanguard over its target balance, our net debt on parish hall \$394,000.

### **Rector's Report**—the Rev. Dr. Rob Lamborn (see report attached)

1. Going to Stephen Ministry training in St. Louis April 23-29, will not be in town for Regan Schutz ordination on April 29 but encouraged attendance.
2. Bishop's visit on April 23, will be only 10 a.m. service, Bishop will preach, Jenna Black will be confirmed and Andrew Korn (a University student not able to attend the All Saints' Easter Vigil) will be baptized.

**Buildings and Grounds:** see report attached

1. Work day planned for May 6 from 9 to 3, will provide hot dog buffet, see report for jobs to be worked upon, will remind via classifieds, come one come all it will be fun.
2. One of the torrential downpours (on Tuesday) resulted in leaks, Joseph Sumpter is doing walk around to see where they are and advise how to fix. The CAC pantry leak with resulting in mold is being fixed, due to incorrect installation of scupper box according to Joseph. Gutters need to be cleared, there was a misunderstanding about this, setting up on a schedule going forward.
3. Joseph will report on the erosion issues behind Claiborne, currently estimating \$20,000 to \$30,000 to correct.

**Mary Sears bequest**

1. How do we use it
2. Recommendation from finance committee re net proceeds suggested 90% to principal on parish hall mortgage, retain 10% in Vanguard for a future use to be determined.
3. Suggested we honor Mary be renaming the kitchen for her
4. Items 2. and 3. approved by the vestry

**Kathy Solomon recommendation re parish hall mortgage payment**

1. Kathy recommends making a \$50,000 payment, using 90% of Sears bequest, \$10,000 of debt reduction pledge payments, and up to \$8,000 of Vanguard, leaving \$200,000 reserve.

**Church insurance**

1. Kathy Solomon suggested that the church's insurance, which renews in August 2017, be reviewed. Drew Sampson will do this.
2. Kathy advised that on May 7 the church insurance vice-president who lives in Franklin will do a walk around of Otey to evaluate replacement cost for buildings and contents.

Meeting adjourned with prayer.

Respectfully submitted,  
Pamela C. Byerly, Assistant Clerk

**What makes it worth it for you**

- to give of your time and energy to serve on the Vestry?
- integrated spiritual life
- community, belonging
- could help, found an accepting home
- drawn into communion with God
- parish was helpful in a sad time, felt special
- healing, center of community
- opportunity to serve, reassess
- love for the people of the church; it was time to serve
- community, progression from committee service
- young & old together, opening new possibility
- community, forgiveness

**The Vestry is entrusted with . . .**

money--no one alone  
vision  
children  
campus  
Gospel  
mission

**Gifts Vestry members bring to their service:**

- meticulous attention to detail, as in caring for linens
- huge heart & realistic exterior, practical, willing to express thoughts
- another set of eyes on the needs of the parish
- ability to discern a situation and see options
- different perspective, sharing positive experiences
- contact with almost all aspects of the parish's life, an overview
- model of community and care
- leadership by example, organization, hard work, hospitality
- history as a priest's wife, knowing what works and is needed  
patience, persistence & politeness
- critical thinking, analytical mind, forgiveness, compassion, love

## **Rector's Report: 20 April 2017**

*Some of my activities in addition to Sunday services between Wed, March 22 and Tues, April 18:*

Evening Prayer (as available, Mon-Thurs)

4 pastoral meetings or visits

Meetings:

Vestry	Christian Formation Committee
Parish Administrator (often)	Seminarian Volunteer Regan Schutz
Parish Organist	Director of Christian Formation (most weeks)
Parish Staff	Rotary (weekly when in town)
Stewardship Chair	University Chaplain
Altar Guild president	4 other meetings
Buildings and Grounds Committee	

Wednesday Seminary Eucharist and lunch

Confirmation Class (weekly)

Adult Forum (weekly)

Lent Series: *Transformed Lives* by Cynthia Crysdale, Wed Evening & Thurs Afternoon

Thursday 12:15 Lenten services

Interment of remains of Marion Kearley.

Attended memorial service for Houston Roberson

Discernment meeting regarding curacy with Regan Schutz, Barbara Prunty, Dorothy Gates,  
and Ken Taylor

Vestry mini-retreat

Holy Week and Easter services

Chrim Mass and renewal of ordination vows at Christ Church Cathedral

Days away helping my parents: none

*I have come to an agreement with Regan Schutz to serve as (non-stipendiary, quarter-time) Curate July 1-December 31, 2016. Her ordination to the (transitional) Diaconate will be Saturday, April 29, at 4pm at the seminary's Chapel of the Apostles.*

*Financial Administrative Assistant Diane Fielding returned from her maternity leave on Monday, March 27.*

*e-mail: [oteyparishrector@gmail.com](mailto:oteyparishrector@gmail.com); Home:598-9604; Cell (with signal):931-636-8739; Day off: Fri.*

OTEY MEMORIAL PARISH  
Community Action Committee

	Actual	Jan-Mar	Budget
<b>SOURCES OF FUNDS:</b>	<b>2016</b>	<b>2017</b>	<b>2017</b>
Individual	40,410	3,455	15,000
Organization	36,654	50	12,000
Episcopal Endowment Fund	2,078	1,045	4,000
Fund-Raising Income, net	1,206	(328)	10,000
Total CAC Income	80,347	4,221	41,000
<b>Administrative-CAC</b>			
Director	4,463	3,298	8,400
Financial Administrator	9,201	400	1,200
Administrative-CAC	7,751	281	
Telephone-CAC	643	150	
Program Supplies Expenses		237	
CAC Volunteer Recognition	3,554		500
Total Administrative Expenses	25,613	4,366	10,100
<b>GRANTS:</b>			
Project Noel			1,000
Housing	1,034	1,615	1,200
Education		305	
Food	10,053	565	12,000
Gas/Propane	828	94	1,000
Electricity	9,786	2,999	11,000
Water	2,593	676	2,800
Other Projects	1,325	1,250	2,800
Total Grants	25,619	7,504	31,800
Total Cash Out	51,232	11,870	41,900
Net in/out	29,115	(7,648)	(900)

2016	CAC	Medical
<b>Restricted CAC Balances:</b>	<b>TOTALS</b>	<b>Grants</b>
Beginning Balance	21,878	11,937
Net Change	29,115	3,574
Balance 12/31/2016	<b>50,994</b>	<b>8,363</b>

YTD 2017	CAC	Medical	CAC
<b>Restricted CAC Balances:</b>	<b>TOTALS</b>	<b>Grants</b>	<b>Memorials</b>
Beginning Balance	50,994	8,363	-
Net Change	(7,648)	(560)	3,860
Balance 3/31/17	<b>43,345</b>	<b>7,803</b>	<b>3,860</b>

# Otey Memorial Parish

Report of Cash Position as of 3/31/2017

Accounts	12/31/16	3/31/2017	4/18/2017	Target Balance	Difference
<b><u>Cash</u></b>					
Rector's Discretionary Fund	3,380	3,147	3,147	4,000	(853)
Parish Checking	35,667	41,148	83,836	40,000	43,836
CAC Checking	21,552	17,118	18,351	15,000	3,351
Episcopal Church Women	484	441	421		46,334
<b>Total Cash</b>	<b>61,083</b>	<b>61,854</b>	<b>105,755</b>		
<b><u>Other Current Assets</u></b>					
Security Deposits	3,000	3,000			
Estate Expenses Paid*	1,360	5,019			*There will be some additional expenses of a few hundred dollars.
Debt Reduction Pledges Receivable	10,265	10,265			
Allowance for Uncollected Pledges	(1,027)	(1,027)			
<b>Net other Current Assets</b>	<b>13,598</b>	<b>17,257</b>			
<b><u>Investments</u></b>					
Episcopal Endowment-Wolfe	102,269	106,122			Earnings restricted to outreach
Vanguard Wellesley Fund	211,418	231,380	238,314	230,000	
<b>Total Investments</b>	<b>313,687</b>	<b>337,503</b>			
<b>Total Liquid Assets</b>	<b>388,368</b>	<b>416,614</b>			
<b><u>Liabilities</u></b>					
Credit Card Debt	3,376	3,136	2,347		
Security Deposits	1,350	1,000			
First Tennessee Commercial Loan	42,168	42,000			12 months debt service
<b>Total Current Liabilities</b>	<b>46,894</b>	<b>46,136</b>			
<b><u>Restricted Funds</u></b>					
Fund Balance CAC	50,974	43,345			
CAC Restricted Funds		12,223			
Episcopal Relief and Development (ERD)	219				
Episcopal Youth Community (EYC)	4,220	4,580			
Repairs & Maintenance	2,987	2,987			
Flower Fund	3,255	140			
Parish Life	702	1,838			
Rector's Discretionary Fund	10,718	11,005			
Continuing Education	200	200			
Landscaping	365	365			
Episcopal Church Women (ECW)	457	457			
Miscellaneous	1,112	660			
PA System	57	57			
Search/Transition	1,034	1,034			
Memorials	6,838	6,700			
Debt Reduction	4,568	9,928			
<b>Total Temporarily Restricted Funds</b>	<b>87,706</b>	<b>95,520</b>			
Endowment Fund-Permanently Restricted	100,000	100,000			
<b>Total Asset Restrictions</b>	<b>234,600</b>	<b>241,656</b>			
<b>Net Unrestricted Liquid Assets</b>	<b>153,767</b>	<b>174,958</b>	<b>21,191</b>	\$ 144,000	= \$36,000 x 4

<u>Bequest</u>	
Sears Estate Proceeds	\$ 50,687
Less: Expenses*	(1,360)
<b>Net Sears Bequest</b>	<b>\$ 49,328</b>

## BUILDINGS AND GROUNDS MINUTES – APRIL 12, 2017

### Current Projects:

1. Office door windows installation –Dorothy will check with Mickey before they leave town.
2. Electrical work:  
Dimmable bulbs purchased for St. Paul's Chapel to work with rheostat-need to be installed.  
Rheostats to be added for Brooks Hall center hall and dining room and back hall sensor light switch needs replacement with standard switch – Karen has friend who may be able to do this for us.
3. Corkboard for posting parish needs to be hung in Claiborne center hall over bench. Jeannie Babb at one time had offered to recover the front with some type of material. Dorothy will contact to see the status.
4. New projector and screen in St. Mark's Hall need to be hung –Frieda checked with PPS but could not locate anyone. Karen will check with her friend to see if he can do it or offer suggestions of who might be able to do it.
5. Joseph Sumpter to check leak from bell tower into narthex. He will also evaluate current erosion issues on driveway by Children's Center and future parking expansion beside driveway by outdoor chapel as well as erosion on front elevation bordering University Ave. Dorothy to contact him and arrange a walk-around.
6. The brighter light bulbs for St. Mark's side lights need to be ordered.  
Packaging/model info for bulbs outside Frieda's office.
7. Discussed possibility of replacing not only broken glass in outdoor electrical fixture by Claiborne entrance but to investigate if fixtures in St. Mark's could have the yellow glass replaced with white glass for better/brighter light. Frieda might have specifications from the renovations/construction.
8. Couch in Adult Study Room has gone to the upholsterer to be recovered with material from Mary Sears house. Cost to be covered by donations in Mary Sears memory.
9. Outside lighting – need to evaluate complete Otey campus and make recommendation. Mickey advised he has found out what post lamps need and will work with Frieda to order parts @ around \$40 each. Dorothy will research for a brighter outdoor fixture over sacristy door.
10. Water infiltration into St. Mark's Hall storage closet. Drew removed tiles, treated mold underneath with bleach and put heater in there to dry area. Dorothy will contact Betty Barton to ensure gutters are being cleaned on a regular basis.

### Spring Projects: Parish Work Day May 6, 9am-3pm

Karen will work up an announcement to the parish for the May 6th Parish Work Day. Day will include a buffet lunch of hot dogs and chips.  
Need to work up a list of materials for the projects.  
Will need trucks to haul away trash to Monteagle dump before noon.

### Workday Projects:



1. Round-off turn from parking strip on the side of the church onto driveway and move existing rocks back to follow the new curve. Fill in the area with sand/gravel until Tensley comes back during the summer to do the speed bump and we can get him to dump a little asphalt then.
2. Exterior signage - replacing the posts on the Exit Only/Entrance Only signs. Cleaning and repainting the verbiage and reinstalling them. Also, cleaning and repainting the Swallow side driveway sign.
3. Moving a cement parking bumper from the pile at the back of St. Mark's Hall and placing it on the side of the parking pad by Brooks Hall to prevent parking on the grass.
4. Refinish outside top of front church doors and Claiborne front doors.
5. Scrape and repaints iron railing in front of church - possibly the youth organized by Jeannie Babb?
6. Remove leftover construction debris and scrap lumber from the wooded area behind St. Mark's.

### **Future Projects:**

1. Claiborne floors – sound deadening between floors awaiting funding.
2. Reverberation in St. Marks Hall – Barbara Prunty has ordered two sets of draperies and curtain rods to setup as an example for the Parish to see. Need someone to install curtain rods.
3. Need new speed bump on driveway side of Brooks Hall to be done by David Cook at Tinsley's when they are in town for other work
4. Possible relocation of back thermostat in church from post.
5. New linen cabinet in sacristy – George & Rob discussing.
6. Dispose of wrought iron benches by outdoor chapel. Fieda will offer on Classifieds free to whoever will pick up.
7. Lay gravel and define additional parking on the side of the driveway by outdoor chapel.
8. HVAC units behind St. Mark's Hall need removable security fencing installed. Sandy Glycet is aware of and working on solution.
9. Add control wires to interior church LED lights to allow them to be dimmed.
10. Rocks vs posts and chain to prevent parking on grass along driveway in area between St. Mark's and Brooks Hall.
11. Replacement of Episcopal Church sign on Hwy 41A.
12. Banister at back of St. Mark's Hall needs sealing. Possibly Bonner Scholars will do the work coordinated by Betty Carpenter and Bruce Baird.
13. Maintaining aging wood signs by cleaning and painting with sealer once a year.