

All "attachments" referred to in the minutes follow the last page of the minutes.

MINUTES OF THE VESTRY
Otey Memorial Parish Church
February 21, 2013, 6:30 PM
Brooks Hall

Present: Joe Ballard, Rector; Amy Burns, Jr. Warden-Existing Buildings; Steve Blount; Alex Bruce; Karen Keele; Pratt Paterson; Carol Sampson; Theresa Shackelford; Beth Wiley, Clerk

Absent: Ann Millar, Sr. Warden; Roy Millar, Treasurer; Dave Spaulding
Visitors: Bruce Baird; Bill Mauzy; Drew Sampson; Bob Burns (via phone)

The meeting began at 6:30 PM with a reading, prayer and the Holy Eucharist.

SPECIAL BUSINESS, PAYMENT of AMERICAN CONSTRUCTORS – Bruce Baird; Bob Burns; Bill Mauzy; Drew Sampson

Bruce opened with an historical view of the situation from the Phase II Planning Committee's perspective. In March of 2010, he and Sandy were asked to chair the planning committee for a new Parish House. The committee was guided by an Episcopal publication for parish building projects. They first selected an architect. On the architect's & Bill Mauzy's advice, the committee agreed to choose a builder for the project before final plans were agreed upon so that the builder could work through a value engineering process with the architect. This was supposed to provide a superior end product. American Constructors was the committee's choice after a thorough review of bids and interviews, and American worked several hundred hours with the architects and Construction Committee for more than a year without a contract, in good faith.

American Constructors has sent a bill for their time and Bruce feels like we should compensate them for some amount. The Construction Committee voted not to pay anything by a very slim margin (3 to 2.) Bruce stated that he understands we do not legally owe them anything since we have not signed their contract, but we are a church, not a court of law, and the ethical thing to do is to pay them something. He feels like it will be a huge moral mistake not to do so since we began working with them under the premise that they had the job. Bill Mauzy added that this is also his feeling since they worked with us all the way through the design stage. Bill also added that he had a similar situation happen with him as a builder. He did not request remuneration in his case, but the homeowners asked him to bill for his time, even though they could not build for the amount of his final estimate.

Bruce added that even now as we have chosen to change to Robertson Vaughn on a cost-plus contract, the price they have given us is only an estimate. He has discussed this with the architect who feels that while RVC is great to work with, we may end up paying as much or more by the end of the project.

Theresa asked whether this invoice has been discussed with the architect. Drew replied that he had not talked with them as it seemed inappropriate. Drew conceded that we won't know whether one pricing method was better than the other until the end, but what the Vestry is being asked to approve tonight has nothing to do with the new contract. All agreed.

Steve asked about the severance clause in American Constructors' contract. If we had signed it, what would the terms for opting out at this point have been? Amy & Bruce responded that it was \$5000. Drew noted that it may have been \$5000 plus expenses. Bob later confirmed that the contract stated a \$5000 penalty fee plus expenses. He expects the \$11,700 being requested represents William Howell's expenses.

Drew explained that he "opened the door" for a bill when American indicated they would stop working on the project following notification that RVC would be submitting a bid. The Vestry asked the Construction Committee to request that American continue to work on their estimate which they did without submitting a bill. When they were notified that RVC was being awarded the job, Drew again offered that they could submit an invoice if they felt they were owed something. He told them he was sure such a request would be considered.

Joe reminded everyone that Alex's report includes a record of the Construction Committee's vote and the proposed letter Bob wrote to be sent to American Constructors. Discussion ensued as to whether the Vestry should vote on the Construction Committee's recommendation or send the recommendation back to the committee for further consideration in light of the new information shared this evening. Bill Mauzy expressed his opinion that if sent back to the committee, he thinks this will get the same vote and that \$5000 might not be an unreasonable figure to pay. Amy noted that \$5000 is still a lot of money with our budget as it is. Theresa reminded the group that we are supposed to be working from a place of abundance and suggested sending the issue back to the Construction Committee with a recommendation to reconsider paying \$5000. Pratt added that if we don't pay them anything, he would feel like that was the wrong decision no matter what else is said on the topic. Karen & Bruce agreed.

At this point Bob confirmed that the unsigned contract called for a \$5000 penalty plus expenses. Joe asked Bob if he had any further thoughts he would like to share. Bob stated that he had no axe to grind with American except that in his experience customers do not pay for bids. He questioned whether or not their work was worth anything to us and feels that they ended up costing us a lot of time. He doesn't have a problem paying them something, but how do we determine how much?

At this point, Bruce, Bill, Drew, & Bob decided to excuse themselves from the meeting. Bruce asked to add one thing before he left, and that was to take exception to Bob's statement that that AMC has cost Otey a lot of money. He feels that if we had stuck with them, we would be much further ahead at this point.

Joe proposed we postpone the vote for a month to allow everyone, especially new Vestry members to consider the issue. Alex felt that protracting the issue for a whole month would do nothing but allow more time for bad feelings to fester. His feeling was that we should act on this and allow everyone to move on. To that end he reminded the group that that the Construction Committee has sent the following recommendation to the Vestry (attachment):

Motion: The construction committee recommends to the Vestry that no payment be made to American Constructors in this matter and recommends that the attached letter be sent to

American Constructors, as drafted by Bob Burns. The recommendation was unanimously rejected.

Motion: Alex moved that the Vestry ask the Construction Committee to recommend a fair & reasonable amount to pay American Constructors for their service. Amy seconded the motion. The motion passed with a vote of six to one. One member felt that the Vestry should make this decision as sending it back to the committee might end up making their relations worse. Other members felt that the committee would appreciate the ability to revisit their decision in light of information shared at tonight's meeting.

A short discussion on Alex's membership on the construction committee as Vestry liaison ensued. The Vestry liaison is a voting member of the committee and was so when John Solomon served in this capacity.

APPROVAL OF JANUARY 2013 MINUTES – (ATTACHMENT)

Theresa moved that both the January 2013 Meeting Minutes and the January 2013 Vestry Workday Minutes be approved. Amy seconded the motion and all approved.

Alex asked that the email vote taken last week be reflected in these minutes. On Thursday, February 14, Ann made the following motion:

The Vestry of Otey Memorial Parish resolves to appoint Andrew (Drew) M. Sampson, Chair, Parish House Construction Committee and The Rev. Joseph H. Ballard, Jr., Rector, to sign necessary documents to secure the loan with 1st Tennessee Bank for purposes of financing a portion of the expenses for construction of the new Parish House at 216 University Avenue, Sewanee, Tennessee. Pratt seconded the motion and the electronic vote was unanimous with all members represented. [Electronic votes attached.]

RECTOR'S REPORT

Joe shared that he was pleased with attendance at the first Lenten service. Acolyte training had to be cancelled due to a youth group ski trip conflict. There will be a brunch meeting this Sunday at 1:00 for Lay Eucharistic visitors. Mary Sears and Bill Hethcock are chairing the Lay Eucharistic Visitors group this year.

Theresa asked what Betty's being in the process of becoming a vocational Deacon might mean to Fire on the Mountain – and also what it means in general. Joe explained that it should have no impact on her ability to continue to serve on his staff as the Bishop has implied that she will remain at Otey. She will assist the rector with the liturgy. Among other activities, Deacons are permitted to read the Gospel and dismiss the congregation during services.

SENIOR WARDEN'S REPORT - Ann Millar (ATTACHMENT)

Joe asked if there were any questions or concerns regarding Ann's report. He requested the minutes reflect a special "Thank You" to Peggy Peterson for chairing the Shrove Tuesday pancake supper as well as a general thank you to all of the volunteers who helped. Karen suggested we honor the Woffords with a proclamation or resolution for their many years of service in this capacity. Joe will work with Karen to create a certificate.

Steve reminded everyone to put November 17 on our calendars for this year's annual Parish Meeting.

JR. WARDEN'S REPORT (ATTACHMENT) – Amy Burns

Amy reviewed highlights of her written report.

Theresa asked if current Parish House drawings should be posted somewhere since people are wondering about changes that may have been approved during the value engineering process. Joe and/or Alex will ask John Solomon or the construction committee for the 11x14 rendering we received just before the December All Parish meeting, or a newer drawing if applicable. Joe will look for a place to post this in Brooks Hall.

TREASURER'S REPORT – Roy Millar (ATTACHMENTS)

Pratt reminded everyone that we now have \$14,000 more in pledges (see his focus area report) than the figure showing on Roy's report. He also called everyone's attention to the new debt service line at the end of the report (\$5000 calculated for this year.) In summary, our \$17,000 deficit is currently down to a \$3,000 deficit due to the additional pledges.

CONTINUING BUSINESS - FOCUS AREA REPORTS (ATTACHMENTS)

Construction, Alex [Attachment] – In addition to his submitted report, Alex added that Barbara Prunty now has an aesthetics sub-committee assisting with decorative decisions.

Alex asked for a list of the focus areas and a contact person for each.

Christian Formation, Theresa [Attachment] – Theresa would like to do research on our youth program to see if the needs of Otey's youth are currently being served. She suggested an electronic Survey Monkey survey supplemented by a paper survey. Joe requested that they talk about this together first and then work with Betty to put one together. Theresa agreed.

Alex asked if all college students helping with our youth program have taken *Safeguarding God's Children*. This will need to be verified.

CAC, Dave Spaulding [Attachment] – No questions or concerns.

Personnel Task Force, Steve Blount – The group had its first meeting and will meet twice a month as mentioned in Ann's Sr. Warden report. Theresa reported that she has had a hard time

getting staff job descriptions. Steve responded that writing these is one of the committee's tasks. Theresa would like them to be made public once they are created.

Shepherding, Karen Keele - Karen reported that Mary Sears is taking over for Carol Sampson as Lay Eucharistic Visitor member, Ann Seiters will represent Stephen Ministers, Kathleen O'Donohue will represent Folks at Home, and Karen & Lisa Howick are currently looking for a replacement to chair and represent the Meals Ministry program.

Newcomers, Carol Sampson [Attachment] – Carol is currently exploring pamphlets & other items to add to newcomer bags. She expects to reinstate their use.

NEW BUSINESS

Theresa suggested we consider NOT printing a directory this year depending upon production costs since it is nearly March and much of the information will only be accurate through June. She suggested having it ready to go early in the fall. Joe will check with Frieda on expected costs. She has been working hard on cleaning up the directory and it still may be cost-effective to produce.

OLD BUSINESS

Joe mentioned that it has been nearly four years since our friend Bob Jones died. His family is still not quite ready to finalize a memorial.

Someone observed that we do not seem to have a Children's Center liaison since John Grammer retired from the Vestry. Pratt volunteered to serve in this capacity since he has been a recent member of their board.

There being no further old or new business, Alex moved that the meeting be adjourned. The vote was unanimous and the meeting concluded at 8:45 with The Lord's Prayer.

Respectfully submitted,
Beth Wiley, Clerk of the Vestry

| ACTION ITEMS | LEAD |
|---|----------------------------|
| Finalize Memorial for Bob Jones | Joe Ballard & Diane Jones |
| Distribute Opportunity Plan Fund Process (Bishop Otey Society) | Joe Ballard (Anne Griffin) |
| Consider dedicating a wall in the new Parish House for memorial plaques & other special plaques. | Vestry |
| Invite Bishop Bauerschmidt to participate in dedication of new Parish House | Vestry/Joe Ballard |
| Discuss recommendation by parishioner to change Vestry election method from non-contested to contested | Joe Ballard/Ann Millar |
| Create a certificate honoring the Woffords for their many years of service chairing the Shrove Tuesday Pancake Supper | Karen & Joe |
| Send list of focus areas with contact person for each to Vestry members | Ann? Frieda? |
| Verify that all college students assisting with Fire on the Mountain and/or Sunday School have had <i>Safeguarding God's Children</i> training. | Joe/Betty Carpenter |
| Post latest drawing of new Parish House in Brooks | Joe |

Construction Committee Report
Feb. 19, 2013

The Construction Committee met January 24 and 31 and February 7, with another meeting scheduled for February 21.

1. The group decided to use Danley for HVAC work on the Parish House. Danley's bid was \$100,000, which was weighed against a \$135,000 bid by another company.
2. At the Feb. 21 meeting the committee will consider what type of window to use (i.e., all wood or vinyl clad). A point to be discussed is whether to use one type in some parts of the building and the other in the rest of the building.
3. American Constructors, one of the companies that submitted an unsuccessful bid to build the parish house, recently submitted a bill to Otey for \$11,700 for "preconstruction services." The construction committee recommends to the Vestry that no payment be made to American Constructors in this matter and recommends that the letter below be sent to American Constructors, as drafted by Bob Burns.

Background concerning the matter of American Constructors' request for payment:

The planning committee (under Bruce Baird) designated an architect (Marchetti) and a contractor (American Constructors) in the fall of 2011. Once the architect developed an initial plan (with all the "wish list" options), AC worked up figures, which came to something well over \$2M. Then the current construction committee worked with the architect to pare down the design; however, even with these changes, AC's estimate remained over \$2M. AC was advised that the bid was out of Otey's range and was asked to bring down its bid. As work that was expected to begin by August 2012 had not yet begun by October, the construction committee decided to ask Robertson Vaughn Construction for an estimate. AC heard of such and ceased working. The Vestry, having been informed by the construction committee, asked AC to continue work until further notice; AC agreed to do so but their numbers remained at the same guaranteed maximum cost of \$2M+. RVC's cost plus 10% estimate came in at \$1.8M and the Vestry voted to work with them instead. At this time AC had not yet done any physical work on the parish house. AC subsequently sent an invoice for \$11K+ to the attention of Bruce Baird.

The construction committee voted not to pay AC because (1) throughout the process AC had been advised clearly that its cost was higher than what Otey wished to pay and (2) Otey had not agreed in writing to pay any penalty should AC be dismissed from the job.

The discussion of the construction committee reportedly focused on whether Otey was ethically obliged to pay any or all of the requested \$11K, considering that Otey had

designated AC as contractor but reversed that decision approximately one year later in order to meet budget. There was never a question about being legally bound to honor their request for payment—again, Otey had never signed an agreement. The committee voted to send a letter (draft below) that indicates that Otey will not pay anything to AC.

PROPOSED DRAFT

Dear Mr. Howell:

I represent Otey Parish Memorial Church in connection with the \$11,700 bill you sent, referred to as "preconstruction services." Your company participated in pricing a job at Otey Parish for the construction of a new parish hall. Unfortunately, the level of funding available for this work was clearly and repeatedly defined for you. For whatever reasons, your company was unable to get within a couple of hundred thousand dollars in the bidding.

In my years of experience as a contract manager I have not been willing to pay for bids, which are most often a cost of doing business, as we all know. If a company wants the work, it submits its bidding. For the winning bid, the work is awarded. I was not able to endorse your contract until I knew your company could perform under the clearly defined budget constraints you have been aware of all along. The presumption had been made that your company's proposed reduced (5%) mark-up would insure good pricing; however, that presumption was wrong.

In good faith Otey Parish fully intended to award this job to American Constructors--in theory it was practically wrapped up. However, we never agreed to pay for the bidding. I am sorry, but as I watched the process unfold, I was never comfortable that your company would be able to do the job with the limited funds we had available. In any event, even if we had signed your contract, it is my understanding from reading it that we would not have owed anywhere near \$11,700 to terminate it. Also, by your not following the timeline in the proposed contract, months were lost in the process that Otey will have to deal with in the future. That makes your issue kind of a wash, don't you think?

We did not have any agreement, contract, or meeting of the minds regarding any obligation to your company for the bidding process, formally or informally. Therefore, I must respectfully decline your invoice. We do appreciate your company's participation in the process and wish you well with your other ongoing projects.

Very truly yours,

Robert S. Burns

Senior Warden's Report
for the February 21, 2013 Vestry Meeting

The Shrove Tuesday Pancake Supper was a huge success. Thank you to all of you who volunteered to make this Otey-sponsored community event possible.

Space is limited in Brooks Hall and there are many standing reservations of the space so call or email Frieda before scheduling a meeting there.

Dates for quarterly vestry socials and work sessions are May 3/4, August 9/10, and November 8/9.

The Annual Parish Meeting is Sunday, November 17.

If you have a last minute emergency and cannot serve as Vestry of the Day on Sunday, please call me. My cell number is 256-658-6929. I will take your place or find someone else to do it.

A critical part of vestry of the day duty is ensuring that Brooks Hall is cleaned up after coffee hour. Please do not leave until coffee hour is over so that you can be sure the building is clean, secure and will be ready to serve as our church office and meeting space on Monday morning.

At the request of the Rector a "task force" consisting of the members of the Executive Committee and Steve Blount has been formed to study church payroll in light of the approaching requirement to have a balanced budget, the costs of interest on the loan for the new building, the additional cost of paying off the loan in future years and new requirements for pension and health insurance coverage for certain staff members. We will meet twice a month for the next several months in an attempt to have measures in place to better manage payroll expenses before the end of this year.

I will not be present for the vestry meeting. Our only grandchild is celebrating her second birthday and we are going to the party.

Jr. Warden's Report
February 2013

Otey Buildings

No non-routine or unusual requests have been presented to the Buildings Committee this month.

The annual Facilities budget is \$34,950; it is too early to track a budget trend. The Brooks Hall Capital Account balance is \$10,007.

Capital Campaign Follow-up Committee

The committee has prepared and mailed letters to those who pledged to the new Parish House construction project. The status reported in the letter to the 150 campaign pledging units is as follows: **46 pledges are completely paid; 76 pledging units are paying on-time or ahead of schedule; and 28 pledging units are lagging behind.** Pledgers are kept apprised of their individual contributions each quarter per the quarterly statements.

The Follow-up Committee is preparing an additional letter to send to newcomers and other interested community members.

The Campaign Logo Poster has now been placed on the back wall of the church to present a graphic representation of the campaign status.

Otey Memorial Parish
Analysis of Revenues & Expenses / Vestry Format
Fund: Otey Church General Fund
January 2013

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

| Accounts | MTD Actual 2013 | MTD Budget 2013 | YTD Actual 2013 | YTD Budget 2013 | % of Annual Budget Used 2013 | Annual Budget 2013 |
|---|--------------------|--------------------|--------------------|--------------------|------------------------------------|-----------------------|
| Revenues | | | | | | |
| Support From Outside Sources | | | | | | |
| 4111 - Plate Offerings | \$498.40 | \$721.80 | \$498.40 | \$721.80 | 6.23 % | \$8,000.00 |
| 4115 - 1/4th Plate to Rector's Discr Fd | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | (\$2,000.00) |
| 4131 - Pledge Payments | \$37,804.00 | \$38,769.70 | \$37,804.00 | \$38,769.70 | 12.30 % | \$307,400.00 |
| 4151 - Non-Pledge Gifts | \$914.00 | \$1,488.63 | \$914.00 | \$1,488.63 | 2.95 % | \$31,000.00 |
| 4191 - Other Outside Support Revenues | \$673.40 | \$1,654.88 | \$673.40 | \$1,654.88 | 4.21 % | \$16,000.00 |
| Total Support From Outside Sources | \$39,889.80 | \$42,635.01 | \$39,889.80 | \$42,635.01 | 11.07 % | \$360,400.00 |
| Total Revenues | \$39,889.80 | \$42,635.01 | \$39,889.80 | \$42,635.01 | 11.07 % | \$360,400.00 |
| Expenses | | | | | | |
| Work Outside Congregation | | | | | | |
| 5111 - Diocesan Assessment | \$2,083.00 | \$2,083.33 | \$2,083.00 | \$2,083.33 | 8.33 % | \$25,000.00 |
| 5121 - Seminary Gift | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$1,500.00 |
| 5171 - Stephen Ministry Expenses | \$431.57 | \$83.33 | \$431.57 | \$83.33 | 43.16 % | \$1,000.00 |
| Total Work Outside Congregation | \$2,514.57 | \$2,166.66 | \$2,514.57 | \$2,166.66 | 9.14 % | \$27,500.00 |
| Work Within Congregation | | | | | | |
| 5211 - Work Within Congregation | \$197.50 | \$41.67 | \$197.50 | \$41.67 | 39.50 % | \$500.00 |
| Programs | | | | | | |
| Christian Education | | | | | | |
| 5311 - Christian Education | \$100.00 | \$172.14 | \$100.00 | \$172.14 | 6.67 % | \$1,500.00 |
| 5317 - Discernment | \$0.00 | \$16.67 | \$0.00 | \$16.67 | 0.00 % | \$200.00 |
| Total Christian Education | \$100.00 | \$188.81 | \$100.00 | \$188.81 | 5.88 % | \$1,700.00 |
| Parish Life | | | | | | |
| 5331 - Parish Life | \$68.75 | \$82.97 | \$68.75 | \$82.97 | 6.88 % | \$1,000.00 |
| Total Parish Life | \$68.75 | \$82.97 | \$68.75 | \$82.97 | 6.88 % | \$1,000.00 |
| Worship | | | | | | |
| 5351 - Altar Supplies | \$423.78 | \$0.00 | \$423.78 | \$0.00 | 47.09 % | \$900.00 |
| 5353 - Communion Prep. & Confirmation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$200.00 |
| 5355 - Music | \$15.44 | \$104.47 | \$15.44 | \$104.47 | 1.54 % | \$1,000.00 |
| 5357 - Prayer Books and Materials | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$300.00 |
| 5359 - Organ and Piano Maintenance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$1,800.00 |
| 5398 - Pastoral Care | \$25.00 | \$0.00 | \$25.00 | \$0.00 | 3.33 % | \$750.00 |
| Total Worship | \$464.22 | \$104.47 | \$464.22 | \$104.47 | 9.38 % | \$4,950.00 |
| Youth | | | | | | |
| 5371 - Youth Ministry | \$68.91 | \$52.39 | \$68.91 | \$52.39 | 2.30 % | \$3,000.00 |
| Total Youth | \$68.91 | \$52.39 | \$68.91 | \$52.39 | 2.30 % | \$3,000.00 |
| Total Programs | \$701.88 | \$428.64 | \$701.88 | \$428.64 | 6.59 % | \$10,650.00 |
| Operating Expenses | | | | | | |

Otey Memorial Parish
Analysis of Revenues & Expenses / Vestry Format
Fund: Otey Church General Fund
January 2013

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

| Accounts | MTD Actual 2013 | MTD Budget 2013 | YTD Actual 2013 | YTD Budget 2013 | % of Annual Budget Used 2013 | Annual Budget 2013 |
|--|--------------------|--------------------|--------------------|--------------------|------------------------------------|-----------------------|
| Salaries & Wages | | | | | | |
| 5411 - Clergy | \$4,793.58 | \$4,780.92 | \$4,793.58 | \$4,780.92 | 8.36 % | \$57,371.00 |
| 5413 - Seminarian | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$500.00 |
| 5415 - Supply Clergy | \$150.00 | \$230.77 | \$150.00 | \$230.77 | 7.50 % | \$2,000.00 |
| 5421 - Youth Minister | \$1,489.39 | \$1,464.26 | \$1,489.39 | \$1,464.26 | 8.36 % | \$17,825.00 |
| 5431 - Organ & Choir | \$688.48 | \$686.67 | \$688.48 | \$686.67 | 8.36 % | \$8,240.00 |
| 5432 - Supply Organ | \$0.00 | \$50.00 | \$0.00 | \$50.00 | 0.00 % | \$600.00 |
| 5451 - Child Care | \$378.26 | \$543.13 | \$378.26 | \$543.13 | 7.57 % | \$5,000.00 |
| 5461 - Dir. Christian Formation | \$1,037.91 | \$1,035.17 | \$1,037.91 | \$1,035.17 | 8.36 % | \$12,422.00 |
| 5471 - CAC Director (Otey) | \$1,416.67 | \$1,416.67 | \$1,416.67 | \$1,416.67 | 8.33 % | \$17,000.00 |
| 5481 - Office Staff | \$2,666.67 | \$2,666.67 | \$2,666.67 | \$2,666.67 | 8.33 % | \$32,000.00 |
| 5486 - Financial Staff | \$1,050.77 | \$1,048.00 | \$1,050.77 | \$1,048.00 | 8.36 % | \$12,576.00 |
| 5493 - Otey Notes | \$266.67 | \$266.67 | \$266.67 | \$266.67 | 8.33 % | \$3,200.00 |
| Total Salaries & Wages | \$13,938.40 | \$14,188.93 | \$13,938.40 | \$14,188.93 | 8.26 % | \$168,734.00 |
| Employee Benefits | | | | | | |
| 5511 - Clergy Pension | \$0.00 | \$4,106.56 | \$0.00 | \$4,106.56 | 0.00 % | \$16,750.00 |
| 5521 - Clergy Insurance | \$1,182.11 | \$1,183.33 | \$1,182.11 | \$1,183.33 | 8.32 % | \$14,200.00 |
| 5526 - Clergy Housing & Utility Allow. | \$2,534.66 | \$2,500.00 | \$2,534.66 | \$2,500.00 | 8.45 % | \$30,000.00 |
| 5531 - Clergy - SECA Payments | \$567.10 | \$583.33 | \$567.10 | \$583.33 | 8.10 % | \$7,000.00 |
| 5551 - Staff Payroll Taxes | \$688.12 | \$691.67 | \$688.12 | \$691.67 | 8.29 % | \$8,300.00 |
| 5561 - Staff Pension | \$0.00 | \$416.67 | \$0.00 | \$416.67 | 0.00 % | \$5,000.00 |
| 5571 - Staff Insurance | \$1,064.80 | \$691.67 | \$1,064.80 | \$691.67 | 12.83 % | \$8,300.00 |
| Total Employee Benefits | \$6,036.79 | \$10,173.23 | \$6,036.79 | \$10,173.23 | 6.74 % | \$89,550.00 |
| Insurance | | | | | | |
| 5611 - Property & Liability Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$6,500.00 |
| 5631 - Workers Compensation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$2,000.00 |
| Total Insurance | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$8,500.00 |
| Facilities Expenses | | | | | | |
| 5711 - Repairs & Maintenance | \$6.34 | \$208.33 | \$6.34 | \$208.33 | 0.25 % | \$2,500.00 |
| 5751 - Contracted Services | \$888.00 | \$949.64 | \$888.00 | \$949.64 | 6.58 % | \$13,500.00 |
| 5761 - Furnishings | \$0.00 | \$166.67 | \$0.00 | \$166.67 | 0.00 % | \$2,000.00 |
| 5771 - Supplies | \$47.76 | \$0.00 | \$47.76 | \$0.00 | 6.37 % | \$750.00 |
| 5781 - Electricity | \$435.05 | \$860.19 | \$435.05 | \$860.19 | 5.65 % | \$7,700.00 |
| 5783 - Gas | \$404.61 | \$837.25 | \$404.61 | \$837.25 | 13.49 % | \$3,000.00 |
| 5785 - Water & Sewer | \$38.92 | \$298.20 | \$38.92 | \$298.20 | 1.56 % | \$2,500.00 |
| 5790 - Grounds Maintenance | \$225.00 | \$0.00 | \$225.00 | \$0.00 | 7.50 % | \$3,000.00 |
| Total Facilities Expenses | \$2,045.68 | \$3,320.28 | \$2,045.68 | \$3,320.28 | 5.85 % | \$34,950.00 |
| Office Services | | | | | | |
| 5811 - Audit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$4,900.00 |

Otey Memorial Parish
Analysis of Revenues & Expenses / Vestry Format
Fund: Otey Church General Fund
January 2013

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

| Accounts | MTD Actual 2013 | MTD Budget 2013 | YTD Actual 2013 | YTD Budget 2013 | % of Annual Budget Used 2013 | Annual Budget 2013 |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------------------|-----------------------|
| 5821 - Computer Expenses | \$201.25 | \$250.00 | \$201.25 | \$250.00 | 6.71 % | \$3,000.00 |
| 5831 - Copying expenses | \$234.40 | \$250.00 | \$234.40 | \$250.00 | 7.81 % | \$3,000.00 |
| 5841 - Office Supplies | \$155.22 | \$208.33 | \$155.22 | \$208.33 | 6.21 % | \$2,500.00 |
| 5851 - Office Equipment Purchases | \$24.00 | \$41.67 | \$24.00 | \$41.67 | 4.80 % | \$500.00 |
| 5861 - Postage | \$119.90 | \$0.00 | \$119.90 | \$0.00 | 19.98 % | \$600.00 |
| 5871 - Telephone | \$562.35 | \$500.00 | \$562.35 | \$500.00 | 9.37 % | \$6,000.00 |
| 5891 - Miscellaneous Expense | \$39.99 | \$41.67 | \$39.99 | \$41.67 | 8.00 % | \$500.00 |
| Total Office Services | <u>\$1,337.11</u> | <u>\$1,291.67</u> | <u>\$1,337.11</u> | <u>\$1,291.67</u> | <u>6.37 %</u> | <u>\$21,000.00</u> |
| Organizational Expenses | | | | | | |
| 5911 - Clergy Car Expense | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$2,500.00 |
| 5921 - Continuing Education | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$2,000.00 |
| 5931 - Convention & Travel | \$299.00 | \$1,500.00 | \$299.00 | \$1,500.00 | 19.93 % | \$1,500.00 |
| 5941 - Ministering to New Members | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$300.00 |
| 5961 - Publications | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$1,000.00 |
| 5971 - Communications | \$0.00 | \$83.33 | \$0.00 | \$83.33 | 0.00 % | \$1,000.00 |
| 5981 - Stewardship | \$0.00 | \$134.46 | \$0.00 | \$134.46 | 0.00 % | \$1,500.00 |
| 5999 - Vestry | \$472.80 | \$0.00 | \$472.80 | \$0.00 | 47.28 % | \$1,000.00 |
| Total Organizational Expenses | <u>\$771.80</u> | <u>\$1,717.79</u> | <u>\$771.80</u> | <u>\$1,717.79</u> | <u>7.15 %</u> | <u>\$10,800.00</u> |
| Total Operating Expenses | <u>\$24,129.78</u> | <u>\$30,691.90</u> | <u>\$24,129.78</u> | <u>\$30,691.90</u> | <u>7.23 %</u> | <u>\$333,534.00</u> |
| Total Work Within Congregation | <u>\$25,029.16</u> | <u>\$31,162.21</u> | <u>\$25,029.16</u> | <u>\$31,162.21</u> | <u>7.26 %</u> | <u>\$344,684.00</u> |
| Total Expenses | <u>\$27,543.73</u> | <u>\$33,328.87</u> | <u>\$27,543.73</u> | <u>\$33,328.87</u> | <u>7.40 %</u> | <u>\$372,184.00</u> |
| Net Total | \$12,346.07 | \$9,306.14 | \$12,346.07 | \$9,306.14 | 0.00 % | (\$11,784.00) |
| Other Expenses | | | | | | |
| 7111 - Interest Expense | \$1.90 | \$0.00 | \$1.90 | \$0.00 | 0.00 % | \$0.00 |
| 7311 - Sabbatical Reserve Provision | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00 % | \$600.00 |
| 7711 - Payment of Debt budget | \$0.00 | \$416.67 | \$0.00 | \$416.67 | 0.00 % | \$5,000.00 |
| Total Other Expenses | <u>\$1.90</u> | <u>\$416.67</u> | <u>\$1.90</u> | <u>\$416.67</u> | <u>0.03 %</u> | <u>\$5,600.00</u> |
| Net Operating Total | \$12,344.17 | \$8,889.47 | \$12,344.17 | \$8,889.47 | 0.00 % | (\$17,384.00) |

Otey Memorial Parish Church
Investments and Restricted Account Information

Report Date: February 18, 2012

| | Amounts |
|---|--------------------|
| Investments: | |
| Vanguard | \$990,630 |
| Franklin Templeton | \$1,000 |
| Episcopal Endowment Corp. | \$158,460 |
| Regions | <u>\$11,283</u> |
| Total | \$1,161,373 |
| Restricted Accounts/Committed: (balance) | |
| Phase II Construction | \$667,651 * |
| Brooks Hall Repair | \$10,007 |
| Memorials | \$11,283 |
| Sabbatical Reserve | \$14,100 |
| CAC | \$2,675 |
| Other | <u>\$2,200</u> |
| Total* | \$707,916 |

Capital Campaign Pledge Payments and Gifts: \$805,815*

Expenses - Phase II Design/Construction Preparation - To Date: \$138,164*

Regions Checking account as of Feb 18th = \$54,933

COMMUNITY ACTION COMMITTEE REPORT 2-19-13

CAC has had a very busy month and the work continues despite our space limitations. Kudos to all of the volunteers who have braved the cold to be present for those seeking our help. The luncheon for board members and volunteers was an opportunity to exchange ideas and add more uniformity to the overall contacts with our clients.

Things Done:

Volunteer Luncheon at Betty Carpenter's house

2461 pounds of food picked up- packed and distributed

80+ bags of groceries given > 360 individuals fed

3 clients received help with dental/medical needs

29 clients received utility assistance

2 clients received assistance with housing needs

1 scholarship for Fire on the Mountain ski trip

17 personal contacts made by interim-director

Form created to update client files-work has begun

"What to do list" for volunteers created

Flyers for "Ten Ways to End Poverty in Sewanee" created

Public Relations -presentation to Rotary and Seminary

"Food with Friends" launched 2-14-13 and hereafter on 4th

Mondays

Powder Puff Football Fundraiser date set March 30

Request for Community Chest Funds submitted

Collaboration with Sewanee Housing and University for energy assessments

100+ volunteers engaged in CAC work

Betty Carpenter

2-19-13

* Expenditure totals please refer to Treasurer's report

Newcomers Report for Vestry Meeting on Feb. 21, 2013

Since our last meeting, I received two newcomer cards from the church, and introduced myself to Scott and Linda Parrish, and one other person named Mary as of this report writing, I have not been able to contact the persons who filled out the pew card, but will try this coming week until we meet Thursday.

Ann Millar showed me a box of blue bags and tissue paper that were used just a few years ago for persons to pick up in the narthex. In this bag was a printed history of Otey Memorial Church, and some other information. I have been thinking about reintroducing this, but being more direct about a person receiving this bag with possibly a large wrapped homemade cookie in it or a small loaf of bread. I attended a church once as a visitor, and received a bag with a cookie while I was sitting in the pew.

Another idea may be to include a list of books that the vestry has found to be good spiritual reading. I have other ideas, such as something artsy and painted, like a bookmark.

Also, included in this bag were a set of five brochures that maybe Joe has seen before. I will bring them to show the vestry.

My last thought is to invite any newcomers to a small gathering for just them. Maybe there could be a note in the bag with dates for this meeting or, of course, I could call and invite.

Well, these are my thoughts so far.

Carol Sampson