

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

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

Present: Joe Ballard, Rector; Ann Millar, Sr. Warden; Amy Burns, Jr. Warden; Roy Millar, Treasurer; Alex Bruce; Karen Keele; Pratt Paterson; Carol Sampson; Theresa Shackelford; Dave Spaulding; Beth Wiley, Clerk

Absent: Steve Blount

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

#### APPROVAL OF FEBRUARY 2013 MINUTES – (ATTACHMENT)

Ann offered to put together the list of Vestry focus areas with parish leader(s) and contact information clarifying that action item, the only remaining question in the February minutes. ***Amy moved that the minutes be approved as submitted. Dave seconded the motion and it carried.***

#### RECTOR'S REPORT

Joe listed all of the services to be held during Holy Week beginning with Palm Sunday this Sunday. He noted that the Tuesday Eucharist services have been successful during Lent and that the exchange of Evensong in place of Evening Prayer last Friday was well-received.

He next read several excerpts on Servant Ministry, charging all Vestry members to think of themselves as servant ministers. He asked the group to pray about this and offered to meet individually with anyone who wants to spend more time exploring the concept. Gifts of white hand towels and servant ministry posters were distributed to everyone as tokens and reminders of this request.

Joe reminded everyone that Bishop Bauerschmidt will be with us on April 7 (both services) to receive two adults and approximately a dozen confirmands into the church. Following the 11:00 service, Otey will host an elaborate coffee hour in honor of the Bishop and those being confirmed and received.

Since we last met, Joe officiated at two funerals, made many hospital visits and several visits to those in assisted living. He thanked his Lay Eucharistic Visitors and Stephen Ministers for their valuable assistance, noting that still more Stephen Ministers are needed.

#### SENIOR WARDEN'S REPORT - Ann Millar (ATTACHMENT)

Ann announced that directories will be distributed on Easter Sunday. This project was well underway prior to the suggestion that we hold on printing until next fall.

Dave asked Ann to describe the role of the Payroll Task Force mentioned in her report. She responded that its purpose is to look at our options for savings in this area prior to attempting to balance next year's budget. Our 2014 budget must include debt service to the Parish House loan.

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

Alex corrected the statement in this report suggesting that he was responsible for obtaining and posting the latest drawing of the exterior of the Parish House. Joe offered to locate and post that drawing at the last Vestry meeting.

Amy responded to questions about the performance of our cleaning service as mentioned in her written report. She was pleased to share that things looked much better this week.

#### TREASURER'S REPORT – Roy Millar (ATTACHMENTS)

Roy called everyone's attention to the \$50,000 (\$49,985) moved to 1<sup>st</sup> Tennessee Bank to meet one requirement of our contract with them. Carol asked for an explanation of the difference in our two Regions accounts. Roy explained that one is an interest bearing money market and the other is just a checking account held with them.

There were no questions on the long budget form. Roy explained one anomaly in spending - the necessity of replacing some altar cloths which were rather expensive.

#### CONTINUING BUSINESS - FOCUS AREA REPORTS (ATTACHMENTS)

*Construction, Alex [Attachment] – Alex asked that the minutes reflect the Vestry's on-line vote earlier in the month to send the attached, referenced letter from Bob Burns on behalf of Otey Memorial Parish along with a check for \$2500 to American Constructors, Inc. as "settlement & compromise" for their efforts on our Parish House project. The Construction Committee's recommendation to the Vestry and suggested letter are detailed in Ann's note to the Vestry with her second on Alex's motion. The online votes (attached) were unanimous.*

The letter has been sent and Roy offered that American Constructors has cashed the check, effectively resolving the issue.

Alex briefly reviewed his written report offering Drew's opinion that there will be a point soon when RVC might be able to suggest some timelines. They remain in the excavation/demolition phase to date.

*Otey Care, Karen Keele [Attachment] - Karen asked that Vestry members let her committee know of anyone who needs assistance in any of the areas mentioned in her report. Carol asked if anyone has offered to replace Lisa Howick. Karen responded that a name has been put forward, but the individual may be leaving town. Otey Care team members may begin making personal asks soon.*

*CAC, Dave Spaulding [Attachment] – Betty submitted a report for the CAC. There were no specific comments on it.*

*Youth Ministry, Theresa [Attachment] – Joe called everyone's attention to Betty's note about expected Jewish attendees at the Youth Peace Summit for Sons & Daughters of Abraham this year. She expects an increase in participation overall.*

NEW BUSINESS

None was expressed.

OLD BUSINESS

Joe offered that some progress has been made on Bob Jones’ memorial. It will be a platform for a flower stand behind the altar. Frieda is checking on options.

Joe reiterated that he will find and post the latest drawings of the Parish House. Ann offered to send a digital copy of the exterior to Alex to get an enlarged copy printed by Print Services.

At 7:45 Karen moved that the meeting be adjourned. The group ended 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
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

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

PTF (Payroll Task Force). We continue to study and brainstorm about ways to confront the additional costs resulting from interest and principal payments on the parish house loan. We are NOT a "Personnel Committee". Our focus is on the financial side of the staff situation. We are trying to come up with a reasonably good estimate of the actual amount of the loan payments and, thus, what we need to do in terms of increased revenues and reduced expenses. We are focusing on payroll because that is the single largest portion of our expenses, but we could look at other costs and sources of revenue as well.

Weekly Construction Updates. I have volunteered to write these and provide accompanying photos. Frieda is working on finding out how to put the photos on the website so we can keep those current to accompany the weekly reports. Please pass on your own questions and the questions and comments you get from parishioners so I will know what focus to take.

Parish Directory. An updated directory will be available Easter Sunday, thereby allowing for widest possible distribution. As a component of the directory revision, Frieda has done an extensive update of information in the ACS program where we keep all our financial and church membership data. There is still much to be done, but she has made a commendable start. We will be working together in the late spring and summer on a more extensive scrubbing of our membership data for the parochial report and our own records.

Jr. Warden's Report  
March 2013

### Construction Committee Update

Drew reported at the monthly BC meeting that the Parish House Project is in a "destruction phase", explaining the upstairs and basement areas have experienced substantial removal of old materials, walls, floors, etc. RVC has not identified any surprises in the re-construction. There was discussion about the need to have drawings of the new Parish House posted for parishioners and guests to see on a regular basis; Alex Bruce, Vestry member to the Construction Committee, was assigned that task in the last Vestry meeting. The Sr. Warden will include updates on the project in the Otey announcements emailed weekly.

### Otey Buildings

There have been numerous complaints and concerns about the current cleaning service for the church and Brooks Hall. She is aware of our concerns and has expressed her intention to correct the current issues. The committee is monitoring the situation closely.

We continue to experience damage to the back entrance of Brooks Hall, an apparent result of parishioner's dog. Ann reported that Joe Ballard plans to resolve this problem.

Committee members are aware of wiring problems with two lights in the church and are looking for someone to make that repair. The rug in narthex has been sent to Superior cleaning and should be ready by the Easter service. Some

additional discussion regarding the organ pipes and loudness did not result in any necessary actions.

The annual Facilities budget is \$34,950; February ytd actuals are tracking 38% under ytd budget .

The Brooks Hall Capital Account balance is \$10,007; however, we have not been billed by RVC for the final repairs to the Brooks Hall bathroom.

### New Business

The committee discussed the need to re-write the policy for use of Otey Buildings by outside groups; the new Parish House will likely be wanted for various programs and events. There should be a new policy in place prior to the completion of the new building.

### Capital Campaign Follow-up Committee

The capital campaign reports \$564,650 pledges collected (59% of total pledged amount, \$955,600). Total gifts and pledges are \$1,230,128 of which \$839,000 is cash.

The Follow-up Committee is preparing a letter to send to newcomers and other interested community members who have not pledged to the campaign.

**Otey Memorial Parish**  
**Analysis of Revenues & Expenses / Vestry Format**  
**Fund: Otey Church General Fund**  
**January to February 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
<b>Revenues</b>						
<b>Support From Outside Sources</b>						
4111 - Plate Offerings	\$493.61	\$524.03	\$992.01	\$1,245.83	12.40 %	\$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	\$21,678.00	\$19,927.08	\$59,482.00	\$58,696.78	19.35 %	\$307,400.00
4151 - Non-Pledge Gifts	\$2,385.00	\$2,202.94	\$3,299.00	\$3,691.57	10.64 %	\$31,000.00
4191 - Other Outside Support Revenues	\$2,416.40	\$1,318.89	\$3,089.80	\$2,973.77	19.31 %	\$16,000.00
<b>Total Support From Outside Sources</b>	<b>\$26,973.01</b>	<b>\$23,972.94</b>	<b>\$66,862.81</b>	<b>\$66,607.95</b>	<b>18.55 %</b>	<b>\$360,400.00</b>
<b>Total Revenues</b>	<b>\$26,973.01</b>	<b>\$23,972.94</b>	<b>\$66,862.81</b>	<b>\$66,607.95</b>	<b>18.55 %</b>	<b>\$360,400.00</b>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$2,083.00	\$2,083.33	\$4,166.00	\$4,166.66	16.66 %	\$25,000.00
5121 - Seminary Gift	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$1,500.00
5171 - Stephen Ministry Expenses	\$0.00	\$83.33	\$431.57	\$166.66	43.16 %	\$1,000.00
<b>Total Work Outside Congregation</b>	<b>\$2,083.00</b>	<b>\$2,166.66</b>	<b>\$4,597.57</b>	<b>\$4,333.32</b>	<b>16.72 %</b>	<b>\$27,500.00</b>
<b>Work Within Congregation</b>						
5211 - Work Within Congregation	\$0.00	\$41.67	\$197.50	\$83.34	39.50 %	\$500.00
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	\$25.77	\$262.54	\$186.39	\$434.68	12.43 %	\$1,500.00
5317 - Discernment	\$0.00	\$16.67	\$0.00	\$33.34	0.00 %	\$200.00
<b>Total Christian Education</b>	<b>\$25.77</b>	<b>\$279.21</b>	<b>\$186.39</b>	<b>\$468.02</b>	<b>10.96 %</b>	<b>\$1,700.00</b>
<b>Parish Life</b>						
5331 - Parish Life	\$8.50	\$19.79	\$77.25	\$102.76	7.72 %	\$1,000.00
<b>Total Parish Life</b>	<b>\$8.50</b>	<b>\$19.79</b>	<b>\$77.25</b>	<b>\$102.76</b>	<b>7.72 %</b>	<b>\$1,000.00</b>
<b>Worship</b>						
5351 - Altar Supplies	\$171.80	\$106.46	\$595.58	\$106.46	66.18 %	\$900.00
5353 - Communion Prep. & Confirmation	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$200.00
5355 - Music	\$76.89	\$141.38	\$92.33	\$245.85	9.23 %	\$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	\$0.00	\$0.00	\$25.00	\$0.00	3.33 %	\$750.00
<b>Total Worship</b>	<b>\$248.69</b>	<b>\$247.84</b>	<b>\$712.91</b>	<b>\$352.31</b>	<b>14.40 %</b>	<b>\$4,950.00</b>
<b>Youth</b>						
5371 - Youth Ministry	\$148.91	\$448.67	\$217.82	\$501.06	7.26 %	\$3,000.00
<b>Total Youth</b>	<b>\$148.91</b>	<b>\$448.67</b>	<b>\$217.82</b>	<b>\$501.06</b>	<b>7.26 %</b>	<b>\$3,000.00</b>
<b>Total Programs</b>	<b>\$431.87</b>	<b>\$995.51</b>	<b>\$1,194.37</b>	<b>\$1,424.15</b>	<b>11.21 %</b>	<b>\$10,650.00</b>
<b>Operating Expenses</b>						

**Otey Memorial Parish**  
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**January to February 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
<b>Salaries &amp; Wages</b>						
5411 - Clergy	\$4,768.25	\$4,780.92	\$9,561.83	\$9,561.84	16.67 %	\$57,371.00
5413 - Seminarian	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$500.00
5415 - Supply Clergy	\$150.00	\$230.77	\$300.00	\$461.54	15.00 %	\$2,000.00
5421 - Youth Minister	\$1,481.44	\$1,464.26	\$2,970.83	\$2,928.52	16.67 %	\$17,825.00
5431 - Organ & Choir	\$684.85	\$686.67	\$1,373.33	\$1,373.34	16.67 %	\$8,240.00
5432 - Supply Organ	\$0.00	\$50.00	\$0.00	\$100.00	0.00 %	\$600.00
5451 - Child Care	\$256.64	\$426.99	\$634.90	\$970.12	12.70 %	\$5,000.00
5461 - Dir. Christian Formation	\$1,032.42	\$1,035.17	\$2,070.33	\$2,070.34	16.67 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$2,833.34	\$2,833.34	16.67 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$5,333.34	\$5,333.34	16.67 %	\$32,000.00
5486 - Financial Staff	\$1,045.23	\$1,048.00	\$2,096.00	\$2,096.00	16.67 %	\$12,576.00
5493 - Otey Notes	\$266.67	\$266.67	\$533.34	\$533.34	16.67 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$13,768.84</b>	<b>\$14,072.79</b>	<b>\$27,707.24</b>	<b>\$28,261.72</b>	<b>16.42 %</b>	<b>\$168,734.00</b>
<b>Employee Benefits</b>						
5511 - Clergy Pension	\$0.00	\$0.00	\$0.00	\$4,106.56	0.00 %	\$16,750.00
5521 - Clergy Insurance	\$1,339.61	\$1,183.33	\$2,521.72	\$2,366.66	17.76 %	\$14,200.00
5526 - Clergy Housing & Utility Allow.	\$2,534.66	\$2,500.00	\$5,069.32	\$5,000.00	16.90 %	\$30,000.00
5531 - Clergy - SECA Payments	\$567.10	\$583.33	\$1,134.20	\$1,166.66	16.20 %	\$7,000.00
5551 - Staff Payroll Taxes	\$677.06	\$691.67	\$1,365.18	\$1,383.34	16.45 %	\$8,300.00
5561 - Staff Pension	\$0.00	\$416.67	\$0.00	\$833.34	0.00 %	\$5,000.00
5571 - Staff Insurance	\$1,064.80	\$691.67	\$2,129.60	\$1,383.34	25.66 %	\$8,300.00
<b>Total Employee Benefits</b>	<b>\$6,183.23</b>	<b>\$6,066.67</b>	<b>\$12,220.02</b>	<b>\$16,239.90</b>	<b>13.65 %</b>	<b>\$89,550.00</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$6,500.00
5631 - Workers Compensation	\$0.00	(\$58.94)	\$0.00	(\$58.94)	0.00 %	\$2,000.00
<b>Total Insurance</b>	<b>\$0.00</b>	<b>(\$58.94)</b>	<b>\$0.00</b>	<b>(\$58.94)</b>	<b>0.00 %</b>	<b>\$8,500.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$54.21	\$208.33	\$60.55	\$416.66	2.42 %	\$2,500.00
5751 - Contracted Services	\$888.00	\$949.64	\$1,776.00	\$1,899.28	13.16 %	\$13,500.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$333.34	0.00 %	\$2,000.00
5771 - Supplies	\$60.91	\$175.60	\$108.67	\$175.60	14.49 %	\$750.00
5781 - Electricity	\$401.86	\$814.89	\$836.91	\$1,675.08	10.87 %	\$7,700.00
5783 - Gas	\$479.69	\$706.75	\$884.30	\$1,544.00	29.48 %	\$3,000.00
5785 - Water & Sewer	\$93.07	\$161.67	\$131.99	\$459.87	5.28 %	\$2,500.00
5790 - Grounds Maintenance	\$50.00	\$0.00	\$275.00	\$0.00	9.17 %	\$3,000.00
<b>Total Facilities Expenses</b>	<b>\$2,027.74</b>	<b>\$3,183.55</b>	<b>\$4,073.42</b>	<b>\$6,503.83</b>	<b>11.65 %</b>	<b>\$34,950.00</b>
<b>Office Services</b>						
5811 - Audit	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$4,900.00

**Otey Memorial Parish**  
**Analysis of Revenues & Expenses / Vestry Format**  
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**January to February 2013**

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Accounts	MTD Actual 2013	MTD Budget 2013	YTD Actual 2013	YTD Budget 2013	% of Annual Budget Used 2013	Annual Budget 2013
5821 - Computer Expenses	\$0.00	\$250.00	\$201.25	\$500.00	6.71 %	\$3,000.00
5831 - Copying expenses	\$276.10	\$250.00	\$510.50	\$500.00	17.02 %	\$3,000.00
5841 - Office Supplies	\$45.64	\$208.33	\$200.86	\$416.66	8.03 %	\$2,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$24.00	\$83.34	4.80 %	\$500.00
5861 - Postage	\$98.14	\$49.48	\$218.04	\$49.48	36.34 %	\$600.00
5871 - Telephone	\$656.67	\$500.00	\$770.38	\$1,000.00	12.84 %	\$6,000.00
5891 - Miscellaneous Expense	\$46.00	\$41.67	\$85.99	\$83.34	17.20 %	\$500.00
<b>Total Office Services</b>	<u>\$1,122.55</u>	<u>\$1,341.15</u>	<u>\$2,011.02</u>	<u>\$2,632.82</u>	9.58 %	<u>\$21,000.00</u>
<b>Organizational Expenses</b>						
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	\$723.51	\$0.00	\$1,022.51	\$1,500.00	68.17 %	\$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	\$166.66	0.00 %	\$1,000.00
5981 - Stewardship	\$0.00	\$0.00	\$0.00	\$134.46	0.00 %	\$1,500.00
5999 - Vestry	(\$108.34)	\$150.43	\$364.46	\$150.43	36.45 %	\$1,000.00
<b>Total Organizational Expenses</b>	<u>\$615.17</u>	<u>\$233.76</u>	<u>\$1,386.97</u>	<u>\$1,951.55</u>	12.84 %	<u>\$10,800.00</u>
<b>Total Operating Expenses</b>	<u>\$23,717.53</u>	<u>\$24,838.98</u>	<u>\$47,398.67</u>	<u>\$55,530.88</u>	14.21 %	<u>\$333,534.00</u>
<b>Total Work Within Congregation</b>	<u>\$24,149.40</u>	<u>\$25,876.16</u>	<u>\$48,790.54</u>	<u>\$57,038.37</u>	14.16 %	<u>\$344,684.00</u>
<b>Total Expenses</b>	<u>\$26,232.40</u>	<u>\$28,042.82</u>	<u>\$53,388.11</u>	<u>\$61,371.69</u>	14.34 %	<u>\$372,184.00</u>
<b>Net Total</b>	\$740.61	(\$4,069.88)	\$13,474.70	\$5,236.26	0.00 %	(\$11,784.00)
<b>Other Expenses</b>						
7111 - Interest Expense	\$0.00	\$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	\$833.34	0.00 %	\$5,000.00
<b>Total Other Expenses</b>	<u>\$0.00</u>	<u>\$416.67</u>	<u>\$1.90</u>	<u>\$833.34</u>	0.03 %	<u>\$5,600.00</u>
<b>Net Operating Total</b>	\$740.61	(\$4,486.55)	\$13,472.80	\$4,402.92	0.00 %	(\$17,384.00)

**Otey Memorial Parish Church  
Investments and Restricted Account Information**

**Report Date: March 18, 2012**

	<b>Amounts</b>
<b>Investments:</b>	
Vanguard	\$1,005,463
Franklin Templeton	\$0
Episcopal Endowment Corp.	\$108,460
Regions	\$15,801
First Tennessee	<u>\$49,985</u>
	<b>Total</b>
	<b>\$1,179,709</b>
<b>Restricted Accounts/Committed: (balance)</b>	
Phase II Construction	\$697,609 *
Brooks Hall Repair	\$10,007
Memorials	\$11,303
Sabbatical Reserve	\$14,100
CAC	\$9,337
Other	<u>\$1,850</u>
	<b>Total*</b>
	<b>\$744,206</b>

**Capital Campaign Pledge Payments and Gifts: \$839,179\***

**Expenses - Phase II Design/Construction Preparation - To Date: \$141,570\***

**Regions Checking account as of March 18th = \$69,928**

## Report on the Construction Committee

Alex Bruce

The Construction Committee met on March 1, 2013.

1. The primary order of business was to respond to the Vestry's rejection of the committee's initial recommendation concerning American Constructors Inc. The Vestry requested additional information concerning the decision as well as a recommendation for a "fair & reasonable amount to pay American Constructors for their service." reasonable. Following discussion, the Committee requested Drew Sampson and Bill Mauzy to draft a response; this was shared with the Committee by e-mail starting March 5, and on March 11 the recommendation and draft letter below were forwarded by e-mail to the Vestry for consideration.

### RECOMMENDATION FOR THE VESTRY:

While acknowledging that Otey Parish (OP) has no legal or contractual obligation to make any payments to American Constructors Inc. (ACI), OP desires to recognize ACI's efforts by a reasonable payment, offset by damages ACI has caused OP due to its poor performance in failing to meet both deadlines and cost goals.

The amount of ACI's invoice has no basis for its calculation other than the bare claim on its face; no expenses were included. There was never any agreement on an hourly rate and no hours were furnished.(?) (The proposed, unsigned contract did provide for compensation of the Contract Manager at \$1,065/week. ACI did not give our project full-time effort for 11 weeks, or any such equivalent; hence, using ACI's own figure, the stated \$11,700 amount raises a big legitimacy question.)

For this discussion, it is presumed that ACI's bill is totally offset by costs to OP for displaced services and extended temporary OP locations, including but not limited to continued rent to the University for the Childrens' Center, costs for CAC and Folks @ Home rentals and utilities for those groups at inadequate locations, loss of anticipated donations for use of the Parish Hall by various organizations, and loss of goodwill for community activities which cannot occur now until into the unknown future. ACI promised completion in eight months. The project was to have been concluded by September 2013. It is now revealed that eight months was never a realistic estimate for such a project in the Sewanee, Tennessee, area, and the project is more practically estimated to require a year for completion.

Had OP entered into a contract with ACI, it would have called for a \$5,000 penalty (in addition to the offset expenses) for OP to abandon the contract. In the spirit of fairness and OP's effort to

REPORT TO APRIL VESTRY MEETING FROM  
THE OTEY CARE TEAM

The Otey Care Team meets quarterly and members compare notes about whom they are serving. It's especially helpful to share this information because some people need more than one of our services. Members are Ann Seiters, with Stephen Ministry; Kathleen O'Donohue with Folks at Home; and Mary Sears, who schedules the LEVs. This last was formerly Carol Sampson's position but Mary serves now because her schedule was too full. Carol remains with the group and is starting a "Card Ministry" to the sick and shut ins. Lisa Howick has been arranging for meal provision but is looking for someone (or two) to replace her. Joe Ballard attends the meetings when he is able. Major events are of course reported to him.

Anyone is invited to ask for care from any team member on his/her behalf, or for someone else.

Karen Keele

be reasonable, it is recommended that OP share, on a 50/50 basis, the responsibility of not being able to consummate a contract with ACI. To that end, OP should pay the sum of \$2,500, being 1/2 of the \$5,000 proposed but never contracted penalty.

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SUGGESTED LETTER TO ACI:

Dear Mr. Howell:

I represent Otey Parish Memorial Church in connection with a bill you sent, referred to as "reconstruction services." American Constructors, Inc., participated in pricing a job at Otey Parish for the construction of a new parish hall. The level of funding and timing available for this work were clearly defined. Unfortunately, for whatever reason, your company was unable to get close to Otey's requirements in the bidding. Moreover, months were lost in the process, resulting in consequences Otey will have to deal with in the future.

As you have acknowledged, there was no contract or agreement regarding any obligation to your company for the bidding process. However, Otey is grateful for your attempt to arrive at pricing which would have enabled the job to be awarded to your company. Although Otey does not agree that it owes any amount, it has been decided to send you a payment in appreciation of your efforts. Enclosed please find a check for \$2,500 in settlement and compromise, representing Otey's appreciation.

Thank you, again, to you and to American Constructors, for your interest in our building project.

Very truly yours,

Robert S. Burns  
Attorney

2. Drew Sampson reported that Barbara Prunty's "aesthetics committee" recommends using two different types of windows in the Parish House: more formal wood-frame windows in the great hall (without the simulated smaller panes, thereby continuing the architectural style of Brooks Hall) and the less expensive "vinyl clad" windows elsewhere. Having two types of windows should prove about \$17,000 less than having the wood-framed windows throughout.

# **CAC BOARD REPORT**

## **MARCH 2013**

**March saw an increase in the number of grocery bags distributed to our clients. Fortunately we had food items from the Second Harvest food order and additional free food items from the Second Harvest perishable food drop.**

**We assisted Sewanee Housing with applications for the next house to be built. We are currently working with a client to offer assistance with repairs to her trailer. She is currently homeless and raising three grandchildren.**

**Food with Friends has had a small turnout so as an effort to boost attendance we are currently working with the Senior Citizens' Center to host the next FWF event. We will let clients know of the location change.**

**Fundraiser Powder Puff Football Game is a go! The date is set for Saturday March 30.**

**We are working with John Steifel a senior economics major. He and a group of students have been trained by IRS to offer free assistance for our clients on Income Tax. Possible location is Senior Citizens' Center on Tuesday afternoons and Thursday evenings.**

**93-Bags of groceries  
13 Clients-Utility Assistance  
6 Clients-Water bill assistance  
1 Client-AT&T bill  
1 Client-Health Insurance Premium**

**2 loans outstanding**

**5 Home Visits- Back Porch cleared Information submitted to United Way for funding Students lined up for food pick up from SH**

**Betty Carpenter**

## REPORT TO THE VESTRY YOUTH MINISTRY

Fire on the Mountain's Winter Retreat was very successful. We had 13 youth and 4 adult leaders. The kids had a blast in Gatlinburg and the experience was a good community builder with a healthy balance of middle and high school students and old and new members. It is always good when everyone has fun, gets along, gets to ski and/or ice skate and we all return home safe and sound.

Confirmation classes continue with good attendance and hopefully we will have a large class to present when the Bishop comes in April. We are using materials from the Diocese of Alabama which is an excellent resource. There are 14 regulars, two are adults.

The Third Annual Youth Peace Summit for Sons and Daughters of Abraham is fast approaching. The dates are April 12-13. Last year there were 75 middle-school, high school and college students from Middle Tennessee and Alabama participating. This year we hope to have even more participants and with a greater Jewish representation coming from the Nashville area.

Preliminary plans are being made for the summer outreach mission experience. Hopefully we can do an "away" trip and a mission on the mountain week as well. There are budget considerations which will determine our summer plans.

We closed out our March meetings with Stations of the Cross on the lawn of Brooks Hall, followed by making a "Harlem Shake" video. The wrap-up was a theological reflection connecting the two events.

We ask your continued prayers for all of the youth of Fire on the Mountain.....past, present and future.

Faithfully,  
*Betty Carpenter*