

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for August 24, 2017
5:30 pm

- I. Opening Devotions
- II. Minutes from the June meeting 5:50
- III. Reports 5:55
 - Treasurer
 - Rector
 - Committees, as necessary
- IV. Old Business
- V. New Business 6:20
 - Application for ordination to priesthood--Regan Schutz
 - Motion for use of remainder Mary Sears bequest--Rachel Suarez
 - Discussion of trial children's area in nave
- VI. Closing Prayers 7:25

*The Vestry meets at 5:30pm normally on the **next-to-last** Thursday of each month: 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

June 22, 2017

Opening devotions led by Rev Dr. Rob Lamborn in the small chapel

Vestry Members Present: Pamela Byerly, Shelley Cammack, Claudia Porter, Barbara Prunty, Gary Sturgis, Rachel Suarez, Ken Taylor, the Rev. Deacon Betty Carpenter, and the Rev. Dr. Rob Lamborn.

Absent: Dorothy Gates; Tim Graham; Kathy Solomon, church treasurer; and Susan Holmes, secretary

Visitors: None

The Rev. Dr. Rob Lamborn opened the meeting advising the vestry that in the fall he will introduce "Focus on Ministry." At each vestry meeting a different committee will present, ie CAC, etc. More to come on this.

Approval of Minutes of May 2017 meeting.

Corrections: Rachel Suarez present; Barbara Prunty absent

On third page, third paragraph, second sentence change to "might do together."

Approval moved by Ken Taylor, seconded by Claudia Porter, minutes approved by unanimous vote

Treasurer Report: see reports

The Rev. Rob Lamborn presented in Kathy's absence

- a) correction to debt service being made
- b) income currently a bit ahead of budget.
- c) Stephens Ministry costs for the Rev. Dr. Rob Lamborn's training in St. Louis will be moved to continuing education.
- d) Bequest item corrects last month when showed as income, has already passed through.
- e) Balloon payment concerns: several possibilities can refinance or have another campaign
- f) Cash position report: liquid assets are as they should be

CAC budget is in great shape: the Rev. Deacon Betty Carpenter noted that the community chest will be granting the CAC \$10,000, CAC will receive the benefits from the reverse raffle and the hunger walk, and on July 4 the CAC will be selling "puppacinos."

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

1. the Bishop has signed the Rev. Regan Schutz license so she may now begin serving as curate
2. Two summer Holy Eucharists on July 2 and Aug. at 5 p.m., with simple food provided by parish life afterwards
3. The Rev. Dr. Rob Lamborn will hold a Stephens Ministry meeting on Sat. June 24 with folks already involved, in the fall he will meet new folks interested in this ministry
4. Will be on vacation July 6 through July 22, good news his parents' larger apartment available, plans to move them July 6
5. There will NOT be a vestry meeting on July, the next vestry meeting Aug. 24

Other Reports

Christian Formation (report by Shelley Cammack)

1. VBS a success, about 30 people attended each night, thanks to Claudia, Frieda, and Betty for providing suppers, also to Shelley for the pizza, the speakers were excellent, and the puppets adorable, and thanks to Doug Cameron
2. Talked a bit about how we may increase attendance at VBS next year by taking donation line off the online form, seeing if a week later may be better time to have, and more advertising via posters etc.
3. Brown Patterson is hard at work on next year's program, they will unveil at end of the summer

Parish Life

1. Parish Life providing two simple meals for the summer 5 p.m. picnics after the Holy Eucharist, July will be hot dogs with all the trimmings and August tacos with toppings galore.
2. How to get good count for the suppers, suggested an evite be sent to all parish members
3. Gary Sturgis re pass through in the kitchen, will write up so bids can be requested

Buildings and grounds report (see report)

1. Ken Taylor brought up the matter of a recent wedding with tent on the Brooks Hall lawn, electricity a problem (only one outlet) and the lawn not mowed. Need to remedy the electricity problem, and also provide electricity for the new area in front of the parish hall.
2. Best not to rent space till this is solved.
3. Ken felt we should return some of the charge to the wedding folks, vestry approved

Old business

1. The Rev. Dr. Rob Lamborn will renew Sewanee Organize and Act invitation through the end of September, vestry fine with this

New Business

1. Gary Sturgis suggested Otey work on pamphlet listing the Otey parishioners who offer services, so when folks looking for a plumber etc. they may choose a person from the parish.
2. Funding of the replacement fridger, funding to come from the restricted repairs and maintenance budget as a durable item. A motion made to approve up to \$900 by Claudia Porter, seconded by Ken Taylor, all approved

The Rev. Dr. Rob Lamborn closed the meeting with a prayer.

Respectfully submitted,
Pamela C. Byerly
Vestry member

Report of the Finance Committee
August 15, 2017

The Finance Committee met on August 15. Members present were Tim Graham, Rob Lamborn, Drew Sampson, Randy Peterson, and Kathy Solomon.

Kathy provided reports on the following which were reviewed:

- Cash Position as of 7/31
- The church budget as reflected in the “Vestry Long Form”
- First Tennessee Loan Summary
- CAC budget
- Wolfe Endowment Update
- Update on research regarding the Vanguard brokerage account.

We discussed the 2018 budget process and agreed on the following timeline:

- Budget request deadline will be October 15
- Initial pledge total by October 29. Kathy will follow-up with Rob regarding expected pledge receipts
- Finance Committee to meet on November 6 to review budget requests and begin the budget building process.

The committee decided to research investment options for the funds currently held in the Vanguard brokerage account.

Once the financial audit is complete, we will schedule a review meeting. Kathy will research next year's costs with the auditor.

Kathy will review the church property insurance renewal and provide that information to Drew.

Respectfully submitted,

Tim Graham

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to July 2017

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
Revenues				
Support From Outside Sources				
4111 - Plate Offerings	\$948	\$4,926	\$4,667	\$8,000
4115 - 1/4th Plate to Rector's Discr Fd	\$0	(\$994)	(\$1,167)	(\$2,000)
4131 - Pledge Payments	\$18,812	\$201,898	\$208,717	\$357,800
4141 - Non-Pledge Gifts	\$1,095	\$13,444	\$17,500	\$30,000
4191 - Other Outside Support Revenues	\$164	\$3,514	\$10,092	\$17,300
Total Support From Outside Sources	<u>\$21,019</u>	<u>\$222,787</u>	<u>\$239,808</u>	<u>\$411,100</u>
Support From Internal Sources				
4512 - Investment Income	\$0	\$8,201	\$6,038	\$10,350
4531 - Gains (Losses) on Investments Sold	\$0	\$6,932	\$0	\$0
4551 - Property Rental Income	\$750	\$4,018	\$5,833	\$10,000
Total Support From Internal Sources	<u>\$750</u>	<u>\$19,151</u>	<u>\$11,871</u>	<u>\$20,350</u>
Total Revenues	<u><u>\$21,769</u></u>	<u><u>\$241,938</u></u>	<u><u>\$251,679</u></u>	<u><u>\$431,450</u></u>
Expenses				
Work Outside Congregation				
5111 - Diocesan Assessment	\$2,875	\$20,125	\$20,125	\$34,500
5171 - Stephen Ministry Expenses	\$0	\$954	\$292	\$500
Total Work Outside Congregation	<u>\$2,875</u>	<u>\$21,079</u>	<u>\$20,417</u>	<u>\$35,000</u>
Work Within Congregation				
Programs				
Christian Education				
5311 - Christian Education	\$404	\$830	\$1,750	\$3,000
Total Christian Education	<u>\$404</u>	<u>\$830</u>	<u>\$1,750</u>	<u>\$3,000</u>
Parish Life				
5331 - Parish Life	\$461	\$1,131	\$1,167	\$2,000
Total Parish Life	<u>\$461</u>	<u>\$1,131</u>	<u>\$1,167</u>	<u>\$2,000</u>
Worship				
5351 - Altar Supplies	\$124	\$359	\$700	\$1,200
5353 - Communion Prep. & Confirmation	\$0	\$23	\$117	\$200
5355 - Music	\$45	\$120	\$438	\$750
5357 - Prayer Books and Materials	\$0	\$424	\$117	\$200
5359 - Organ and Piano Maintenance	\$0	\$1,400	\$1,225	\$2,100
5398 - Pastoral Care	\$36	\$97	\$88	\$150
Total Worship	<u>\$204</u>	<u>\$2,422</u>	<u>\$2,683</u>	<u>\$4,600</u>
Youth				
5371 - Youth Ministry	\$77	\$1,739	\$1,750	\$3,000
Total Youth	<u>\$77</u>	<u>\$1,739</u>	<u>\$1,750</u>	<u>\$3,000</u>
Total Programs	<u>\$1,146</u>	<u>\$6,123</u>	<u>\$7,350</u>	<u>\$12,600</u>
Operating Expenses				
Salaries & Wages				

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to July 2017

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
5411 - Clergy	\$3,297	\$23,218	\$24,038	\$41,208
5415 - Supply Clergy	\$350	\$425	\$729	\$1,250
5421 - Youth Minister	\$0	\$0	\$1,488	\$2,550
5431 - Organ & Choir	\$821	\$5,896	\$5,746	\$9,850
5432 - Supply Organ	\$0	\$300	\$350	\$600
5443 - Housekeeper	\$910	\$6,370	\$6,370	\$10,920
5451 - Child Care	\$380	\$3,010	\$2,992	\$5,130
5461 - Dir. Christian Formation	\$1,054	\$7,801	\$7,376	\$12,645
5471 - CAC Director (Otey)	\$1,950	\$13,650	\$0	\$0
5475 - CAC Director	\$0	\$0	\$13,650	\$23,400
5481 - Office Staff	\$3,123	\$21,988	\$21,863	\$37,480
5486 - Financial Staff	\$935	\$6,545	\$6,545	\$11,220
5487 - Financial Staff Coverage	\$0	\$1,462	\$438	\$750
5492 - Youth Ministry Coverage	\$425	\$2,550	\$1,488	\$2,550
Total Salaries & Wages	\$13,245	\$93,216	\$93,073	\$159,553
Employee Benefits				
5511 - Clergy Pension	(\$89)	\$6,786	\$8,532	\$14,626
5521 - Clergy Insurance	\$2,308	\$18,610	\$15,071	\$25,836
5526 - Clergy Housing & Utility Allow.	\$2,856	\$19,992	\$19,992	\$34,272
5531 - Clergy - SECA Payments	\$471	\$3,306	\$3,467	\$5,944
5551 - Staff Payroll Taxes	\$742	\$5,353	\$4,765	\$8,168
5561 - Staff Pension	\$913	\$3,196	\$3,196	\$5,479
5571 - Staff Insurance	\$846	\$6,861	\$5,418	\$9,288
5631 - Workers Compensation	\$0	\$36	\$863	\$1,480
Total Employee Benefits	\$8,048	\$64,139	\$61,304	\$105,093
Facilities Expenses				
5611 - Property & Liability Insurance	(\$244)	(\$244)	\$5,367	\$9,200
5711 - Repairs & Maintenance	\$452	\$1,126	\$1,167	\$2,000
5721 - Elevator Maintenance	\$294	\$1,754	\$1,575	\$2,700
5731 - Equipment Purchases	\$0	\$0	\$292	\$500
5751 - Contracted Services	\$285	\$1,604	\$1,213	\$2,080
5761 - Furnishings	\$0	\$229	\$146	\$250
5771 - Supplies	\$240	\$868	\$438	\$750
5781 - Electricity	\$1,131	\$7,834	\$7,583	\$13,000
5783 - Gas	\$79	\$2,330	\$1,750	\$3,000
5785 - Water & Sewer	\$215	\$1,424	\$1,458	\$2,500
5790 - Grounds Maintenance	\$205	\$1,715	\$2,625	\$4,500
Total Facilities Expenses	\$2,657	\$18,639	\$23,613	\$40,480
Office Services				
5811 - Audit	\$0	\$0	\$3,500	\$6,000
5821 - Computer Expenses	\$307	\$1,655	\$1,633	\$2,800
5831 - Copying	\$517	\$1,808	\$1,925	\$3,300

**Otey Memorial Parish
 Vestry Long Form
 Fund: Otey Church General Fund
 January to July 2017**

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
5841 - Office Supplies	\$101	\$783	\$1,108	\$1,900
5851 - Office Equipment Purchases	\$0	\$0	\$438	\$750
5861 - Postage	\$105	\$366	\$438	\$750
5871 - Telephone	\$919	\$2,848	\$3,436	\$5,890
5891 - Miscellaneous Expense	\$49	\$394	\$233	\$400
Total Office Services	<u>\$1,998</u>	<u>\$7,855</u>	<u>\$12,711</u>	<u>\$21,790</u>
Organizational Expenses				
5911 - Clergy Car Expense	\$0	\$103	\$875	\$1,500
5912 - Clergy Expense Allowance	\$61	\$172	\$292	\$500
5913 - Continuing Education- Clergy	\$0	\$50	\$1,167	\$2,000
5914 - Continuing Education - Staff	\$0	\$0	\$583	\$1,000
5915 - Convention & Travel	\$0	\$1,025	\$583	\$1,000
5916 - Ministering to New Members	\$0	\$0	\$58	\$100
5918 - Publications	\$44	\$301	\$817	\$1,400
5919 - Communications	\$0	\$0	\$117	\$200
5920 - Stewardship	\$0	\$0	\$583	\$1,000
5922 - Vestry	\$0	\$0	\$233	\$400
Total Organizational Expenses	<u>\$105</u>	<u>\$1,650</u>	<u>\$5,308</u>	<u>\$9,100</u>
Total Operating Expenses	<u>\$26,053</u>	<u>\$185,500</u>	<u>\$196,009</u>	<u>\$336,016</u>
Total Work Within Congregation	<u>\$27,199</u>	<u>\$191,623</u>	<u>\$203,359</u>	<u>\$348,616</u>
Total Expenses	<u>\$30,074</u>	<u>\$212,702</u>	<u>\$223,776</u>	<u>\$383,616</u>
Net Total	(\$8,306)	\$29,237	\$27,903	\$47,834
Other Expenses				
7111 - Interest Expense	\$42	\$42	\$0	\$0
7711 - Debt Service Provision	\$3,786	\$28,516	\$27,885	\$47,803
Total Other Expenses	<u>\$3,828</u>	<u>\$28,559</u>	<u>\$27,885</u>	<u>\$47,803</u>
Net Operating Total	(\$12,134)	\$678	\$18	\$31

Otey Memorial Parish
First Tennessee Loan Summary

3.5% p.a.

Total Cost Claiborne Hall Construction	\$	2,189,300	
Maximum loan balance 2014	\$	682,088	(of approved \$725,000)
Half-way Point	\$	341,044	
Principal Balance as of 12/31/16	\$	407,638	
Balloon Payment Expected Due 6/1/2019	\$	271,191	

Date	Payment	Principal	Interest	Additional Principal Pmt	Loan Balance
Total Cost					682,088
2014	30,169	14,060	16,110		668,028
2015	55,370	33,689	21,680	100,000	534,339
2016	42,168	26,701	15,467	100,000	407,638
2017					
Jan	3,984	2,807	1,177		404,831
Feb	3,980	2,807	1,314	49	401,975
Mar	3,901	2,807	1,094	5,000	394,168
Apr	4,040	2,807	1,233		391,362
May	3,948	2,807	1,141	50,000	338,555
June	3,861	2,807	1,054		335,748
July	3,786	2,807	979		332,941
Aug	3,810	2,807	1,003		330,134
Sep	3,770	2,807	963		327,327
Oct	3,762	2,807	955		324,521
Nov	3,753	2,807	947		321,714
Dec	3,745	2,807	938		318,907
2017 YTD	46,340	33,682	12,799	55,049	318,907
CUMMULATIVE	174,047	108,132	66,056	255,049	

Restricted - Debt Reduction

Beginning Balance	12/31/16	4,868	
Debt Reduction Gifts Rec'd YTD	7/31/17	48,595	(includes Sears Bequest)
Withdrawn from Operating Funds		1,587	
Principal Payments YTD	7/31/17	<u>(55,049)</u>	
Ending Balance	7/31/17	<u>-</u>	

Debt Reduction Pledges

Beginning Balance	12/31/16	2,726
Additional pledges received	7/31/17	22,079
Pledge Gifts Received	7/31/17	<u>(6,300)</u>
Ending Balance	7/31/17	<u>18,505</u>

OTEY MEMORIAL PARISH 2017
 Community Action Committee

	Actual	Jan-Jul	Budget	Variance
SOURCES OF FUNDS:	2016	2017	2017	2017
Individuals*	40,410	10,839	15,000	(4,161)
Organizations	36,654	4,546	12,000	(7,454)
Episcopal Endowment Fund	2,078	3,105	4,000	(895)
Fund-Raising Income, net	1,206	(328)	10,400	(10,728)
Total CAC Income	80,347	18,161	41,400	(23,239)
Administrative-CAC				
Director	4,463	3,000	8,400	5,400
Financial Administrator	9,201	900	1,200	300
Administrative-CAC	7,751	286	600	314
Telephone-CAC	643	300	500	200
Program Supplies/ Expenses		1,045		(1,045)
CAC Volunteer Recognition	3,554		500	500
Total Administrative Expenses	25,613	5,532	11,200	5,668
GRANTS:				
Project Noel			1,000	1,000
Housing	1,034	2,811	1,200	(1,611)
Education		305	5,000	4,695
Food	10,053	2,642	12,000	9,358
Gas/Propane	828	94	1,000	906
Electricity	9,786	6,063	11,000	4,937
Water	2,593	1,586	2,800	1,214
Transportation/Gas		451		(451)
After School Program @ Midway			2,100	2,100
Grants for Other Purposes	1,325	1,356	700	(656)
Total Grants	25,619	15,308	36,800	21,492
Total Cash Out	51,232	20,840	48,000	
Net in/out	29,115	(2,678)	(6,600)	
*Contributions from individuals includes \$3,910 in memorials for Rob Keele				

2016	CAC	Medical
Restricted CAC Balances:	Total	Grants
Beginning Balance 12/31/2015	17,441	10,163
Funds Received	29,115	(4,577)
Balance 12/31/2016	46,556	5,586
YTD 7/31/2017		
Restricted CAC Balances:	Total	Grants
Beginning Balance	46,556	5,586
Net Change	(2,678)	(560)
Ending Balance	43,878	5,026
(Medical Grants included in CAC Total-to be disbursed in August.)		

Otey Memorial Parish

Report of Cash Position as of 5/31/2017

Accounts	12/31/16	7/31/2017	Target Balance	8/14/2017
<u>Cash</u>				
Rector's Discretionary Fund	3,380	2,151	4,000	2,101
Parish Checking	35,667	13,566	40,000	22,949
CAC Checking	21,552	13,370	15,000	12,949
Episcopal Church Women	484	366	-	
Total Cash	61,083	29,453		
<u>Other Current Assets</u>				
Security Deposits	3,000	3,000	Duck River	
Debt Reduction Pledges Receivable	10,265	18,505		
Allowance for Uncollected Pledges	(1,027)	(1,027)		
Net other Current Assets	12,238	20,479		
<u>Investments</u>				
Episcopal Endowment-Wolfe	102,269	107,794	100,000	
Vanguard Wellesley Fund	211,418	235,624	230,000	225,697
Total Investments	313,687	343,418	330,000	
Total Liquid Assets	387,008	393,349	330,000	
<u>Liabilities</u>				
Credit Card Debt	3,376	4,158		
Security Deposits	1,350	250		
1st Tennessee Loan (due 1 yr)	42,168	44,827		
Total Liabilities	46,894	49,235		
<u>Restricted Funds</u>				
CAC Fund Balance	46,556	43,878		
Continuing Education-Clergy	200	200		
Curate Discretionary Fund		557		
Debt Reduction	4,868	-		
Episcopal Church Women (ECW)	457	366		
Episcopal Relief and Development (ERD)	219	-		
Episcopal Youth Community (EYC)*	4,220	5,050		
Altar Guild Flower Fund	3,255	340		
Landscaping	365	140		
Memorials	6,838	5,692		
Miscellaneous	1,112	749		
PA System	57			
Parish Life*	702	2,353		
Rector's Discretionary Fund	10,718	9,784		
Repairs & Maintenance	2,987	1,328		
Search/Transition	1,034			
Sears Bequest set aside		4,400		
Special Sundays				
Total Temporarily Restricted Funds	83,588	74,838		
Endowment Fund-Permanently Restricted	100,000	100,000		
Total Asset Restrictions	230,482	224,073		
Net Unrestricted Liquid Assets	156,526	169,277	\$ 132,140	4 months operating needs
			\$ 198,210	6 months operating needs

2017			
<u>Operating Pledge Summary</u>			
		Budget	Variance
Actual Pledges	351,834	357,800	(5,966)
Current Year Pledges Received	199,073		
Outstanding Pledges 7/31/2017	152,761		
Non-Pledge Gifts Received	13,444	30,000	(16,556)
Prior Year Pledges Received	2,646	-	2,646

Rector's Report: 24 August 2017

Some of my activities in addition to Sunday services between Wed, June 21 and Tues, August 22:

Evening Prayer (as available, Mon-Thurs)

22 pastoral meetings or visits

Meetings:

Vestry

Parish Administrator Frieda Gipson (often)

Parish Staff (twice per month)

Deacon

Treasurer (twice)

Curate

Senior Warden

Stephen Leaders (Ken & Lynn Taylor)

Friends of Canon Gideon Foundation

SoT Associate Dean for Community Life

Finance Committee

Buildings and Grounds Committee

Christian Formation Committee

Adult Forum committee (twice)

Director of Christian Formation

(most weeks)

Rotary (weekly when in town)

Newcomers (3)

12 other meetings

Chalice bearer training

"Church on the Mountain" clergy gathering

Funeral/interment of Joel Kennerly, Heather Parsons Muller, and Lethia Watson

Baptismal Preparation: Whitt Baird

5pm Summer Eucharist services: July 2 & August 6

Adult Lectionary Study (most weeks)

Thank-you reception for departing St. Mary's-Sewanee Executive Director John Runkle

Otey has received an inquiry from a seminarian interested in field education this fall.

Vacation days taken: July 6-22, August 14

Coming up: Ordination (God willing) to the priesthood of Regan Schutz: Sat., Oct 28 at 10am

Trial children's area: *I have been reflecting on ways to improve the experience young children have in worship, and have discussed ideas with the Director of Christian Formation and some parents. I would like to have a one-month trial of a children's area at the front on the congregation's right. It would involve removing the first 2 pews, putting down a rug, and having books and quiet activity materials there. The positions of the lectern and font would be reversed for optimal sight and sound lines. Such a location would improve kids' ability to see, hear, and feel part of the liturgy, and it is near the sacristy door for when parents need to take their kids out. The rug will dampen the sound of dropped items while not appreciably reducing the beautiful resonance provided by our hardwood floor. Chairs can be placed in the area if needed for funerals or other services when the children's area would not be in use. If the trial is not a success, all of the items can be replaced where they were before without damage.*

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

BUILDINGS AND GROUNDS MINUTES, AUGUST 9, 2017

Current Projects:

1. Office door windows installation almost complete – Betty Carpenter's left to do.
2. Electrical work:
Ken O'Dear completed storage closet and replaced the light fixture above the outside sacristy door. He put in the rheostats in Brooks Hall.
3. New projector in St. Mark's Hall need to be hung. Rob will check with Mike Roark at Rotary on 8/27.
4. Plans are to put 100W bulbs in fixtures in St. Mark's hall for right now. As budget allows later on, we might replace the glass inside the fixtures with a white glass similar to the overhead fixture for more light.
5. Need to replace the broken glass in outdoor electrical fixture by Claiborne entrance. We'll see if the A&R Glass Co., in Tullahoma can replace the glass in both fixtures so they will match but if not we'll order two new fixtures.
6. Outside lighting -Mickey is still working on repairs to post lamps. Need to check continuity of wiring.
7. Replaced refrigerator in kitchen.
8. Damp spots have appeared on the inside of the Narthex. Joseph Sumpter advised:
Rain is coming in all along the front wall of the belltower below the louvered windows. The louvers are not leaking and the fabric is still over them and intact (What Roy Millar did some years ago.) The next step is to investigate the shingles which will require that we remove a section of the cedar shingles. I am guessing that they used Tyvek which is not compatible with cedar shingles or maybe no underlayment. I think this was done when the new roof was installed, but I don't know. I suspect the defect goes all the way around the tower but only leaks on the front because of the direction of the storms. Work has to be done when it is not raining. We are doing this investigative work at no charge to the church, but the repair work will need to be done by someone else as we have a policy to not work for churches for a profit and we can't do any jobs at cost or at no charge this year beyond what we have committed to the convent. I will try very hard to get one of my team members out to the church this week. I will contact you when I know exactly which day and time.
9. Need to install the rest of the sets of draperies and curtain rods in St. Marks Hall.-Dorothy
10. Speed bump in driveway corrected.
11. Gravel for gate area into garbage storage and round-off on driveway. Frieda got commitment from Monte Adams of Sherwood Mining Company for free gravel if we would come and get it. Drew/Will
12. Possible free piano for use in Brooks Hall. Pending inspection of condition.
13. Drew repaired Exit Sign on driveway.

Future Projects:

1. Claiborne floors-sound deadening between floors awaiting funding.
2. Possible relocation of back thermostat in church from post.
3. New linen cabinet in sacristy-George & Rob discussing.
4. Lay gravel and define additional parking on the side of the driveway by outdoor chapel.
5. HVAC units behind St. Mark's Hall need removable security fencing installed. Sandy Glycet is aware of and working on solution.
6. Add control wires to interior church LED lights to allow them to be dimmed.
7. Rocks vs posts and chain to prevent parking on grass along driveway in area between St. Mark's and Brooks Hall. Betty Barton checking on.
8. Replacement of Episcopal Church sign on Hwy 41A.
9. Maintaining aging wood signs by cleaning and painting with sealer once a year.
10. Scrape/repaint metal railings in front of church.
11. Ask Bruce Baird if he can refinish wood panels on exterior above front doors of church and the front door/side panels of Claiborne and St. Mark's Halls.
12. Contact the Environmental Sciences Dept. at the University for possible direction of someone to survey campus layout for erosion control and develop an ongoing plan.
13. Develop contract with Caldwell for when the gutters on all buildings need to be cleaned.
14. Develop a campus-wide annual maintenance plan for buildings and grounds.
15. Get a quote from George to finish the painting/sealing of south side of church building.
16. Next time we call an electrician out, get them to replace light switch in Claiborne back hall.

I move that the remaining proceeds from the Mary Sears Estate be used to purchase appliances and a water heater for the first house in the Housing Sewanee subdivision at Sherwood Springs on Sherwood Road in Sewanee. The funds would purchase the following:

washer

dryer

microwave with exhaust vent

17.5 cubic ft. refrigerator

electric range and oven

dishwasher

40 gallon electric water heater

The total cost will not exceed the Sears proceeds.