

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

- I. Opening Devotions

- II. Minutes from the November meeting 5:50

- III. Reports 5:55
 - Wardens
 - Rector
 - Treasurer
 - Committees, as necessary

- V. Old Business 6:25
 - Update on move of offices to Claiborne Hall

- VI. New Business 6:30
 - Vestry retreat preparations

- VII. Closing Prayers 6:50

*Vestry retreat Sat, Feb 27, not to exceed 8:30am-4:00pm
Taylors' (new) home*

Next Regular meeting: March 17

Rector's Report: 18 February 2016

Some of my activities in addition to Sunday services between Thursday, January 21, and Wednesday, February 17, 2016:

Evening Prayer (normally daily, Mon-Thurs)

8 pastoral meetings or visits

Parish meetings:

Wardens

Staff

CAC Board

Altar Guild chair

Parish Life Committee

Christian Formation Committee

8 other meetings

Ordination of SAS Assistant Chaplain Molly Short to the priesthood

Diocese of Tennessee clergy silent retreat Feb 1-4

(rescheduled) Diocesan Convention

Exploratory workshop on "Open Table" program

Rehearsal for Fat Tuesday entertainment

Ash Wednesday services

Attended Rotary meeting

Confirmation class in cooperation with SAS chaplains (2 morning sessions)

Diocesan Fresh Start program, Nashville

Seminary Eucharist and lunch (normally weekly)

Lenten adult ed reflection on forgiveness

Office closed for snow Feb 9 (observing FC schools closure)

Feb 9 Fat Tuesday dinner postponed to a luncheon after Easter;

Tickets will be honored, or refund available from Frieda

Lenten midweek services, including guest preachers and optional prayers for healing afterward, Tuesdays at 12:15 pm through March 15

Lenten reflections on forgiveness: Tuesdays (brown bag lunch) 1pm, through March 15

Wednesdays (soup supper provided) 6pm, through March 16

Holy Week services March 21-25, 5pm

Preaching at Good Fri 1pm service at All Saints'

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

JANUARY, 2016
JR. WARDEN'S REPORT

2/18/2016

Warden's meeting consisting of Sr. and Jr. Wardens with the Rector on 2/2/16 and 2/15/16.

Attended and represented the Vestry at Buildings & Grounds Committee meeting on 2/16/16 (see report from said committee elsewhere in Minutes).

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to Closing Month 2015

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

Accounts	MTD Actual This Year	MTD Budget This Year	YTD Actual This Year	YTD Budget This Year	% of Annual Budget Used This Year	Annual Budget This Year
Revenues						
Support From Outside Sources						
4111 - Plate Offerings	\$0.00	\$0.00	\$6,979.32	\$6,000.00	116.32 %	\$6,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	\$0.00	(\$1,744.82)	(\$1,500.00)	0.00 %	(\$1,500.00)
4131 - Pledge Payments	\$0.00	\$0.00	\$306,777.95	\$330,700.00	92.77 %	\$330,700.00
4151 - Non-Pledge Gifts	\$0.00	\$0.00	\$26,626.08	\$20,000.00	133.13 %	\$20,000.00
4191 - Other Outside Support Revenues	\$0.00	\$0.00	\$21,341.61	\$20,000.00	106.71 %	\$20,000.00
Total Support From Outside Sources	\$0.00	\$0.00	\$359,980.14	\$375,200.00	95.94 %	\$375,200.00
Support From Internal Sources						
4512 - Investment Income	\$0.00	\$0.00	\$24.84	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$1,284.01	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$0.00	\$0.00	\$1,821.00	\$7,500.00	24.28 %	\$7,500.00
4591 - Other Internal Support Revenues	\$0.00	\$0.00	\$75.00	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	\$0.00	\$0.00	\$3,204.85	\$7,500.00	42.73 %	\$7,500.00
Total Revenues	\$0.00	\$0.00	\$363,184.99	\$382,700.00	94.90 %	\$382,700.00
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$0.00	\$0.00	\$25,000.00	\$25,000.00	100.00 %	\$25,000.00
Total Work Outside Congregation	\$0.00	\$0.00	\$25,000.00	\$25,000.00	100.00 %	\$25,000.00
Work Within Congregation						
Programs						
Christian Education						
5311 - Christian Education	\$0.00	\$0.00	(\$461.79)	\$1,750.00	0.00 %	\$1,750.00
Total Christian Education	\$0.00	\$0.00	(\$461.79)	\$1,750.00	0.00 %	\$1,750.00
Parish Life						
5331 - Parish Life	\$0.00	\$0.00	\$859.05	\$1,000.00	85.90 %	\$1,000.00
Total Parish Life	\$0.00	\$0.00	\$859.05	\$1,000.00	85.90 %	\$1,000.00
Worship						
5351 - Altar Supplies	\$0.00	\$0.00	\$675.91	\$1,000.00	67.59 %	\$1,000.00
5355 - Music	\$0.00	\$0.00	\$642.85	\$700.00	91.84 %	\$700.00
5357 - Prayer Books and Materials	\$0.00	\$0.00	\$120.84	\$100.00	120.84 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %	\$1,000.00
5398 - Pastoral Care	\$0.00	\$0.00	\$0.00	\$150.00	0.00 %	\$150.00
Total Worship	\$0.00	\$0.00	\$1,439.60	\$2,950.00	48.80 %	\$2,950.00
Youth						
5371 - Youth Ministry	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$2,000.00
Total Youth	\$0.00	\$0.00	\$2,000.00	\$2,000.00	100.00 %	\$2,000.00
Total Programs	\$0.00	\$0.00	\$3,836.86	\$7,700.00	49.83 %	\$7,700.00

**Otey Memorial Parish
 Vestry Long Form
 Fund: Otey Church General Fund
 January to Closing Month 2015**

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

Accounts	MTD Actual This Year	MTD Budget This Year	YTD Actual This Year	YTD Budget This Year	% of Annual Budget Used This Year	Annual Budget This Year
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$0.00	\$0.00	\$43,513.70	\$45,720.00	95.17 %	\$45,720.00
5415 - Supply Clergy	\$0.00	\$0.00	\$1,425.00	\$1,500.00	95.00 %	\$1,500.00
5421 - Youth Minister	\$0.00	\$0.00	\$5,000.04	\$5,000.00	100.00 %	\$5,000.00
5431 - Organ & Choir	\$0.00	\$0.00	\$9,375.00	\$9,375.00	100.00 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$0.00	\$900.00	\$600.00	150.00 %	\$600.00
5451 - Child Care	\$0.00	\$0.00	\$4,720.08	\$4,850.00	97.32 %	\$4,850.00
5461 - Dir. Christian Formation	\$0.00	\$0.00	\$3,347.05	\$7,280.00	45.98 %	\$7,280.00
5471 - CAC Director (Otey)	\$0.00	\$0.00	\$23,041.59	\$23,000.00	100.18 %	\$23,000.00
5481 - Office Staff	\$0.00	\$0.00	\$32,000.04	\$32,000.00	100.00 %	\$32,000.00
5486 - Financial Staff	\$0.00	\$0.00	\$11,000.04	\$11,000.00	100.00 %	\$11,000.00
5493 - Otey Notes	\$0.00	\$0.00	\$3,200.04	\$3,200.00	100.00 %	\$3,200.00
Total Salaries & Wages	\$0.00	\$0.00	\$137,522.58	\$143,525.00	95.82 %	\$143,525.00
Employee Benefits						
5511 - Clergy Pension	\$0.00	\$0.00	\$13,308.18	\$11,405.00	116.69 %	\$11,405.00
5521 - Clergy Insurance	\$0.00	\$0.00	\$16,620.10	\$11,085.00	149.93 %	\$11,085.00
5526 - Clergy Housing & Utility Allow.	\$0.00	\$0.00	\$20,682.77	\$13,125.00	157.58 %	\$13,125.00
5531 - Clergy - SECA Payments	\$0.00	\$0.00	\$4,827.71	\$4,500.00	107.28 %	\$4,500.00
5551 - Staff Payroll Taxes	\$0.00	\$0.00	\$7,019.39	\$8,240.00	85.19 %	\$8,240.00
5561 - Staff Pension	\$0.00	\$0.00	\$4,753.50	\$3,680.00	129.17 %	\$3,680.00
5571 - Staff Insurance	\$0.00	\$0.00	\$8,869.80	\$7,585.00	116.94 %	\$7,585.00
Total Employee Benefits	\$0.00	\$0.00	\$76,081.45	\$59,620.00	127.61 %	\$59,620.00
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$0.00	\$8,595.00	\$8,000.00	107.44 %	\$8,000.00
5631 - Workers Compensation	\$0.00	\$0.00	\$995.00	\$1,215.00	81.89 %	\$1,215.00
Total Insurance	\$0.00	\$0.00	\$9,590.00	\$9,215.00	104.07 %	\$9,215.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$0.00	\$0.00	\$2,063.73	\$2,000.00	103.19 %	\$2,000.00
5721 - Elevator Maintenance	\$0.00	\$0.00	\$960.00	\$0.00	0.00 %	\$0.00
5731 - Equipment Purchases	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
5751 - Contracted Services	\$0.00	\$0.00	\$12,929.19	\$14,000.00	92.35 %	\$14,000.00
5761 - Furnishings	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
5771 - Supplies	\$0.00	\$0.00	\$793.42	\$1,000.00	79.34 %	\$1,000.00
5781 - Electricity	\$0.00	\$0.00	\$13,894.11	\$9,400.00	147.81 %	\$9,400.00
5783 - Gas	\$0.00	\$0.00	\$3,159.36	\$4,200.00	75.22 %	\$4,200.00
5785 - Water & Sewer	\$0.00	\$0.00	\$2,199.27	\$2,600.00	84.59 %	\$2,600.00
5790 - Grounds Maintenance	\$0.00	\$0.00	\$3,347.00	\$3,500.00	95.63 %	\$3,500.00
Total Facilities Expenses	\$0.00	\$0.00	\$39,346.08	\$37,700.00	104.37 %	\$37,700.00

**Otey Memorial Parish
 Vestry Long Form
 Fund: Otey Church General Fund
 January to Closing Month 2015**

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

Accounts	MTD Actual This Year	MTD Budget This Year	YTD Actual This Year	YTD Budget This Year	% of Annual Budget Used This Year	Annual Budget This Year
Office Services						
5811 - Audit	\$0.00	\$0.00	\$6,000.00	\$6,000.00	100.00 %	\$6,000.00
5821 - Computer Expenses	\$0.00	\$0.00	\$2,643.61	\$2,500.00	105.74 %	\$2,500.00
5831 - Copying expenses	\$0.00	\$0.00	\$3,144.55	\$2,500.00	125.78 %	\$2,500.00
5841 - Office Supplies	\$0.00	\$0.00	\$1,497.83	\$1,500.00	99.86 %	\$1,500.00
5851 - Office Equipment Purchases	\$0.00	\$0.00	\$150.07	\$500.00	30.01 %	\$500.00
5861 - Postage	\$0.00	\$0.00	\$754.29	\$500.00	150.86 %	\$500.00
5871 - Telephone	\$0.00	\$0.00	\$9,726.61	\$6,100.00	159.45 %	\$6,100.00
5891 - Miscellaneous Expense	\$0.00	\$0.00	\$585.06	\$500.00	117.01 %	\$500.00
Total Office Services	\$0.00	\$0.00	\$24,502.02	\$20,100.00	121.90 %	\$20,100.00
Organizational Expenses						
5911 - Clergy Car Expense	\$0.00	\$0.00	\$1,768.43	\$1,000.00	176.84 %	\$1,000.00
5913 - Clergy Expense Allowance	\$0.00	\$0.00	\$0.00	\$500.00	0.00 %	\$500.00
5921 - Continuing Education	\$0.00	\$0.00	\$637.17	\$500.00	127.43 %	\$500.00
5922 - Continuing Education - Staff	\$0.00	\$0.00	\$78.00	\$500.00	15.60 %	\$500.00
5931 - Convention & Travel	\$0.00	\$0.00	\$239.00	\$750.00	31.87 %	\$750.00
5941 - Ministering to New Members	\$0.00	\$0.00	\$0.00	\$200.00	0.00 %	\$200.00
5961 - Publications	\$0.00	\$0.00	\$947.38	\$750.00	126.32 %	\$750.00
5971 - Communications	\$0.00	\$0.00	\$128.02	\$200.00	64.01 %	\$200.00
5981 - Stewardship	\$0.00	\$0.00	\$311.00	\$400.00	77.75 %	\$400.00
5999 - Vestry	\$0.00	\$0.00	\$106.00	\$100.00	106.00 %	\$100.00
Total Organizational Expenses	\$0.00	\$0.00	\$4,215.00	\$4,900.00	86.02 %	\$4,900.00
Total Operating Expenses	\$0.00	\$0.00	\$291,257.13	\$275,060.00	105.89 %	\$275,060.00
Total Work Within Congregation	\$0.00	\$0.00	\$295,093.99	\$282,760.00	104.36 %	\$282,760.00
Total Expenses	\$0.00	\$0.00	\$320,093.99	\$307,760.00	104.01 %	\$307,760.00
Net Total						
	\$0.00	\$0.00	\$43,091.00	\$74,940.00	57.50 %	\$74,940.00
Other Expenses						
7111 - Interest Expense	\$0.00	\$0.00	\$63.42	\$0.00	0.00 %	\$0.00
7711 - Debt Service Provision	\$0.00	\$0.00	\$55,369.80	\$56,940.00	97.24 %	\$56,940.00
7911 - Inter-Fund Transfers	\$0.00	\$0.00	\$2,500.00	\$0.00	0.00 %	\$0.00
Special expenses						
7400 - Search/Transition	\$0.00	\$0.00	\$8,294.66	\$18,000.00	46.08 %	\$18,000.00
Total Special expenses	\$0.00	\$0.00	\$8,294.66	\$18,000.00	46.08 %	\$18,000.00
Total Other Expenses	\$0.00	\$0.00	\$66,227.88	\$74,940.00	88.37 %	\$74,940.00
Net Operating Total	\$0.00	\$0.00	(\$23,136.88)	\$0.00	0.00 %	\$0.00

**Otey Memorial Parish
Investments Restricted Accounts
February 12, 2016**

	<u>Amounts</u> 1/17/2016	<u>Amounts</u> 2/12/2016
Regions Operations Checking Account:	\$ 112,310	\$ 49,885
Restricted Accounts/Committed: (balance)		
2015 Phase II Payments (for Debt Reduction)	\$ 9,142	\$ 369
Restricted for Debt Reduction	\$ 41,077	\$ 600
Buildings Repair (8751)	-	-
Memorials (8951)	\$ 6,381	\$ 6,381
CAC (8111)	\$ 20,335	\$ 6,547
Sacristy (8351)	-	-
ECW (8987)	\$ 334	\$ 334
EYC Fundraiser (8155)	\$ 2,626	\$ 2,626
Flowers (8911)	\$ 4,233	\$ 1,115
Shrove Tuesday (8920)	\$ 979	\$ 979
Misc Restricted (8991)	\$ 3,785	\$ 3,785
	<u>\$ 88,892</u>	<u>\$ 22,736</u>
Funds Available for Operations	\$ 23,418	\$ 27,149
Investments:		
Vanguard	\$160,443	\$161,719
Regions Money Market	\$13,427	\$10,927
	<u>\$173,870</u>	<u>\$172,646</u>
Total		
	<u>\$173,870</u>	<u>\$172,646</u>
	\$100,000	\$100,000
Investments Available for Parish Use:	<u>\$73,870</u>	<u>\$72,646</u>

1st Tennessee Loan Payments
Loan Total \$682,088 (of Approved \$725,000)

Paid in	Due Date	Payment Amt	Principal	Interest	Calculated	Balance
March	April 1, 2014	\$523.08		\$523.08		
April	May 1, 2014	\$469.48		\$469.48		
May	June 1, 2014	\$1,204.57		\$1,204.57		
June	July 1, 2014	\$1,672.78		\$1,672.78		
July	August 1, 2014	\$2,166.07		\$2,166.07		
August	September 1, 2014	\$2,055.74		\$2,055.74		682,088
September	October 1, 2014	\$6,212.42	\$4,223.00	\$1,989.42		677,865
October	November 1, 2014	\$6,265.60	\$4,223.00	\$2,042.60		673,642
November	December 1, 2014	\$4,772.03	\$2,806.83	\$1,965.20		670,835
December	January 1, 2015	\$4,827.56	\$2,806.83	\$2,020.73		668,028
		\$30,169.33	\$14,059.66	\$16,109.67	\$30,169.33	
January	February 1, 2015	\$4,823.20	\$2,806.83	\$2,016.37	\$4,823.20	665,222
February	March 1, 2015	\$4,625.35	\$2,810.11	\$1,815.24	\$4,625.35	662,411
March	April 1, 2015	\$4,803.54	\$2,806.83	\$1,996.71	\$4,803.54	659,605
April	May 1, 2015	\$4,730.13	\$2,806.83	\$1,923.30	\$4,730.13	656,798
			\$50,000.00			606,798
May	June 1, 2015	\$4,794.81	\$2,810.92	\$1,983.89	\$4,794.81	603,987
June	July 1, 2015	\$4,563.32	\$2,806.83	\$1,756.49	\$4,563.32	601,180
July	August 1, 2015	\$4,619.81	\$2,806.83	\$1,812.98	\$4,619.81	598,373
August	September 1, 2015	\$4,610.53	\$2,806.83	\$1,803.70	\$4,610.53	595,566
September	October 1, 2015	\$4,544.18	\$2,806.83	\$1,737.35	\$4,544.18	592,760
			\$50,000.00			542,760
October	November 1, 2015	\$4,447.78	\$2,806.83	\$1,640.95	\$4,447.78	539,953
November	December 1, 2015	\$4,381.69	\$2,806.83	\$1,574.86	\$4,381.69	537,146
December	January 1, 2016	\$4,425.46	\$2,806.83	\$1,618.63	\$4,425.46	534,339
		\$55,369.80	\$133,689.33	\$21,680.47	\$55,369.80	
January	February 1, 2016	\$4,416.72	\$2,806.83	\$1,609.89	\$4,416.72	\$531,532
			\$50,000.00			\$481,532
February	March 1, 2016					
March	April 1, 2016					

Principal Paymt Detail

Principal Payment Detail				
Audit	Aug-15	As of 12/31/2014:		
		Phase II Total on hand		\$54,729
		Debt Red. Total on hand		\$11,400
Payments				
	May-15	\$50,000		
		38,600	Phase II Payments	Leaving \$16,129 - Phase II
		11,400	Debt Reduction Gifts	
		\$50,000		
	Oct-15	\$50,000		
		16,129	Phase II Payments from 2014	
		19,155	Debt Reduction Gifts (collected as of 9/6)	(All)
		14,716	Phase II Payments from 2015	Leaving \$6,834 - Phase II from 2015
		\$50,000		
	15-Jan	\$ 50,000		
		\$9,142	Phase II Balance collected 2015	
		\$41,077	Debt Reduction Balance collected 2015	Leaving \$219 - Phase II from 2015
		\$50,219		
Next:		\$369	Phase II Balance collected in 2015-16	
		\$600	Debt Reduction Balance collected 2016	As of:
		\$5,985	Balance Due on 2015 Debt Red Pledges	12-Feb
		\$45,900	Balance Due on 2016 Debt Red Pledges	12-Feb
		\$52,854		
		\$969	On Hand for Next Payment	

CAC Snapshot

Dec-15		Otey CAC Restricted Account		CAC Bank Account		Combined Balance		
	Beginning Balance 12/01/15	\$ 14,836.43		\$ 2,929.78		Adjusted \$75		
	Gifts received	\$ 4,600.00		\$ 20,882.25				
	Grants received	\$ -		\$ -				
	Transfer from Otey to CAC for 2015			\$ 11,997.91				
	Total Credits	\$ 4,600.00		\$ 32,880.16				
	Bills Paid	\$ 955.22		\$ 1,140.75				
	Grants to Clients	\$ -		\$ 626.33				
	Transfer from Otey to CAC for 2015	\$ 11,997.91						
	Transfer for Salary Share			\$ 1,500.00				
	Total Debits	\$ 12,953.13		\$ 3,267.08				
	Balance	\$ 6,483.30		\$ 32,542.86		\$ 39,026.16		
Jan-16								
	Balance 12/31/15	\$ 6,483.30		\$ 32,542.86				
	Gifts received	\$ 1,888.46						
	Grants received	\$ -		\$ -				
	MTD Credits	\$ 1,888.46		\$ -				
	Bills Paid	188.85		\$ 3,319.49				
	Grants to Clients	\$ -		\$ 962.90				
	Transfer for Salary Share*	\$ 1,921.40		\$ -				
	MTD Debits	\$ 2,110.25		\$ 4,282.39				
	Balance	\$ 6,261.51		\$ 28,260.47		\$ 34,521.98		
	*\$1500 Salary share is transferred from Otey CAC Restricted Account 8111 to Other Outside Support Revenues 4191 every month							
	*\$421.40 for Initial Financial Admin Salary							

CAC Snapshot

Dec-15		Otey CAC Restricted Account		CAC Bank Account		Combined Balance		
	Beginning Balance 12/01/15	\$ 14,836.43		\$ 2,929.78		Adjusted \$75		
	Gifts received	\$ 4,600.00		\$ 20,882.25				
	Grants received	\$ -		\$ -				
	Transfer from Otey to CAC for 2015			\$ 11,997.91				
	Total Credits	\$ 4,600.00		\$ 32,880.16				
	Bills Paid	\$ 955.22		\$ 1,140.75				
	Grants to Clients	\$ -		\$ 626.33				
	Transfer from Otey to CAC for 2015	\$ 11,997.91						
	Transfer for Salary Share			\$ 1,500.00				
	Total Debits	\$ 12,953.13		\$ 3,267.08				
	Balance	\$ 6,483.30		\$ 32,542.86		\$ 39,026.16		
Jan-16								
	Balance 12/31/15	\$ 6,483.30		\$ 32,542.86				
	Gifts received	\$ 1,888.46						
	Grants received	\$ -		\$ -				
	MTD Credits	\$ 1,888.46		\$ -				
	Bills Paid	188.85		\$ 3,319.49				
	Grants to Clients	\$ -		\$ 962.90				
	Transfer for Salary Share*	\$ 1,921.40		\$ -				
	MTD Debits	\$ 2,110.25		\$ 4,282.39				
	Balance	\$ 6,261.51		\$ 28,260.47		\$ 34,521.98		
	*\$1500 Salary share is transferred from Otey CAC Restricted Account 8111 to Other Outside Support Revenues 4191 every month							
	*\$421.40 for Initial Financial Admin Salary							

Buildings and Grounds Committee Agenda 2-16-16 Meeting Minutes

Present: Dorothy Gates, Drew Sampson, Cal Winton, Ann Aitken, Barbara Prunty, Karen Keele, Harriet Runkle, Frieda Gipson

Absent: Doug Seiters, George Dick, Louise Irwin, Betty Barton Blythe, Rob Lamborn

Harriet Runkle presented a mock-up of the sign for Sewanee Children's Center, CAC, and Thurmond Library that will be placed at the start of the drive coming off University Ave. It was approved and Harriet will be presenting to the Lease Committee.

Harriet also showed a drawing of proposal for the grassy, swampy area between the Children's Center and Claiborne Parish House. Dan Pate has designed a natural area with drainage, gates. Harriet would be applying for grant to fund this. Committee approved pending Rob's approval.

The recommendation to split the Buildings and Grounds Committee in to two—a buildings committee and a grounds committee was shelved until next meeting with more information being gathered..

Work on the floor and front doors to the church. Mickey Suarez is restoring the church doors. It was thought that Bruce Baird would be making temporary doors to hang in their place.

Repaving the driveway between Brooks and the Swallows was discussed. Drew said the price should be the same as long as we do it in the summer when Tinsley is doing other projects for the University. Speed bumps were discussed and it was thought that one speed bump just beyond the Swallows drive would be beneficial.

Adaptive hearing device systems and sound systems for the church and St. Mark's. - University consultation may not happen for a while due to manpower shortage. Frieda stated that there is a wide variety of prices for these systems and wasn't sure what the needs of the church would be. She did find one that she thought would work for St. Mark's.

Cleaning project for Brooks basement - Karen Keele reported that the *basement cleaning* is coming along well but that there is a lot of mold and mildew. People do not need to stay in basement for long periods of time. Drew reported that there has been a work area with work bench set-up.

It was discussed as to best way to sell the items in the basement. Ann Aitken is going to check with Housing Sewanee to see if they would like to purchase the building materials. The remaining materials would be priced and offered to parishioners first – maybe on a Sunday after coffee hour. Items remaining would be put on classifieds.

Acoustic tiles for St. Mark's. Rob to take note of hanging panels at Julia's.
Rob was not available to report – shelved until next meeting.

Update on moving offices to Claiborne. Waiting for arrival and installation of door between new offices. Kathy Sturgis's office in Brooks is almost complete. Diane Fielding will move into Frieda's office until Claiborne is complete. That way Kathy can go ahead and move. CAC shelving units have been moved to basement. Some patching of walls need to be done there.

Stone Benches – Drew and Karen have tried to get in touch with David Green regarding moving the benches. David has been ill so no response yet.

Activity boxes at rear of church. Rob to evaluate best storage & correct number; Frieda to obtain special markers & paper. It was discussed on the best way to contain the items. All thought a box with a lid would be good after the amount has been culled.

Stone Sign – Ann Aitken has sprayed the lichen and scrubbed it away. Louise was not present to talk about the painting.

Telephone/Internet—Charter Frieda reported that, according to Charter, all construction is complete. Waiting for actual offices to be moved to Claiborne to avoid additional charges.

Outside lighting. Ann Aitken reported that Evan Jones should be available in next couple of weeks to change the outside side lights on Claiborne to motion sensor lights. It was decided that it would be best to have the lights "motion sensed" at night only – so they don't come on when someone walks by them in the daytime. Ann will also have Evan look at the fan switches in St. Mark's to see if they can be changed from battery operation. Karen asked about the fixture that had been knocked down during construction. Could Evan look at that and see if it could be fixed and put back up.

Next Meeting: Wednesday, March 9

Respectfully submitted,

Frieda Hawkins Gipson

CORE FUNCTIONS OF CAC
JANUARY 2016

Individuals who came to CAC 97

Volunteers 58

Families Served 40

Grocery Bags Distributed 42

Medical/Dental 1

Housing 0

Education 0

Referrals to other Agencies 7

Home Visits 1

Utility Assists 13

Food with Friends 1-29-16 70