

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for August 18, 2016
5:30 pm

- I. Opening Devotions, including silence
- II. Minutes from June meeting and email voting 5:50
- III. Reports 5:55
 - Wardens
 - Rector
 - Treasurer
 - Committees, as necessary
- IV. Old Business
 - Information on Summer attendance & its bearing on service schedule
- V. Break 6:50
- VI. New Business 7:00
 - Mutual Ministry Review (Laura Willis)
 - Brief Review of Vestry of the Day Responsibilities
 - Provisions for welcoming those new to the community
- VII. Closing Prayers, including silence 7:25

Next Regular meeting: Thursday, September 15, 5:30pm

MINUTES OF THE VESTRY

Otey Memorial Parish Church

August 18, 2016

5:30 PM

Present: Larry Barker; Pam Byerly; Shelley Cammack; Dorothy Gates, Junior Warden; Tim Graham; Rachel Suarez; Ken Taylor; Laura Willis, Senior Warden; Rob Lamborn, Priest; Ann Aitken, Clerk

Kathy Solomon; Treasurer, attended during the presentation of the financial reports

Absent: Barbara Prunty

Visitors:

The meeting opened with evening prayer and readings

APPROVAL MEETING MINUTES

Motion: (WHO?) moved that the July 2016 minutes be accepted as amended.

Dorothy seconded the motion. The motion passed by unanimous vote.

TREASURER'S REPORT – Kathy Solomon (See Reports Attached)

1. Vanguard/ Regions Bank cash management: Kathy asked for guidance with respect to how she should distribute Otey's funds between the Regions bank account, which does not accrue any income, and Otey's investment account, which is invested in Vanguard's Wellesley mutual fund and does accrue income. Kathy suggested leaving about 1 month's expenses in the Regions checking account and moving excess funds to the Wellesley fund. She also noted that the income from the Vanguard account (in the past close to \$18,000) is not included as an income item in Otey's annual budget.

Tim asked the source of the funds in the Vanguard account. Rob replied that the funds are Otey's operating funds, the \$75,000 holdback, restricted funds and "other" funds.

Motion: Shelley moved that the Treasurer be authorized to manage Otey funds for the good of the parish with appropriate monitoring. Pam seconded the motion. The motion passed by unanimous vote.

2. Credit Cards: Does Rob need or want one?

3. Endowment Fund: The endowment's account balance stands at \$100,000 and is managed by the Diocese. Pete Stringer is the manager. The income from this account goes to CAC. Kathy asked whether Otey can move the account from the diocese to Otey's Vanguard account in order to generate more income.

4. ECW: All audit issues are resolved.

5. *Insurance:* The Otey liability policy is to be renewed at a cost of \$9,100. Kathy has asked Drew Sampson to review the new policy and offer comments.
6. *Monthly Budget Line Items:* Kathy quickly reviewed budget line items of note, including the insurance bill and audit..
7. *Building Loan:* The building loan balance is about \$467,000. 2016 capital contributions to date total about \$30,000 and when the \$20,000 pledged is paid, Otey can make an additional \$50,000 payment to reduce the loan balance.

RECTOR'S REPORT- Rob Lamborn (See report attached)

1. *VBU:* VBU, Otey's intergenerational version of Vacation Bible School, was successful. Thanks to Shelley for the good food.
2. *Orlando Memorial:* There will be an early fall event to memorialize the victims of the Orlando shooting, which will close at Angel Park.
3. *Summer Evening Eucharists:* The summer evening eucharists are concluded for this year. Attendance was up.
4. *Organ Adjustments:* Rob and Kathy Sturgis have been working to adjust the organ registration in the church. The sound has improved. 3rd pew from the back is the loudest.
5. *Neal's Sabbatical:* Neal Patterson will be abroad with his family in the spring. Jeannie Babb will cover during his absence.
6. *Building and Grounds Projects:* Rob is moving forward on Diane's office and also a sound system / sound mitigation project in St. Mark's hall.
7. *Mary Sears:* Mary's condition has changed; she is now in hospice and on pain medication. She has asked for our prayers.
8. *Deacon Betty Carpenter:* Betty will be the deacon at both All Saints and Otey going forward. This is an unpaid position distinct from her CAC directorship.
9. *Missional Engagement Initiative:* Jeannie Babb, Barbara Prunty, Laura Willis, Rob Lamborn and Dorothy Gates are participating.

SENIOR WARDEN'S REPORT - (See Report Attached) Laura directed the Vestry's attention to the written senior warden's report which outlines the Mutual Ministry Review process. She noted that it is time to begin planning the Review, so she has taken the first steps by contacting Canon Pamela Snare. Canon Snare has forwarded a lengthy booklet "Living Into Our Ministries: The Mutual Ministry Cycle" and recommended the

Reverend Kristine Blaess to assist Otey during this process. Rob, Laura and Dorothy will move forward with initial planning.

JR. WARDEN'S REPORT- (No Report) Dorothy asked whether all Vestry members have received the letter she wrote to the parish addressing the cyber stalker who has targeted Rob. She noted that since the stalker has been identified and a cease and desist order issued, no further issues have surfaced. Rob thanked the Vestry for its understanding and support.

COMMITTEES (ATTACHMENTS)

1. *Building and Grounds* (See report attached) (1) Rob reported that the sound system is here and has been used during VBU. It will be mounted in St. Mark's hall. (2) Rob is looking into adaptive listening systems for use by individual parishioners to see whether it is helpful. Rachel will call the Episcopal church in Foley, Alabama to ask what system they use.

2. *CAC*: Larry Barker (See report Attached).

OLD BUSINESS

(1) *Combining Services During the Summer Months*: Rob has kept track of the attendance during the summer services and distributed the data to the Vestry. He decided that attendance is unpredictable so that it is not practical to drop services during the summer.

(2) *Vestry Member of the Day*: Rob suggested having the Vestry Member of the Day stand at the church door after services to greet new visitors and gather contact information from them. Laura suggested that ushers take this on since the VMOD has other after service duties. Rob suggested that the VMOD find a parishioner who would be willing to stand by Rob if need be.

Rob will distribute the current list of tasks to the Vestry for comment on how things are working.

NEW BUSINESS

1. *Fall Recruiting*: Rob asked the Vestry to provide names of new community members who Rob can contact and invite into the Otey community. He reminded the Vestry that Carol Sampson also works to meet newcomers.

The meeting was adjourned at 7:35.

NEXT MEETING SEPTEMBER 15 AT 5:30.

Respectfully submitted,

Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Report on Insurance Coverages, add year to date figures on the budget form, create a CAC income statement	Kathy
Proposed finance committee	Rob, Kathy, Tim
Mutual Ministry Review	Laura, Rob and Dorothy
Sanctuary Floor	Building Committee
Ask about adaptive sound system in Foley, Al.	Rachel
Missional Engagement Initiative	Barbara Prunty and Dorothy Gates

Rector's Report: 18 August 2016

Some of my activities in addition to Sunday services between Wednesday, June 15, and Tuesday, August 16, 2016:

Evening Prayer (as available, Mon-Thurs)

8 pastoral meetings or visits

Meetings:

Sr. Warden (3 times)

Junior Warden

Staff (3 times)

Chaplain Tom Macfie

Vestry

Parish Administrator (often)

Treasurer (3 times)

Treasurer and Finance Committee Liaison

Treasurer and Financial Admin. Asst. (2x)

Buildings and Grounds Committee

Deacon Betty Carpenter

Betty Carpenter & Tom Macfie

Parish Organist (twice)

Tom Ward

Director of Christian Formation (weekly)

Christian Formation Adult Forum subcomm.

Lectionary class (weekly when in town)

Rotary (weekly when in town)

Calendar Planning meeting June 16

Diocesan Stewardship Workshop, Sat, June 18, St. Paul's, Murfreesboro

VBU's, June 27-30

Remarks and prayer at Sewanee flag raising at Abbo's Alley on July 4

Convened meeting on response to Orlando shooting

Vestry brown-bag lunch

Annual employee reviews: Frieda Gipson, Betty Carpenter, Diane Fielding

Polly Klipfel interment and funeral

Summer 5pm Eucharist on August 14

Attended welcome dinner for new SAS Head Karl Sjolund

Unable to attend Stephen Ministry Training July 10-16 (Dallas) because my back went out.

Vacation: July 21-Aug 8

Components for the amplification system have arrived and were used for V-B-U's. Installation in St. Mark's Hall is anticipated in time for the first Adult Forum, Sunday, August 28. Also Planning to test an adaptive listening system for the church.

I have worked closely with Parish Organist Kathy Sturgis on registration/volume.

As reported by liaison Ann Aitken, Sandy Glacet is the new director of Sewanee Children's Ctr.

Pleased to announce that Deacon Betty Carpenter has been assigned by Bp. Bauerschmidt to serve at All Saints' Chapel and Otey for the coming year effective September 1.

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

Otey Parish Senior Warden's Report

August 17, 2016

In conjunction with the first anniversary of Rob Lamborn's beginning his ministry at Otey Parish, it is time to begin planning the Mutual Ministry Review (MMR) that we agreed to do, both in his contract, and with the direction of the Bishop. The Senior Warden has begun this process by contact Canon Pamela Snare to inquire about the Diocese's preferences about process and procedure.

In response, Canon Snare shared with me a 91-page document, "Living Into Our Ministries: The Mutual Ministry Cycle." This is a resource guide prepared by the Episcopal Church Foundation and the Church Deployment Office. It provides specific directions and guidelines about how and when to conduct MMR, and pays special attention to the needs of the congregation with a new rector. The wardens, along with the Rector, will be reviewing this to determine which process would work best for our parish.

Canon Snare also recommends that Otey work with the Rev. Kristine Blaess, Senior Associate Rector at St. George's, Nashville. "Kristine is helping with Mutual Ministry Reviews in the diocese, and is very skilled at this kind of work," Snare wrote. The wardens will be in touch with her in the coming days.

For a MMR to be effective, the guide suggests asking these questions to determine a parish's readiness, the first five of which Otey can answer in the affirmative:

- ✓ We understand that our first review will be a simple inquiry into what we appreciate and value about ministry and leadership in the congregation and what we want to do differently in the future.
- ✓ We have or will develop a vision after the review. We understand that planning and review are most useful when the congregation shares a vision for its future.
- ✓ We have a desire to mature and evolve as a community.
- ✓ We agree to undertake mutual ministry review. Both leaders and

congregation members are fully supportive of the process.

- We have time to be thorough. We recognize that **a minimal process in a small congregation takes at least four hours for review alone and that planning will take more time.**
- We understand that mutual ministry happens in cycles: planning and review are equally important but different.
- We have adopted a philosophy of mutual ministry, knowing that no one minister can do the work of the congregation.
- We understand the process and results of prior plans and reviews.
- We have an outside facilitator.

The wardens welcome the participation and involvement of the entire Vestry as we move forward on this important project. Open conversation and regular dialogue are key ways that our parish continues to build trust and move forward.

Respectfully submitted,
Laura Willis

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to July 2016

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
Revenues				
Support From Outside Sources				
4111 - Plate Offerings	\$958	\$4,408	\$4,083	\$7,000
4115 - 1/4th Plate to Rector's Discr Fd	(\$422)	(\$863)	(\$1,021)	(\$1,750)
4131 - Pledge Payments	\$42,618	\$196,813	\$203,671	\$349,150
4151 - Non-Pledge Gifts	\$3,639	\$15,918	\$15,750	\$27,000
4191 - Other Outside Support Revenues	\$1,768	\$11,809	\$11,667	\$20,000
Total Support From Outside Sources	\$48,561	\$228,086	\$234,150	\$401,400
Support From Internal Sources				
4512 - Investment Income	\$0	\$2	\$0	\$0
4531 - Gains (Losses) on Investments Sold	\$0	\$128	\$0	\$0
4551 - Property Rental Income	\$30	\$4,070	\$2,042	\$3,500
Total Support From Internal Sources	\$30	\$4,200	\$2,042	\$3,500
Total Revenues	\$48,591	\$232,286	\$236,192	\$404,900
Expenses				
Work Outside Congregation				
5111 - Diocesan Assessment	\$2,083	\$14,583	\$14,583	\$25,000
5171 - Stephen Ministry Expenses	\$0	\$0	\$292	\$500
Total Work Outside Congregation	\$2,083	\$14,583	\$14,875	\$25,500
Work Within Congregation				
Programs				
Christian Education				
5311 - Christian Education	\$1,543	\$1,866	\$1,167	\$2,000
Total Christian Education	\$1,543	\$1,866	\$1,167	\$2,000
Parish Life				
5331 - Parish Life	\$0	\$320	\$583	\$1,000
Total Parish Life	\$0	\$320	\$583	\$1,000
Worship				
5351 - Altar Supplies	\$0	\$204	\$583	\$1,000
5353 - Communion Prep. & Confirmation	\$0	\$0	\$117	\$200
5355 - Music	\$0	\$45	\$438	\$750
5357 - Prayer Books and Materials	\$0	\$0	\$58	\$100
5359 - Organ and Piano Maintenance	\$0	\$2,425	\$1,050	\$1,800
5398 - Pastoral Care	\$0	\$0	\$88	\$150
Total Worship	\$0	\$2,674	\$2,333	\$4,000
Youth				
5371 - Youth Ministry	(\$75)	\$362	\$1,167	\$2,000
Total Youth	(\$75)	\$362	\$1,167	\$2,000
Total Programs	\$1,468	\$5,221	\$5,250	\$9,000
Operating Expenses				

Otey Memorial Parish
Vestry Long Form
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Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
Salaries & Wages				
5411 - Clergy	\$3,367	\$23,897	\$23,567	\$40,400
5415 - Supply Clergy	\$750	\$925	\$729	\$1,250
5421 - Youth Minister	\$417	\$2,917	\$2,917	\$5,000
5431 - Organ & Choir	\$781	\$5,469	\$5,469	\$9,375
5432 - Supply Organ	\$150	\$150	\$350	\$600
5451 - Child Care	\$628	\$2,806	\$2,829	\$4,850
5461 - Dir. Christian Formation	\$1,042	\$4,028	\$5,821	\$9,979
5471 - CAC Director (Otey)	\$1,917	\$13,417	\$13,417	\$23,000
5481 - Office Staff	\$2,747	\$19,227	\$19,227	\$32,960
5486 - Financial Staff	\$1,017	\$7,558	\$6,417	\$11,000
5493 - Otey Notes	\$267	\$1,867	\$1,867	\$3,200
Total Salaries & Wages	\$13,081	\$82,260	\$82,608	\$141,614
Employee Benefits				
5511 - Clergy Pension	\$3,576	\$10,073	\$8,365	\$14,340
5521 - Clergy Insurance	\$2,165	\$13,107	\$14,091	\$24,156
5526 - Clergy Housing & Utility Allow.	\$2,800	\$19,600	\$19,600	\$33,600
5531 - Clergy - SECA Payments	\$472	\$3,328	\$3,302	\$5,660
5551 - Staff Payroll Taxes	\$674	\$4,382	\$4,434	\$7,601
5561 - Staff Pension	\$444	\$3,106	\$3,106	\$5,325
5571 - Staff Insurance	\$795	\$4,775	\$5,033	\$8,628
Total Employee Benefits	\$10,927	\$58,371	\$57,931	\$99,310
Insurance				
5611 - Property & Liability Insurance	\$9,191	\$9,191	\$5,017	\$8,600
5631 - Workers Compensation	\$707	\$393	\$700	\$1,200
Total Insurance	\$9,898	\$9,584	\$5,717	\$9,800
Facilities Expenses				
5711 - Repairs & Maintenance	\$0	\$651	\$1,167	\$2,000
5721 - Elevator Maintenance	\$225	\$2,488	\$1,575	\$2,700
5731 - Equipment Purchases	\$0	\$0	\$292	\$500
5751 - Contracted Services	\$1,281	\$8,057	\$7,583	\$13,000
5761 - Furnishings	\$0	\$250	\$292	\$500
5771 - Supplies	\$0	\$437	\$438	\$750
5781 - Electricity	\$1,310	\$8,187	\$7,729	\$13,250
5783 - Gas	\$122	\$1,845	\$2,333	\$4,000
5785 - Water & Sewer	\$227	\$1,464	\$1,225	\$2,100
5790 - Grounds Maintenance	\$150	\$2,240	\$2,042	\$3,500
Total Facilities Expenses	\$3,315	\$25,618	\$24,675	\$42,300
Office Services				
5811 - Audit	\$0	\$0	\$3,500	\$6,000
5821 - Computer Expenses	\$173	\$1,497	\$1,458	\$2,500

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to July 2016

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
5831 - Copying expenses	\$23	\$1,596	\$1,867	\$3,200
5841 - Office Supplies	\$55	\$931	\$875	\$1,500
5851 - Office Equipment Purchases	\$0	\$224	\$292	\$500
5861 - Postage	\$0	\$484	\$350	\$600
5871 - Telephone	\$0	\$3,631	\$2,624	\$4,498
5891 - Miscellaneous Expense	\$15	(\$79)	\$408	\$700
Total Office Services	<u>\$266</u>	<u>\$8,283</u>	<u>\$11,374</u>	<u>\$19,498</u>
Organizational Expenses				
5911 - Clergy Car Expense	\$0	\$0	\$875	\$1,500
5913 - Clergy Expense Allowance	\$0	\$0	\$292	\$500
5921 - Continuing Education	\$0	\$1,594	\$1,167	\$2,000
5922 - Continuing Education - Staff	\$0	\$0	\$292	\$500
5931 - Convention & Travel	\$0	\$165	\$583	\$1,000
5941 - Ministering to New Members	\$0	\$0	\$58	\$100
5961 - Publications	\$0	\$932	\$583	\$1,000
5971 - Communications	\$0	\$0	\$117	\$200
5981 - Stewardship	\$0	\$0	\$233	\$400
5999 - Vestry	\$0	\$104	\$58	\$100
Total Organizational Expenses	<u>\$0</u>	<u>\$2,795</u>	<u>\$4,258</u>	<u>\$7,300</u>
Total Operating Expenses	<u>\$37,487</u>	<u>\$186,911</u>	<u>\$186,563</u>	<u>\$319,822</u>
Total Work Within Congregation	<u>\$38,955</u>	<u>\$192,131</u>	<u>\$191,813</u>	<u>\$328,822</u>
Total Expenses	<u>\$41,039</u>	<u>\$206,715</u>	<u>\$206,688</u>	<u>\$354,322</u>
Net Total	\$7,552	\$25,571	\$29,504	\$50,578
Other Expenses				
7711 - Debt Service Provision	\$4,216	\$29,653	\$29,400	\$50,400
Total Other Expenses	<u>\$4,216</u>	<u>\$29,653</u>	<u>\$29,400</u>	<u>\$50,400</u>
Net Operating Total	\$3,336	(\$4,082)	\$104	\$178

Otey Memorial Parish Church

**Statement of Changes in Financial Position
through 7/31/2016**

	Actual thru 7/31/16	Budget 2016	YTD Var. thru 7/31/16	TARGET	58%
				NOTES	% Budget
Revenues					
Support From Usual Sources					
4111 - Plate Offerings	4,408	7,000	(2,592)		63%
4115 - 1/4th Plate to RDF	(863)	(1,750)	887		49%
4131 - Pledge Payments	196,813	349,150	(152,337)		56%
4151 - Non-Pledge Gifts	15,918	27,000	(11,082)		59%
4191 - Other Support (CAC Contribu	11,809	20,000	(8,191)		59%
4512 - Investment Income	2	-	2		
4531 - Gain(Loss) investments sold	128	-	128		
4551 - Property Rental Income (net d	4,070	3,500	570		116%
Total Revenues	232,286	404,900	(172,615)	On Target YTD	57%
Expenses					
Work Outside Congregation					
5111 - Diocesan Assessment	14,583	25,000	(10,417)	On Target YTD	58%
Work Within Congregation					
5171 - Stephen Ministry Expenses		500	(500)		0%
5398 - Pastoral Care		150	(150)		0%
5311 - Christian Education	1,866	2,000	(134)		93%
5331 - Parish Life	320	1,000	(680)		32%
5351 - Altar Supplies	204	1,000	(796)		20%
5353 - H.E. Prep. & Confirmation		200	(200)		0%
5355 - Music	45	750	(705)		6%
5357 - Prayer Book and Liturgy Materials		100	(100)		0%
5359 - Organ & Piano Maintainenc	2,425	1,800	625		135%
5371 - Youth Ministry	362	2,000	(1,638)		18%
Total Programs	5,221	9,500	(4,278)		55%
Operating Expenses					
Salaries & Wages					
5411 - Clergy	23,897	40,400	(16,503)		59%
5415 - Supply Clergy	925	1,250	(325)		74%
5421 - Youth Minister	2,917	5,000	(2,083)		58%
5431 - Organ & Choir	5,469	9,375	(3,906)		58%
5432 - Supply Organ	150	600	(450)		25%
5451 - Child Care	2,806	4,850	(2,044)		58%
5461 - Dir. Christian Formation	4,028	9,979	(5,951)		40%
5471 - CAC Director (Otey)	13,417	23,000	(9,583)		58%
5481 - Office Staff	19,227	32,960	(13,733)		58%
5486 - Financial Staff	7,558	11,000	(3,442)		69%
5493 - Otey Notes	1,867	3,200	(1,333)		58%
Total Salaries & Wages	82,260	141,614	(59,353)	On Target YTD	58%
Employee Benefits					
5511 - Clergy Pension	10,073	14,340	(4,267)		70%
5521 - Clergy Insurance	13,107	24,156	(11,049)		54%
5526 - Clergy Housing & Utility Allow	19,600	33,600	(14,000)		58%
5531 - Clergy - SECA Payments	3,328	5,660	(2,332)		59%
5551 - Staff Payroll Taxes	4,382	7,601	(3,219)		58%
5561 - Staff Pension	3,106	5,325	(2,219)		58%
5571 - Staff Insurance	4,775	8,628	(3,853)		55%
5631 - Workers Compensation	393	1,200	(807)		33%
Total Employee Benefits	58,764	100,510	(41,746)	On Target YTD	58%
Facilities Expenses			-		

5611 - Property & Liability Insurance	9,191	8,600	591	Full year paid in July	107%
5711 - Repairs & Maintenance	651	2,000	(1,349)		33%
5721 - Elevator Maintenance	2,488	2,700	(212)		92%
5731 - Equipment Purchases		500	(500)		0%
5751 - Contracted Services	8,057	13,000	(4,943)	Cleaning, lawn, trash	62%
5761 - Furnishings	250	500	(250)		50%
5771 - Supplies	437	750	(313)		58%
5781 - Electricity	8,187	13,250	(5,063)		62%
5783 - Gas	1,845	4,000	(2,155)		46%
5785 - Water & Sewer	1,464	2,100	(636)		70%
5790 - Grounds Maintenance	2,240	3,500	(1,260)		64%
Total Facilities Expenses	34,810	50,900	(16,090)		68%
Office Services (part paid for CAC?)			-		
5811 - Audit	-	6,000	(6,000)	In process	0%
5821 - Computer Expenses	1,497	2,500	(1,003)		60%
5831 - Copying expenses (lease of la	1,596	3,200	(1,604)		50%
5841 - Office Supplies	931	1,500	(569)		62%
5851 - Office Equipment Purchases	224	500	(276)		45%
5861 - Postage	484	600	(116)		81%
5871 - Telephone	3,631	4,498	(867)	Move and change in serv	81%
5891 - Miscellaneous Expense	(79)	700	(779)		-11%
Total Office Services	8,283	19,498	(11,215)		42%
Organizational Expenses			-		
5911 - Clergy Car Expense		1,500	(1,500)		0%
5913 - Clergy Expense Allowance		500	(500)		0%
5921 - Continuing Ed. Clergy	1,594	2,000	(406)		80%
5922 - Continuing Ed. Staff		500	(500)		0%
5931 - Convention & Travel	165	1,000	(835)		17%
5941 - Ministering to New Members		100	(100)		0%
5961 - Publications	932	1,000	(68)		93%
5971 - Communications		200	(200)		0%
5981 - Stewardship		400	(400)		0%
5999 - Vestry	104	100	4		104%
Total Organizational Expenses	2,795	7,300	(4,505)	On Target YTD	38%
Total Operating Expenses	186,911	319,822	(132,909)	On Target YTD	58%
Total Work Within Congregation	192,132	329,322	(137,187)		58%
Other Expenses					
7711 - Debt Service Provision (Princ	29,653	50,400	(20,747)	On Target YTD	59%
Total Expenses	236,368	404,722	(168,351)		58%
Net Receipts/(Disbursements)	(4,082)	178	(4,264)		

Otey Memorial Parish Church
Treasurer's Notes
8/17/2016

- ❖ **Vanguard**—This account is used as both an investment account for cash not needed for current operations, and to process donations of securities. Earning rate since the account was opened at Vanguard is 8%. I recommend that all funds not needed for current operations be consolidated into Wellesly Income Fund at Vanguard.
 - Securities in your brokerage account are held in custody by Vanguard Brokerage Services, a division of Vanguard Marketing Corporation. Vanguard Marketing Corporation is a member of the Securities Investor Protection Corporation (SIPC), which protects securities customers of its members up to \$500,000 (including \$250,000 for claims for cash).
 - Funds can be moved between Regions checking and Vanguard investment account overnight.
 - Investment risk factor
- ❖ **Regions Bank**:
 - Explored options for cash management with bank officer, Jamie Williams, Regions financial advisor, and reviewed all Otey accounts. Recommend closing money market account into checking and consolidating longer-term cash in Vanguard. (Regions does not offer anything that compares with Vanguard.)
 - Reviewed credit cards for controls, approval process, etc. Combined credit limit \$10,000. Individual limits lowered. We STILL need to get a card for Rob. (It's very disappointing that Regions has not issued this card already.)
 - Treasury Management services do not work as hoped. Canceling this service.
 - In discussion with ECW about whether to close their account and manage through Diane.
- ❖ **Parochial Report**: Had phone appointment with Janet Jamieson at Diocesan Office to review handling of CAC and Rector's Discretionary Fund, finalized Parochial Report with Diane, Rob and Frieda and signed 6/7.
- ❖ **Endowment Fund, a common trust fund**: Reviewed with auditor. \$100,000 balance is restricted. Any earnings over that amount go to CAC. (This fund established in 2004 by Robert and Francys Wolf to benefit the hungry and those in need. Proceeds are distributed quarterly as decided by the fund's board, and go to CAC.) Merits further review.
- ❖ **ECW Account**: Accounting fully incorporated with Otey's effective 1/1/2016 and reviewed with auditors.
- ❖ **2015 Audit**: Waiting on audit results, should be available for Sept. meeting.
- ❖ **Budgeting**: Need to review 2016 Budget process and establish process and timeline for 2017 Budget.
- ❖ **Finance Committee**: Discussed establishment of a Finance Committee with Tim Graham and Rob, including possible members and committee's charge. Will continue to work with Tim and Rob in forming this committee.
- ❖ **Insurance**: Received renewal eff. 8/1/2016. Drew Sampson has agreed to review this for coverages and pricing.

Kathy Solomon

BUILDINGS AND GROUNDS REPORT – AUGUST 10, 2016

Updates on Projects:

1. New office for Diane Fielding-finished except for doorknobs and keying by locksmith; HVAC vent to be installed by Danley.
2. Office door windows are on site. All need to be painted before installation and trim to be created and painted.
3. Electrical work - Rheostat for chapel light-Mickey or Drew to do. Evan Jones has agreed to repair outside lighting when his time allows. However, if this does not happen before closer to wedding scheduled Nov. 12 that will involve a tent outside, we will need to possibly hire an electrician. Need a rheostat in Brooks for both the entrance hall and the dining room chandeliers-possibly Mickey or Drew.
4. Linen cabinet in Sacristy-Rob is in continued discussion with George.
5. Stone Benches – resolved as they will not be moved until meandering pathway in front planted area is completed.
6. Moisture in Brooks Hall basement – Moisture problem solved for the present. Mickey and Drew will address unclogging the underground drain and reposition the downspout into it as time allows.
7. Refinishing Church floor – Drew and Carol Sampson have finished refurbishing the floor of Nave...need to do a few spots in Sanctuary and Narthex.
8. Indoor signage - Barbara Prunty gave a report on possible design, number and size of signs needed for the various rooms. She will try to get samples so we can get a quote on the signs.
9. A "Clothesline" between the Godly Play rooms on which to hang art work made by the children was approved. Ann Aiken has extras from the use of same in the library and will bring them.
10. An old corkboard that was in storage was cleaned up by Karen Keele. It needs to have a paper overlay to cover stains. This will be hung behind the pew in the middle hallway of Claiborne for posting parish events. Another corkboard will be acquired for posting community events and hung next to the Otey events.
11. Approve Louis Rice's use of the Godly Play 3 room in Brooks have for the use of a painting class for the sum of \$100 per month. This will be from 9:00am-12:00pm on Thursdays. To be reviewed in December 2016.

Future Projects:

1. Sound systems – St. Marks hall is in place. Church – Adaptive system to be tried but will cost 2-3X more than S. Marks.
2. Claiborne floors – Sound deadening between floors awaiting funding.
3. Reverberation in St. Marks Hall –Barbara Prunty exploring cost of material and drapery hardware for each window.
4. Exterior signage – need Exit only and Do not enter signs cleaned and repainted with new posts. Both need to be reinstalled at opposite sides of exit driveway.
5. Need to instruct ushers regarding control of HVAC in church to avoid too hot or cold conditions. Also, they need instructions on door control to avoid too much outside air from entering sanctuary.
6. More rocks needed to control parking by parents waiting for their children from parking on the grass. Rob will contact Betty Barton about putting more large rocks along edge of driveway. Also need to consider another removable post to be installed at the end of the Brooks Hall walkway next to Parish Hall.

Next meeting will be 9/14/2016

Parish Life Committee

August 11, 2016 minutes

The main topic of discussion was the Ministry/Time/Talent Fair to be held in conjunction with the Welcome Back Picnic to start the new school year. Jeannie Babb was present to discuss the ministry fair and offered great ideas to help recruit new faces in our many areas of service to Otey and the community. The picnic will be held August 28 immediately following the 11 o'clock service inside St. Mark's. The Fair tables will be set up outside along the sidewalk, weather permitting, inside the office/classroom hallways if not. There will be games in the grassy area of the courtyard for children, young and old. We hope to be able to keep this space for this purpose, at least half of it if at all possible. The menu will be fried chicken provided by Parish Life as well as tea, lemonade, and water. Sign-up sheets are up for side dishes, salads and desserts. Lynn Stubblefield is going to purchase a banner to put on University Avenue to inform all to join us. We are also going to put a blurb in the messenger and of course Otey Notes.

We would like to ask Fr. Rob to announce in church that he would love to greet everyone in the parish hall that day instead of at the back door in order for him to bless the meal without delay. Thanks.

We signed a card for Mary Sears who we miss having at our meetings. Ann Seiters took care of initiating and sending.

We also finalized the last Sunday evening meal. It turned out to be a huge success. It was wonderful to see lots of new faces as well as regular attenders. Thanks to all who participated and helped behind the scenes.

Members present: Ann Seiters, Ginny Capel, Lynn Stubblefield, Jeannie Babb, Frieda Gipson, Gary Sturgis, and Lynn Taylor.

After a slow summer it is good to begin again! The report will be combined for June and July since it was determined to take a breather for the summer. Each Tuesday a small committee has faithfully met at Otey to lay out plans for the Monteagle/Sewanee Rotary "Second Annual Huger Walk". The date for 2016 is September 3 and it is hoped that the event will be as successful as 2015. The day to day activities for the food pantry have been slow and we have not distributed as many bags in June and July. Several factors contribute which are that summer gardens and the USDA Summer Meals program have filled the needs of those who come to us for assistance. In July I attended a workshop on "How to Build A Dynamic Board". My opinion is you all are dynamic to begin with but some good ideas came from that day and we can springboard from the information as we move forward. There is an open slot for Seminary representation and a recommendation was made. I will discuss this at the August Board meeting. When the students return and our Bonner Leaders are in place the after school tutoring program will begin. The focus for the summer has been the Hunger Walk which raised over \$7000 for CAC last year. Hope everyone had a restful summer and that you are ready to see what plans God has for us in the upcoming academic year. Be fearless!

CORE FUNCTIONS - June/July

June

Families Served-40
Grocery Bags Distributed-61
Utility Assistance-12
Housing-2
Medical-1
Education-0
Visitors/Volunteers-58
Home Visits-3

July

Families Served-22
Grocery Bags Distributed-44
Utility Assistance-12
Housing-1
Medical-1
Education-0
Visitors/Volunteers-34
Home Visits-1