

Otey Memorial Parish  
Sewanee, Tennessee  
Vestry Agenda for September 19, 2019  
5:30 pm

- I. Opening Prayers and Silence
- II. Stewardship reflection and program for the year 5:50
- Break* 6:20
- III. Minutes from the August meeting 6:30
- IV. Reports 6:35
- Treasurer
  - Rector
  - Committees, as appropriate
  - Christian Formation
  - CAC
  - Finance
  - Parish Life
- Pastoral Care
- Newcomers
- Univ. & Community Relations
- [IV. Old Business ]
- V. New Business
- Buildings & Grounds report and motions:
    - Up to \$6,000 to replace church ridge cap  
(estimates are: copper \$5,850, other metal \$4,950,  
cedar \$6,600)
    - Lightning Protection: materials estimate of \$1,000 via Mickey Suarez
    - HVAC Maintenance Contract with Stroop's  
4 times a year at \$1,772 (\$148 per month); Otey supplies filters

Long-Term Maintenance Assessment: \$1512

VI. Closing Prayers

7:25

*The Vestry meets at 5:30pm normally on the third Thursday of each month **October 17, November 21, December 19 (or 12)**. According to diocesan canons, we must meet at least quarterly.*

**Otey Parish Vestry**  
Meeting Minutes 8/15/19

*\*Note-all underlined portions refer to action items*

*Opening*

The regular meeting of the Otey Parish Vestry was called to order at 5:30pm on 08/15/19 in Claiborne Parish House by The Rev. Robert Lamborn.

*Present*

The Rev. Robert Lamborn, Susan Holmes, Sue Moseley (Finance), Gary Sturgis (Parish Life), Lisa Howick (Univ. Community Relations), Tim Graham (Senior Warden / Finance), Karen Meridith, Julie Elrod (Clerk), Claudia Porter (Junior Warden), David Burnett (Stewardship), and The Rev. Betty Carpenter (Community Action Committee)

*Absent*

John Simpson (Seminarian), Lee Stapleton (Pastoral Care), Kathy Solomon (Treasurer)

**I. Opening Devotions**

Began with Evening Prayer in St. Paul's on the Mountain Chapel lead by The Rev. Robert Lamborn with a reading by Karen Meridith.

**II. Minutes from 6/21/19 Meeting**

Corrections were suggested for the 6/21/19 meeting minutes and will be submitted by Julie Elrod to the parish administrator before the next vestry meeting. A motion to accept the minutes of the June meeting as amended was made by Karen Meridith, seconded by David Burnett and unanimously approved.

**III. Reports**

**TREASURER**

Tim Graham and Sue Moseley submitted the following written reports in Kathy Solomon's absence: Operating Statement of Activities through 7/31/19 and Summary of Cash Position (please see attached).

Tim highlighted the following:

- We are mostly in good shape but some over expenditures evident are really due to timing and energy audit that has been completed.
- We are finished with First TN Loan and made draws on the line of credit towards finishing invoices for the steeple.
- Net decrease in debt is \$57,385.
- Summary of Cash Position: we want to keep a close eye on our unrestricted asset total since it used to cover 3-4mo of operating expense and now covers only 1-2mo. Total cost of the bell tower had a small overage of \$57,000+ that was well documented and explained; we had approved up to \$65,000 and fortunately did not need the full contingency to complete this project!
- Statement of Activities: pledge payments are ahead of schedule; non pledge payments are running a little behind; on the balance, in terms of revenues, we are about even with where we expect to be for this time of year. Under program expenses, we are running a little ahead, largely with parish life but have room for funds to flow here if needed. Salaries and wages: we are where we need to be. Benefits: we are under where we expect to be due to time of year. Facilities expenses line 5721: elevator maintenance is more than expected due to a fee increase. Electricity/Gas/Water/Sewer are ahead. Non-operating income: \$2,000 ahead, which is a good thing!
- Summary of Cash Position: net unrestricted liquid reserves of ~80,000 is pretty low compared to the past but we know why and will keep this in mind as we move forward. Unbudgeted expenses paid from reserves are highlighted in a box on this page to further explain what has happened.

Lisa asked where the line item is for paying back the line of credit with Tim to clarify that this line item is due to start next year as part of the budget; this will be a priority!

## **RECTOR REPORT**

Rob Lamborn reviewed his written rectors report (see attached). He highlighted the following:

- Jimmy Carter's Sunday school class which was powerful and connected so many in pilgrimage form (as they all slept in their cars the night before!). His website is posted from the Maranatha Baptist Church in Plains, GA and Rob highly recommend the vestry check it out! Rob was no.24 and able to sit in the church for the Sunday school session.

- Digitization day for Black History Project July 5<sup>th</sup> - Rob was privileged to be a part of this; very successful; he asked Woody if he would be receptive to appropriate documents going to St. Marks etc. that were related and he was.
- Andy Thompson proposed forming a parish committee to connects with creation care of the national church; Rob noted this could connect with our energy audit even!
- Annual Parish meeting date needs to be set by vestry: Rob proposed the date of 11/17/19; Tim Graham moves to approve and Lisa Howick seconds; The date of 11/17/19 is unanimously approved for between services.
- Book keeper: Diane Fielding is moving out of the continental U.S. with her last physical day on the job 8/23/19; the job has been posted; we have received 6 applicants with Tim/Kathy/Claudia/Rob to interview 4 strong candidates next week. Gary suggested we celebrate Diane and her service to this church with a ramped up coffee hour this Sunday 8/18/19 with Lisa Howick to lead and Gary to offer cake and use discretionary funds as needed to help with this.

## **COMMUNITY ACTION COMMITTEE**

Betty Carpenter gave an oral report highlighting the following:

- Bell tower project ramp was donated by Joseph's Remodeling to a CAC clients' home for access
- Gumbo made >\$1,000 and was a large success; Lisa commented how it bridged so many different communities in the area; they used over 15gal of gumbo and ran out even!
- The community meal in Sherwood was very well received; she reports trying to get medical mobile to go to Sherwood.
- Morton memorial has been providing more food than CAC can distribute but noted we are not competing and rather working as a community to feed all and be a resource and often a first step to find what resources are needed.
- CAC will have a Firecracker ball team.
- CAC recently approved a Franklin County Soccer Association membership for a little boy.
- Working with Church of Christ in Sherwood to make sure one of their parishioners has appropriate dental work to allow for better employment.

- CAC outlook: has good volunteers and a solid board. Hunger Walk coming up at end of September which one of CAC's biggest sources of revenue.

## **BUILDINGS AND GROUNDS**

Claudia reviewed detail from her thorough submitted written report (see attached). She highlighted the following:

- 2 invoices for bell tower total a little over \$58,000 which is still below our contingency price and looks fantastic!
- Some building repairs are visible under grounds maintenance line 5790 vs. some under Unbudgeted HVAC Expenses line 5712 of summary of activities.
- Lightening protection has been reconnected; the committee is working with Mickey Suarez to calculate redoing this with an estimate of \$800-1,000 since he is volunteering all labor.
- Roof shingles: Tim reports approaching insurance carrier, saying they will only pay for repairing it to whole *not* improving it to what it *should* be. This does not address the problem along the ridgeline so we are going to disregard insurance as part of the financial equation for this project. Mickey has been in touch with roof contractor to price various versions – pending cost estimates for copper vs galvanized vs just shingles.
- SCC rail project: Mickey to repair for an estimated \$2500 (again possible through Mickey's volunteer labor). SCC granted Otey Parish a sum of money towards this expense.
- Energy Audit: 83% of electricity cost is AC; audit recommend replacing any units with high efficiency units; the next largest usage percentage is lights (there is now a plan in place to switch to all LED as bulbs go out).

## **CHRISTIAN FORMATION**

Karen Meridith reports return of Christian Formation beginning 8/25/19 with an enthusiastic schedule for the Fall.

## **FINANCE**

Tim Graham presented a written report to the vestry (see attached). He highlighted the following:

- Committee met 7/8/19
- Now that we've paid off the loan, any additional gifts or pledges will be put in the First TN checking account for something capital.

- Outlook: Kathy Solomon's last year of being our Treasurer; Audit will be coming up.

## **PARISH LIFE**

Gary Sturgis submits a written report (see attached) highlighting the following:

- wants an increased Oktoberfest celebration in October versus September: Gary proposes to have this on a Saturday at noon with bigger advertising, possible charge for the meal, games for kids, band, and polka dancing. The vestry discussed this possibility of changing the date to October but did not vote on changing the calendar –needs follow up.
- Rob noted that the tables for the welcome picnic will be moved to a natural shaded area rather than tenting this year.

## **NEWCOMERS**

Susan Holmes highlighted the following:

- The committee spoke with Parish Life about welcome and connect and everything we do for newcomers.
- Reviewed how to incorporate prayers for the people and include newcomers with hopes to find new ways to introduce and highlight new members.
- Reflected on how we introduce ourselves
- Lay ministry scheduling: Susan reported hoping to change options for the scheduling to better manage time and availability for both the very active members who are serving multiple roles in the church service and showing that there is room for new members to participate. She suggested we have a person assigned to managing lay ministry schedule which would then be reported to the parish administrator, Frieda Gibson.

## **STEWARDSHIP**

David Burnett submitted a written report (see attached) and highlighted the committee's 2 meetings this summer and how they have advanced their schedule this year to get ahead of stewardship duties. He presented the idea of possible in home meetings or dinner/tea this year.

## **UNIVERSITY AND COMMUNITY RELATIONS**

Lisa Howick reported that she hasn't heard from anyone at the University on the ministries fair yet but it is coming together smoothly. She noted how Rob is an integral part of the newcomer welcome process as he makes visits to newcomer homes. Lisa and Susan are currently discussing options for the best way for the church to also send a welcome message: a letter versus phone call etc. Lisa also announced the upcoming change of University Chaplain with the university currently taking applications.

**IV. Old Business** None presented at this time.

**V. New Business** None presented at this time.

**VI. Closing Prayers** Were gracefully lead by The Rev. Rob Lamborn.

### **Adjournment**

The meeting was adjourned at 7:31pm by The Rev. Robert Lamborn. The next general meeting will be at 5:30pm on 09/19/2019 in the Claiborne Parish House, Adult Education Room. The Tentative Vestry Meeting Schedule: normally on the third Thursday of each month, 9/19/19, 10/17/19, 11/21/19, 12/12 or 12/19.

Minutes respectfully submitted by: Julie Elrod, Clerk

*Unbudgeted Expenses funded from Reserves YTD 9/8/19*

<b><u>HVAC PROJECT RECAP</u></b>	<b><u>Est'd Cost</u></b>	<b><u>Actual</u></b>	
Brooks - replace 1 of 3 systems	\$ 7,100	\$ 6,548	Stroops
St. Mark's - new compressor	2,860	2,860	EH Marsh
New fan blade		273	EH Marsh
Additional repairs	6,750	3,882	EH Marsh
Total Costs funded from Reserves	<u>\$ 16,710</u>	<u>\$ 13,563</u>	
<i>*Maximum unbudgeted HVAC costs approved</i>	<i>\$ 18,000</i>		
<b><u>BELL TOWER PROJECT RECAP</u></b>			
	<b><u>Est'd Cost</u></b>	<b><u>Actual</u></b>	
Initial materials purchase		\$ 9,000	
5/3 Invoice #2969		15,000	
5/14 Invoice		7,500	
7/25 Invoice #2985		13,163.00	
8/14 Final contract Invoice #3003		11,453.60	\$ 56,117
Additional repairs outside contract scope, Inv. 3008		1,580	
Total paid under Bell Tower Contract	<b>\$ 56,116</b>	<b>\$ 57,697</b>	
Less Draws under First Tennessee LOC		\$ (46,500)	
Total Costs funded from Reserves		<u><b>\$ 11,197</b></u>	
-			
Total Capital Costs Funded from Reserves-HVAC & Bell Tower		<b>\$ 24,759</b>	

## Rector's Report: 19 September 2019

*Some of my activities in addition to Sunday services August 14-September 17, 2019:*

Evening Prayer (as available, Mon-Thurs)  
9 pastoral visits

### Meetings:

Buildings and Grounds Committee

Christian Formation Committee

Deacon

Director of Christian Formation  
(weekly)

Junior Warden

Parish Life chairperson

Parish Staff (twice per month)

Parish Admin. Frieda Hawkins (often)

Parish Organist

Senior Warden

Seminarian John Simpson (weekly)

Stewardship Chair

Stewardship Committee (twice)

Treasurer

University Chaplain

Vestry

Vicar of St. James, Midway

Wardens

3 other meetings

Tuesday morning Scripture reflection group for clergy sermon preparation.  
Search, 4 interviews, and hiring of Financial Administrative Assistant Dewey Hammond

Interview and hiring of Youth Ministry Intern Andrea Vancil

Adult Forum (weekly)

Wednesday Eucharist and lunch at the School of Theology (weekly)

Diocesan clergy gathering with Bp. Bauerschmidt, Nashville

Saturday workshop with the Roberson Project on Slavery, Race & Reconciliation

4 premarital counseling/preparation sessions

Sewanee Symphony Orchestra (Tuesday evenings)

Monteagle-Sewanee Rotary Club (Thursdays, as available)

### Time away:

I hope to attend "Confederate Symbols and Episcopal Churches: Tools for Leading Change" offered by the Roberson Project here in Sewanee Nov 5-7.

Coming up:

Blessing of the Animals, Sunday, Oct 6, 4pm at St. James

Stewardship Dinner, Thursday, Oct 10, 5:30-7:30pm

Stewardship Ingathering, Sunday, Oct 27

Oktoberfest, Sunday, Oct 27, 5-7pm

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

## **OTEY BUILDINGS AND GROUNDS**

**September 19, 2019**

**Maintenance Assessment:** Sr. Warden, Tim Graham has been in conversation about the possibility of doing an overall maintenance assessment of the Otey buildings in conjunction with the University's program. An estimate for the cost is \$1,512. Tim will discuss this further.

### **Bell Tower:**

Bell Tower renovation is complete!!!! Final cost: see Treasurer's Report

### **HVAC Repairs**

Final Cost: \$13,956.

**Stroop's Maintenance Contract:** Contract includes changing filters each visit; twice a year a more in depth check of the systems will be done. Costs: Twice at year \$123.00 per month; Four-times \$148.00 per month. Otey will supply the filters. B & G is recommending 4-times a year.

### **Lightning Protection for Church Building:**

Updated lightning protection will be incorporated into the roof repair. Mickey Suarez is coordinating this with the roof contractor. Estimated cost is \$1,000. B & G recommends going forward with this as soon as possible.

### **Roof Shingles on the Church:**

B & G has recommended the installation of the copper ridge cap – cost estimate \$5,850; this will help in the installation of the lightning protection; the additional estimate of cedar shingles was \$6,600.

### **Otey and Sewanee Children's Center:**

The stairway to the SCC has been fenced; the additional fencing of the HVAC units is underway. The total cost is estimated at \$2,500 which will be covered by a donation from the SCC.

Drainage project on hold. The installation of gravel and re-routing of water runoff is helping with the situation at this time.

**Refinishing of the west doors to Claiborne Hall:**

Steve Winney has completed this work along with sealing the facing of the front door of the church and the west side door. Per phone call to Mr. Winney, cost estimated at \$500-\$600.

**Painting of portions of Exterior of Church and Brooks Hall:**

Painting of the front of the church building where the rose window is located will proceed when the bell tower repair is completed. Cost estimated at \$850.

Brooks hall exterior painting is deferred to next year.

Next Buildings and Grounds Committee meeting is to be announced.

Respectfully submitted,  
Claudia Porter, Jr. Warden

## CAC Board Meeting Minutes

August 15, 2019

Present: George Horton, Alec Moseley, Sarah Sutherland, Sandy Rice, Betty Carpenter, Linda Hutton, Oline Summers, Gary Sturgis and Elizabeth Koella

Betty began the meeting by announcing that Sandy Rice will be the new president! This news was met with an enthusiastic round of applause. Betty also noted that she is in the process of determining if we will have a board member from the Office of Civic Engagement this year, or alternatively, if one of our Bonner students could serve on the board. As of now, we only have one Bonner student, Sam Stassel, but it is likely that we will have more as the semester begins.

Sandy called the meeting to order and the minutes were approved as read. Gospel and Gumbo was a success, with \$1000.00 raised and much fun had by all. The first Sherwood dinner was also a success, with over 20 people attending. It was held at the Emmanuel Apostolic Church, and Sandy, Betty and Erin McGraw made a chicken/cheese casserole using ingredients from CAC. All ages were represented at the gathering, and we look forward to continuing this tradition. It was noted that the scheduling of these events should be sensitive to the Wednesday church service schedule at Emmanuel Apostolic (e.g. they substituted the meal for their regular church service this time). As a side note to the Sherwood meal, Betty reported that as a result of the connections that are being made, CAC is now able to assist someone with the cost of much-needed dentistry, which will, in turn, help this person secure better employment opportunities.

The Community Meals will commence in September, and as usual, they will be held on the last Friday of the month. Gary offered to buy bulk supplies for these meals from Sysco.

Betty noted that the proceeds from the Sorority Clothing Sale are traditionally used to buy Thanksgiving turkeys for CAC clients.

The 2018 toy drive was an overwhelming success, owing in large part to the All Saints' Chapel Angel Tree. We expect to repeat the toy drive this year, and Betty says that we will be better prepared logistically to handle the volume of toys. CAC was able to donate overflow presents, and will be prepared to do that again this year.

Gary offered the idea of CAC hosting a meal for those who are on their own for the holidays, and discussion ensued about what shape this might take vis`a vis the various holidays. Sandy mentioned the possibility of inviting people to share family meals, and Linda noted that this would be a good project to partner with Folks at Home. We will revisit this idea at the next meeting.

**New Business:**

The St. Thomas mobile clinic will be at Morton Memorial once a month, and Betty is going to find out if it might be possible to schedule the clinic in Sherwood, or to have van service from Sherwood to Morton Memorial on clinic day.

George spoke about the ramp/carpentry ministry. He and Joe Porter are providing the labor to make this happen. They were able to repurpose the ramp used by the Otey remodeling project at the home of a woman in need of a ramp.

COMMUNITY ACTION COMMITTEE  
DIRECTOR'S REPORT-AUGUST 2019

Happy New Year! We live in an academic community. From mid-August to early September when students arrive back on campus and program start-ups are in full gear, it just feels like the beginning of the new year. With one returning Bonner student and a hold-over from the tutoring program we were able to get a healthy list of students interested in tutoring kids at the Activities Fair.. A meeting with potential tutors is scheduled for September 16 to begin the vetting process and requirements as to get tutoring up and running as soon as possible. Towards the end of August, six more Bonners have signed on with CAC for a total of seven! Although the challenge will be to plug them in with work that is meaningful, I believe that with their obvious abilities, this can be done. I have had several meetings with the new "Baby Bonners" and they are ready for the September Hunger Walk and the Community Meal scheduled for September 27 and all other possibilities their imaginations will take them. An 1800 pound food order to be delivered on September 12 and Sam will line up volunteers to help unload/stock shelves/store extras in the basement. Sam and Sarah Jane are coordinating the organization of the September Community Meal: shopping-prep-cooking-setup-serving-cleanup-take-down. Flyers will go up the week of and a Bonner is in charge of designing the content. Meeting for September is scheduled with Chef Rick and Caroline to discuss the Sherwood Project and a meeting with Lori from St. Thomas Mobil Medical on September 13 to check out possibility of going to Sherwood. An October meeting to be scheduled with community leaders and Bonner Leaders to follow up on future plans with Sherwood. I am very positive about the opportunities for CAC to make an impact on the lives of others.

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Core Functions

Grocery Bags Distrubuted-64

Visitors to CAC-67

Utility Assists-4

Housing-2

Youth Soccer Fee-1

Medical/Dental-0

**Otey Memorial Parish  
Parish Life Meeting Agenda  
Wed., Sept. 11, 2019**

Ann called the meeting to order and welcomed Shelley Cammack to the Parish Life Committee.

**Upcoming Events**

**1. Octoberfest, Sunday, October 27, from 5pm to 7pm**

Gary and Annette will be Leads

Children's Games—Jeanne Babb will be asked to work on these. Face painting, corn hole, pretzel games and pumpkin decorating will be offered.

Music—Gary will talk with Mary Priestley and other polka bands

Food and drink—grilled brats, buns, mustards, German potato salad, hot dogs (meat and veg) and buns and pretzels will be offered. The feasibility of setting up a grill outside to grill the brats will be explored. Gary will get a half keg of beer. We must be sure someone knows how to tap it. Unsure about desserts at this time—ordered Apple Strudel or asking parishioners to bring desserts.

Set up and clean up—Parish life committee. Children's games will be outside of the Parish Hall as well as some tables and the beer keg. The food will be served from inside the Parish Hall.

Decorating—Pumpkins will be used for table decorations. Lights borrowed from the Taylors will be strung.

Publicity—Freida after Oct. 10

**2. Epiphany Celebration, January 5, 2020 ?**

Lynn S. is the lead.

Food—jambalaya, red beans and rice

**3. Pancake Supper, Tuesday, Feb. 25**

Phobe is the lead.

#### **4. Kitchen shine**

We will stay a bit after the next Parish Life meeting (Oct. 9) and shine up the kitchen.

#### **Event Reviews**

**Welcome picnic** was a success. Great to have help with table set up from Alec, Rod and John. We learned that we need to have a room diagram to give to the set-up volunteers with one person directing set up. Chairs need to be set up after tables are in place. We needed more desserts.

**Coffee Hour** discussion was led by Dianne. Best procedure is to have the coffee and food set up by 9:20. A vestry member will have made the coffee in the large pot. 2 pots of decaf need to be made by the Coffee host. The coffee host will prepare the food and coffee to be available for Coffee Hour after the 11:00 service. See Diane's email for complete details. Coffee hosts may submit receipts to Freida for purchases for Coffee Hour. Twenty people have attended each of the coffees the last 2 Sundays.

#### **Other business**

Freida will put directions on cleaning and caring for the new stove's glass top for all to see when using the stove. She will order 3 tables.

**Next meeting—Wed., Oct. 9**

## 2019 Stewardship Outline-in-Progress—Otey Parish (9/16/19)



Let Your  
**LIGHT  
SHINE**

Mon, June 24	<b>meeting</b>
Tues, July 16	<b>meeting</b>
Mon, Aug 19	<b>meeting</b>
Mon, Sep 16	<b>meeting</b>
Thurs, Sept 19	stewardship focus at Vestry
Sept	invitation to emphasis event (with initial letter)
Fri, Sept 20	Initial letter prepped and mailed
Wed, Sep 25	Stewardship article for newsletter & internet
Mon, Sep 30	<b>meeting</b>
October	Stshp sermons by deacon, seminarian, rector
October	posters around parish house, stshp bulletin inserts
Oct 10 (Thurs)	Stewardship Dinner, St. Mark's Hall
Suns, Oct 6, 13 & 20	3 parishioner stewardship witnesses
Mon, Oct 14	<b>meeting</b> , prep pledge card mailing
Sun, Oct 20	presentation to congregation at adult forum
Thur, Oct 17	pledge card mailing & put on internet
Sun, Oct 27	ingathering of pledges
Mon, Nov 4	<b>meeting</b> ; begin thank-you notes & prep for follow-ups
Mon, Nov 18	<b>meeting</b> ; continue thank-yous & follow ups work on report for Nov 21 Vestry mtg
Afterward	meetings, thank-yous & follow-ups as necessary