

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for September 20, 2018
5:30 pm

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| I. | Opening Devotions (St. Paul's-on-the-Mountain Chapel) | |
| II. | Minutes from the August meeting | 5:50 |
| III. | Reports | 5:55 |
| | Treasurer | |
| | Rector | |
| | Committees, as necessary | |
| | <i>Break</i> | 6:45 |
| IV. | Old Business | 6:55 |
| | Report on trial schedule change | |
| V. | New Business | 7:05 |
| | Reclaiming Jesus movement | |
| | Conversation about long-term needs | |
| | Nominating Committee | |
| VI. | Closing Prayers | 7:30 |

The Vestry meets at 5:30pm normally on the third Thursday of each month:, , October 18, November 15, December 20 (or 13). According to diocesan canons, we must meet at least quarterly.

Otey Parish Vestry

Meeting Minutes 08/16/18

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

Opening

The regular meeting of the Otey Parish Vestry was called to order at 5:32pm on 08/16/18 in Claiborne Parish House by The Rev. Rob Lamborn.

Present

The Rev. Rob Lamborn, David Burnett (Stewardship), Claudia Porter (Parish Life), Gary Sturgis (CAC), Julie Elrod (Clerk), Kathy Solomon (Treasurer), Tim Graham (Finance) The Rev. Betty Carpenter (Community Action Committee), Lisa Howick (Univ. Community Relations), Shelley Cammack (Christian Formation) and Rachel Suarez (Junior Warden). Note: Kathy Solomon exited at 6:57pm.

Absent

Barbara Prunty (Senior Warden), Lee Stapleton (Pastoral Care)

I. Opening Devotions

Began with Evening Prayer in St. Paul's on the Mountain Chapel lead by The Rev. Rob Lamborn with a reading by Shelley Cammack.

II. Minutes from 06/21/18 Meeting

Corrections were noted for the 06/21/18 meeting minutes, to be amended by Julie Elrod and submitted to the parish administrator before the next meeting. A motion to accept the minutes of the June meeting as amended was made by Tim Graham, seconded by David Burnett and unanimously approved.

III. Reports

TREASURER

Kathy Solomon submitted the following documents attached to these minutes: Otey Memorial Parish Operating Statement of Financial Activities Fund January to June 2018; Otey Church General Fund January to June 2018; Otey Memorial Parish CAC Fund Income and Expenses Fund January to June 2018; Otey Memorial Parish Balance Sheet June 2018; Treasurer Report and Otey Memorial Parish Summary of Cash Position. She noted that Tim Graham is going to make further corrections based on the Finance Report. There will be another opinion and accounting changes pending September 2018. Kathy reports that pledge payments are very strong and non-pledge gifts are strong yet some have been reclassified as pledge income. She states most everything is as expected or

better according to seasonal fluctuations. Tim Graham noted that we could reduce costs by turning off the lights throughout the buildings when exiting. Kathy reports that the CAC Fund Income and Expenses for the first six months of the year is mostly on budget with a large increase evident in June 2018 from their fundraiser. Gary Sturgis asked for an update about the previous mention of switching banks with Kathy to reply that this plan is currently on hold.

FINANCE COMMITTEE

Tim Graham focused on the First Tennessee Loan Summary Sheet attached to these minutes. He noted that with the payments that would be made on the loan principle and the cash given towards the debt and accounts receivable, we would have an expected balloon payment in the range of \$114,000.00 by June 2019. He presented the attached Recommendation from the Finance Committee document towards approaching this debt. In summary, the committee would like to reduce the debt by taking \$50,000 from the Vanguard liquid assets to decrease the balloon payment estimate in June of 2019 to approximately \$64,000. This recommendation was largely discussed by the vestry. A motion to approve the recommendation was moved by Rachel Suarez and seconded by David Burnett with unanimous approval. Additional discussion included the willingness of Pete Stringer at First TN Bank to work with us on this loan and continue adjustments as needed as well as how to approach the congregation in asking for donations making sure that these do not come *in place* of normal pledges.

RECTOR

The Rev. Rob Lamborn presented and submitted his rector's report attached to these minutes. Rob explained the three proposed software packages that are being considered to integrate the parish/parishioner/finance interface. Rob also detailed the sound amplification system updates in their utilization of push button technology versus the current mobile device streaming. Brad Bates will be the University seminarian assigned to Otey Parish for the Fall semester 2018. Updates on the AED installed in St. Marks Hall included that staff has been trained with a pending public training offered by Bruce Baird on 8/19/18 at 10am in St. Marks Hall. Rob also covered General Convention Provisions for same sex marriage including the details of what pastoral and other support for our parish could be arranged should this need occur. Provisions become effective in December 2018. Rob proposed the need to field a team for "Walk For Life" American Cancer Society Fundraiser taking place Saturday 10/6/18. He also distributed a hard copy of the Vestry of the Day Responsibilities (see document attached) with the added procedural details of emergency calls. Rachel Suarez proposed adding an item for turning off the lights in the building with unanimous approval. Rob also notes the hot topic of discussion in the name of Otey Parish with reflection requested towards how to evaluate its representation of our ministry and what that means.

COMMUNITY ACTION COMMUNITY

An informal report was submitted and is attached to these minutes by Betty Carpenter. The CAC does not typically meet in the summer months but their important work and activity does not wane. Betty announced the upcoming Annual Hunger Walk 9/1/18 and its importance as one of the largest historical fundraisers for CAC. Betty also noted a new

special needs adult program that has begun in CAC due to federal regulations closing several local groups. Betty is working with the university farm coordinator to pair students with the adults in need as well as the Sewanee Hospitality Shop and has started a choir including Betty Carpenter and Ann Seiters with Gary Sturgis volunteering his musical talents as well.

STEWARDSHIP COMMITTEE

David Burnett announced chairing this committee starting Mondays at 5pm beginning 9/2/18 with a goal of 8 members total.

BUILDING AND GROUNDS COMMITTEE

Rachel Suarez reports that Joseph Sumpter will come as available for the estimate on the pending bell tower repair. Her focus will also be on the Southside of the church top with paint and repairs to the doors. Rachel also noted the increased need for a new fence surrounding the playground discussing the prospects of utilizing SCC or Escrow as a potential compliment to its funding.

PARISH LIFE

Claudia Porter reports the lack of parish use of the new electronic coffee hour sign up and the confusion caused by multiple sources for the sign up. She is currently working with Rob and Ann Seiters to recruit more formal member assignments.

V. Old Business

Previous minutes of the 06/21/18 were reviewed as stated above.

VI. New Business

Committee reports were given as above.

The schedule for general Otey Parish Vestry Meetings was given by The Rev. Rob Lamborn: 09/20/18, 10/18/18, 11/15/18, 12/20/18 (or 12/13/18).

VIII. Closing Prayers

Were beautifully led by The Rev. Rob Lamborn.

Adjournment

Meeting was adjourned at 7:44pm by The Rev. Rob Lamborn. The next general meeting will be at 5:30pm on September 20, 2018, in the Claiborne Parish House, Adult Education Room.

Minutes respectfully submitted by: Julie Elrod, Clerk

Rector's Report: 20 September 2018

Some of my activities in addition to Sunday services August 15-September 18, 2018:

Evening Prayer (as available, Mon-Thurs)

iiiiii ipastoral meetings or visits

Meetings:

Vestry

Deacon

Parish Administrator Frieda Hawkins
(often)

Parish Staff (twice monthly)

Volunteer web designer (twice)

New Pastor of Morton Memorial

Wardens

Wednesday Eucharist and Lunch at the
School of Theology

Stewardship Committee

Buildings and Grounds Committee

Seminarian Brad Bates (weekly)

University Chaplain (twice)

Christian Formation Committee (twice)

Director of Christian Formation
(most weeks)

Vision working group

Newcomer incorporation group

2 other meetings

Tuesday morning Scripture reflection group for clergy sermon preparation.

Calendar planning meeting with parish staff

Hampton Mauzy & Lani Skidmore rehearsal and wedding

Hunger Walk

Adult Forum

Episcopal 101

Mentoring session with the Rev. Regan Schutz

Rotary (weekly when in town)

After evaluating different options, Otey has implemented Realm, a cloud-based church management system, and the successor to Automated Church System, the software we used for about 20 years.

Bruce Baird offered training on Otey's Automated External Defibrillator donated by the Sewanee Children's Center on Sunday, August 19.

Doug Seiters and Tom Phelps are leading Otey's team in the American Cancer Society Relay for Life, to be held at McGee Field on Saturday, October 6.

The trial Sunday schedule (8:30, 9:45, 11:00) will be used Sept-Dec, evaluated in November.

The name of the parish continues to be a topic of discussion for at least a few.

Time away: September 12-15, visiting NYC and presenting a person ordained priest.

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

OTEY PARISH BUILDINGS AND GROUNDS REPORT-9/20/18

I. Electrical

A. Contact Lawson Electric to add dimmer switches for LED interior lights in church. Facilitator-Frieda Hawkins

2. Internet & Related Technology

3. HVAC

A. Install security fencing around HVAC behind St. Mark's Hall; needs removable fencing. Facilitator-Frieda Hawkins and SCC.

B. Replace thermostat for downstairs A/C in Claiborne Hall. Repair up-stairs system, remove water from auxiliary drain pan, unstop drain line, float switch had unit off, repaired drain line. Repair A/C in Brooks Hall, install new run capacitor on indoor fan motor on upstairs A/C. Facilitator-Frieda Hawkins. COMPLETED

4. Painting and Refinishing

A. Church, Claiborne and St. Mark's doors refinishing and repair. Facilitators-Ann Aitken and Rachel Suarez. Rachel is contacting several contractors:

i. Wonders of Wood. Called All Saints to obtain the number for the person that maintains its doors. The number provided for Wonders of Wood needs an access code. Have contacted Marty Hawkins again to provide the access code or another means of contact. He provided the name of a different company, Blue Oak Projects, Freddie Harris, 931-224-5576, but he did not appear to have experience with their work.

ii. Oldcraft Woodworkers. John Corbett is very busy between now and the week of the 17th. He asked to be contacted on the 17th to arrange a time to meet Rachel at the church. Rachel has contacted him. Awaiting response. He has done previous work on the doors and renovation of the church.

iii. Mauzy Construction. Bill Mauzy and his subcontractor, Steve Winney (931-636-7119) viewed the doors. Steve is willing to refinish the doors. His estimate is \$700, excluding the woodwork above the front doors of the church, and he is willing to do the work on an annual basis. Will need to add the upper woodwork to the scope of work. Bill said he is much

in demand, and if we want to use Mr. Winney, we should commit promptly before the cold weather sets in. Bill thinks very highly of him. Otey would contract with Mr. Winney directly.

iv. Gnarled Oak-Bill Childers is recovering from surgery and out until winter. He is reluctant to work on exterior doors, although he has in the past. He does more interior work.

Rod Smith has suggested we replace existing horizontal woodwork with poured concrete.

B. Grounds signage-clean and seal current signage. In progress. Completed signs look very nice. Thank you, George. Facilitator-George Dick

C. Church painting/sealing. Complete painting/sealing on south side of Church. George will provide estimate for work. Facilitators-Rachel Suarez and George Dick

D. Brooks Hall exterior painting- Paint westward exposure and front door and trim. Facilitator-George Dick

5. Physical Grounds Work and Plantings

A. Water erosion control back of property near driveway for SCC and additional parking spaces. Doug Setters will consult with Martin Knoll. David Meeks came and looked at area. May need additional dirt as well as gravel. He could add dirt to wooded area and add a couple of parking spaces. He suggested using riffraff for eroded area. The cost estimate ranged from \$3200-\$4414. Facilitators-Doug Setters and Brenda Matthews.

B. Gravel-gate area, garbage storage, driveway round-off. Place gravel for gate area in garbage storage site and round off on driveway. Facilitator-Brenda Matthews

C. Foliage trimming plan for painting. Develop guidance on trimming foliage around church buildings for painting. Rachel Suarez, George Dick and Betty Barton Blythe. Reached a general understanding about a plan for trimming which will include some trimming and tying back bushes when painting. Facilitators-George Dick and Betty Barton Blythe. COMPLETED

6. Construction

A. Bell Tower/Narthex Water and Drainage. Joseph Sumpter has offered to have his company perform the work at cost, without profit. However, he is extremely busy right now and cannot perform the work until 2019. Both he and Mickey Suarez believe the work can wait until then with some inter-

im caulking. Joseph is very knowledgeable about the project itself and drainage issues related to the project. He will perform a cost estimate for the project and present it to the Vestry at its November meeting. Facilitator-Rachel Suarez

B. Construct three entrance and exit signs. Replace aging wood signs. Rod has made and installed three new entrance and exit signs. They look beautiful. Thank you Rod. COMPLETED

C. Repair flooring outside front door of Brooks Hall. Rod will repair and stain or replace floor at entry way of Brooks Hall. Facilitator-Rod Smith

D. Noise abatement in SCC ceiling that is below offices and adjacent restroom. Complicated by the positioning of pipes in ceiling. Prince Insulation in Decherd can provide fiberglass insulation for \$700. We will also need to 1) drop the ceiling 3 1/2 inches by stripping the underside of the floor joists in the ceiling with 3 1/2 inch spacers and then sheet rock the ceiling, including taping, floating and painting; 2) lower the lights, and 3) extend the sprinkler system piping by approximately six inches. Mickey contacted Bill Mauzy to get an estimate for this portion of the work. The estimate is approximately \$4,000. Facilitator-Mickey Suarez

E. Rose Window repairs-update repairs on Rose Window. Facilitator-George Dick

F. New sacristy linen cabinet. Build or purchase (or a combination of the two) a new linen/wine cabinet in sacristy. Design drafted by Rod Smith in consultation with George Dick and Rob Lamborn. Facilitator-Rod Smith and George Dick

G. Gutters-Jared Caldwell will clean the gutters annually at the end of the Fall. He will also inspect periodically to see if the gutter cleaning is needed more often. If so, he will clean them. The basket positioning at the downspout on back corner needs checking. Will ask Jared Caldwell to check and reposition, if needed. Facilitators-Rob Lamborn and Mickey Suarez

H. Place window in Betty Carpenter's office. Facilitator-Rachel and Mickey Suarez. COMPLETED

7. Administration

A. Develop annual maintenance plan for Buildings and Grounds. Facilitators-George Dick and Frieda Hawkins

B. Maintenance contract for all HVAC units. Frieda is working with Marsh HVAC and Rachel regarding contract to service the HVAC units in

Claiborne Hall and St. Mark's Hall quarterly and Brooks Hall and the church building every six months. Mickey Suarez will change the filters for the balance of 2018. Facilitator-Frieda Hawkins

C. Develop a Work Order Form for jobs. Facilitators-Frieda Hawkins and Rachel Suarez

D. Evaluate elevator maintenance contract. The monthly elevator contract fee is \$243.83 per month and can increase once a year based on various parameters, primarily labor costs. Facilitators-Doug Seiters and Tim Griffin

8. Suggested New Projects

A. Replace playground fence. Rod Smith suggested that we escrow money each year to replace the fence. SCC should be invited to participate on an equal basis. This has been proposed to the Vestry for the 2019 budget. NEED FACILITATOR

Board Report for Vestry August 2018

The month of August means that the students return to campus and things around the CAC office begin to pick up. There is new energy and there are new ideas to put into action. Throughout the summer i was part of the planning team for the Rotary sponsored Fourth Annual Hunger Walk. The hours of planning concluded with a very successful event and over \$25,000 raised. After expenses the funds will be divided between Morton Memorial and CAC. I worked on the annual Community Chest Grant request and it has been submitted. Allison Bruce C'19 is the Bonner site leader for the academic year and we have begun to organize the calendar for the year. We are fortunate to have Bonner Leaders working everyday during office hours and they are willing to be on call for everything that is CAC related.. Allison recruited freshman for the after-school tutoring program and these students have agreed to comply with the requirements of background checks and completion of SafeGuarding. Community Meals will continue once a month with the change being that we have invited different organizations to take a month to prepare and serve the meal. We have added "First Mondays" and each first Monday of the month a different Bonner student can invite 4 or 5 people to dinner at my house.....professors, room-mate, radom people.... for conversation around the work done by CAC. I have volunteered to cook red beans and rice.

So far in addition to CAC for September , we have committments for the monthly meals from the School of Theology, All Saint's Chapel, Sewanee Dining and we will continue to complete the list by the next Board meeting. Elizabeth Koella has plans for the fall garden space having received vestry approval and tthat will begin soon. The day to day operation of the food pantry, after-school tutoring, outdoor garden require many willing volunteers. We are fortunate that we have many people of all ages willing to share their gifts of time and treasure with CAC.

CORE FUNCTIONS

VISITORS TO CAC-

78

0

EDUCATION-

VOLUNTEER HOURS-

22

L-0

MEDICAL/DENTA

GROCERY BAGS DISTRIBUTED-49

UTILITY ASSISTS-11

TRANSPORTATION-2

HOUSING-1

Respectfully Submitted,
Betty Carpenter