

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

MINUTES OF THE VESTRY
Otey Memorial Parish Church
January 17, 2013, 6:30 PM
Brooks Hall

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

Absent: None
Visitors: None

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

APPROVAL OF SEPTEMBER 2012 MINUTES – (ATTACHMENT)

Joe began by welcoming new Vestry members: Alex Bruce, Carol Sampson, Theresa Shackelford. He then called for additions or amendments to the November and December minutes. Hearing none, **Pratt moved that the November minutes be approved, Ann seconded the motion and it passed unanimously. Karen moved that the December minutes be approved, Amy seconded the motion and it also passed unanimously.**

RECTOR'S REPORT

Joe announced that Stephen Ministry training will begin on February 5th at 6:30. In addition to members of Otey, he expects participants from Morton Memorial in Monteagle and a local STEM church in Sherwood.

Lenten services will begin in February. Shrove Tuesday is February 12; Peggy Peterson is organizing the usual festivities in Cravens. Otey's noontime Lenten Eucharist services will begin on February 19 at 12:22 with a Healing Service to follow in place of traditional hosted lunches.

Diocesan Convention will take place at the Cathedral in Nashville on January 25 & 26. Roy Millar, Betty Carpenter, Larry Barker, Joe & Bobbye Ballard will be representing Otey. Karen asked if there are any major issues expected to be addressed. Joe knew of none other than the Diocese's debt.

Amanda Diamond, pastor at Morton Memorial Methodist Church, has been in touch with Joe & Betty about their youth joining Fire on the Mountain. Otey expects to welcome some of their middle & high school students as soon as next year.

Sewanee Elementary is losing teacher parking due to renovation work at the school. Mike Maxon asked if some of the teachers could park in Otey's parking lot during this period. Joe welcomed this use until demolition/construction begins on our Parish House which will likely prevent most currently available parking for everyone.

Sewanee Elementary has also asked if they can continue to use Otey's campus as an evacuation spot for the children should they need to leave the school grounds. Their previously designated location was our Parish House. It will now be the sanctuary and/or Brooks Hall until the new facility is completed.

Joe also noted that during his travels to Cuba, John Solomon has been working with the Bishop of Cuba to create a "sister church" relationship between Otey and a parish in that country. This is a formalized relationship where the parishes exchange newsletters, pray for one another, and potentially host visitors from one area to the other.

He completed his portion of the meeting by sharing the types of pastoral concerns to which he regularly attends and by mentioning that Carolyn Hatchett's funeral will be on Friday, January 25th at 2:00.

Carol asked how the "Take-a-Meal" program works, and Karen reported that Lisa Howick is writing a feature about it for the next issue of Otey notes.

SENIOR WARDEN'S REPORT - Ann Millar (ATTACHMENT)

Ann reported that we now have a building permit. Final sales of Parish House fixtures currently tally at \$2680 with payments still arriving. She announced that our Friday night pre-workday dinner will be held at The Fiesta Grille at 6:00.

Ann noted that Vestry of the Day duties would be covered during Saturday's workday for new members, but that one new duty has been added this year. The Vestry of the Day member will also serve as one of the two tellers when on duty since they have to stay through clean-up and to close all buildings, anyway. The new location for the Vestry of the Day folder will be just outside the kitchen in Brooks.

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

Amy reported on the temperature policies now in place for all buildings. She will write a short note about the policy for Sunday bulletins since vestry members are getting a lot of questions about this. She & Ann noted where the controls are located should the temperature need to be adjusted for special services. There are two controls: one in the back of the sanctuary and one in the front near Joe's seat.

Amy reported on campaign collection progress and shared news that the poster showing progress should be ready to be hung the following day. She mentioned that the follow-up committee would be thanking donors for making payments and encouraging the fulfillment of commitments. There was some discussion about the location intended for the poster (back of sanctuary.) Theresa suggested an alternate location (Brooks Hall.) The original plan will be followed unless the location becomes controversial.

Amy mentioned that the buildings committee may use the remaining funds in their budget this year to add some bookcases in Brooks Hall. Karen asked where these would be placed. Amy expects them to go either in Joe's office or upstairs.

TREASURER'S REPORT – Roy Millar (ATTACHMENTS)

Roy reviewed our current investments and restricted accounts. He shared his plan to close our Episcopal Endowment account, using it to pay construction expenses, since it is not earning as much of a return as Vanguard. He explained our restricted investments vs. unrestricted for new Vestry members.

Next, he reviewed the Vestry Long Form which details budget revenues & expenses. In calendar year 2012 we brought in 95.64% of what we budgeted and spent 93.22%. Next year we must have a 1:1 expense to revenue **budget**, which we have not been accomplishing consistently in recent years. We must also display debt service for the Parish House in our operating budget which is a new expense. Theresa asked how much we expect this debt service to total. Roy responded that we can borrow up to \$725,000 at approximately 3.5% interest which is about \$25,000.

The group next reviewed the latest version of our proposed 2013 budget dated January 17, 2013. Roy pointed out that pledges are down, and for this reason he has not signed our commitment to the Diocese for our Diocesan Assessment. We have had to budget an amount considerably lower than the assessment due to expected revenues and expenses. This has been the source of much consternation for Joe and for vestry members working on the budget because Otey has a solid history of paying our full assessment. Roy will not sign the form until we have passed a budget.

Steve asked some questions about payroll, line 5471 (CAC Director) which shows a decrease. This is due to Betty's new role as both Director of Fire on the Mountain and the CAC. Line 5551 (Staff Payroll Tax) was reduced due to updated information for 2013 tax rates.

Roy recommended passing a deficit budget. He reported that the Executive Committee recommends the same.

Motion: Pratt moved that the Vestry pass the budget as presented. Dave seconded the motion and it passed with one dissenting vote.

CONTINUING BUSINESS - FOCUS AREA REPORTS (ATTACHMENTS)

Joe announced that focus areas in general would be discussed more on Saturday. Submitted reports were then reviewed.

Nominating Committee

CAC, Dave Spaulding [Attachment] –Betty’s update is attached. Dave is not only their Vestry liason, but he has become the Chairman of their Board. He has concerns about their funding. This year they operated with a deficit, spending \$4000 more than received which was a greater deficit than they experienced the previous year. Revenues are also currently down. He noted that JoAnn Barker is chairing their 2014 Funding Plan Committee. They are trying to take action to show some kind of guaranteed pipeline of funding. Carol asked if any money is set aside in Otey’s budget for the CAC. Roy responded that we have some restricted accounts dedicated to them, but we do not have any budget line aside from a portion of the Director’s salary. Ann has been a member of this committee for quite a few years and is less concerned about their finances.

Alex asked if we would get regular reports from all focus areas, such as Christian Education and others. Ann replied that this is the expectation. Each area should submit their report prior to Vestry meetings, preferably before Tuesday morning of Vestry week.

NEW BUSINESS

Joe mentioned his dismay that Otey was not on a recent map he saw created by the Sewanee Business Alliance. He was told that this is because we are not a member of the alliance, so he intends to join.

Roy mentioned that Lisa Rung noticed something unusual in our account while doing a bank reconciliation in early December. It turned out that our bank number had been used by someone committing check fraud. The check was for \$77.65 and was traced to Mesa, Arizona.

OLD BUSINESS

Having no old business to discuss, **Steve made a motion to adjourn the meeting. Pratt seconded it, and it passed unanimously at 8:30 PM.**

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

Senior Warden's Report
for the January 17, 2012 Vestry Meeting

The contract between Otey Memorial Parish and Robertson Vaughn Construction Company for the construction of the new parish hall was signed on January 9. You will have noticed that the trees that had to be removed have been removed. Lyell Environmental Services will begin the asbestos abatement process very soon. We have received final approval from the Codes Enforcement Section of the State Fire Marshal's Office so actual construction can begin. RVC estimates 12 months to complete the project.

Obviously a 12-month construction projection has a significant impact on all of our activities that are in temporary quarters. The CAC and the SCC applied to the University for extension of their leases. The University committee considering the requests met Monday evening and both were approved.

Folks At Home anticipates no difficulties staying in the Blue House as long as may be required.

All of our Sunday morning classes and many other meetings and activities are sharing space in Brooks Hall. We are managing, but it is not easy and scheduling is a challenge. Please remember to contact Frieda in the parish office before scheduling any activities in Brooks Hall.

Final tally on proceeds from sale of items from the old parish house is \$2,680.

The Vestry Nominating Committee (Doris Carlisle, Steve Blount and John Grammer) has submitted a report which was sent to all of you, but this process is one we might need to study and define more clearly for the future. Having Steve serve on the Nominating Committee two years in a row should help us to clarify and improve the process.

Our first quarter work sessions are scheduled for this coming Friday and Saturday, January 18-19. We will discuss car-pooling to The Fiesta Grill at the meeting on Thursday night.

The primary focus of the day will be duties and responsibilities of vestry members, attendance, focus areas, our current meeting structure with possible improvements and scheduling work sessions for the remainder of the year. Everyone should bring their calendars for 2013 to the workday so that we can schedule work sessions on weekends with minimal conflicts. It is very important that everyone attend these work sessions as well as all regular meetings.

Vestry members have vestry of the day duty once every other month. Checklists to be completed will be in your folder in Brooks Hall. Completed checklists should be placed in my folder.

BUILDINGS COMMITTEE (BC) REPORT TO VESTRY JANUARY 15, 2013

BUILDING TEMPERATURE SETTINGS

Building temperatures are regulated on programmable thermostats. The winter temperature setting in the church is 64 degrees during operating hours and Brooks Hall's setting is 68 degrees during operating hours. Those temperatures adjust to a lower setting outside operating hours. We ask that all remain of the temperature regulation and dress accordingly as we find this is the best way to manage the utility budgets.

HOUSEKEEPING SERVICES

BC has arranged for the housekeeping services to include the CAC Yellow house in Otey weekly cleaning services; the tasks are defined as cleaning bathroom and sweeping floors.

BROOKS HALL REPAIRS

Repairs to Brooks Hall downstairs bathroom (below the porch), are in progress. The balance in the Brooks Hall Building reserve is \$10,354.00. We are also considering adding some bookcases, storage for vestments, etc. to the Brooks Hall space.

FACILITIES BUDGET

DECEMBER YTD total expenses are 75% of annual budget.

The 2013 preliminary facilities budget has been submitted in the amount of \$34,950 (reduction of approximately 10% from the 2012 budget).

Capital Campaign Pledges

Total gifts and pledges for the capital campaign are \$1,234,425.46; total cash deposited to date is \$759,051.58 or 61.5% of the total.

Pledges received for the capital campaign are at 51% of total pledged, leaving \$475,373.88 in remaining commitments to be collected. The Followup Team plans to mail correspondence to each pledging unit in January 2013. Also, poster is ready to be placed in the back of the church.

Submitted by Amy Burns

Junior Warden, Existing Buildings
Co-Chair, Capital Campaign Follow-up Team

Date : 1/15/2013

**Otey Memorial Parish
2013 Budget Planning
Otey Church Annual Operations Fund**

Accounts	Annual Budget 2011	Annual Budget 2012	Planned Budget 2013
Revenues			
Support From Usual Sources			
4111 - Plate Offerings	\$8,000.00	\$8,000.00	\$8,000.00
4115 - 1/4th Plate to Rector's Discr Fd	-\$2,000.00	-\$2,000.00	-\$2,000.00
4131 - Pledge Payments	\$340,000.00	\$331,600.00	\$307,400.00
4151 - Non-Pledge Gifts	\$31,000.00	\$31,000.00	\$31,000.00
4191 - Other Support Revenues	\$16,000.00	\$16,000.00	\$16,000.00
Total Support From Usual Sources	\$393,000.00	\$384,600.00	\$360,400.00
Support From Internal Sources			
4512 - Investment Income	\$0.00	\$0.00	\$0.00
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$0.00
4551 - Property Rental Income	\$1,500.00	\$0.00	\$0.00
Total Support From Internal Sources	\$1,500.00	\$0.00	\$0.00
Total Revenues	\$394,500.00	\$384,600.00	\$360,400.00
Expenses			
Work Outside Congregation			
5111 - Diocesan Assessment	\$34,609.00	\$36,235.50	\$25,000.00
5121 - Seminary Gift	\$3,400.00	\$3,300.00	\$1,500.00
5131 - Outreach Grants	\$2,000.00	\$0.00	\$0.00
5171 - Stephen Ministry Expenses	\$3,000.00	\$2,000.00	\$1,000.00
Total Work Outside Congregation	\$43,009.00	\$41,535.50	\$27,500.00
Work Within Congregation			
5211 - Work Within Congregation	\$1,500.00	\$1,000.00	\$1,000.00
Programs			
Christian Education			
5311 - Christian Education	\$2,300.00	\$2,300.00	\$1,500.00
5317 - Discernment	\$200.00	\$200.00	\$200.00
Total Christian Education	\$2,500.00	\$2,500.00	\$1,700.00
Parish Life			
5331 - Parish Life	\$900.00	\$1,000.00	\$1,000.00
Total Parish Life	\$900.00	\$1,000.00	\$1,500.00
Worship			
5351 - Altar Supplies	\$2,000.00	\$2,000.00	\$900.00
5353 - Communion Prep. & Confirmation	\$200.00	\$200.00	\$200.00
5355 - Music	\$750.00	\$1,000.00	\$1,000.00
5357 - Prayer Books and Materials	\$300.00	\$300.00	\$300.00
5359 - Organ and Piano Maintenance	\$1,500.00	\$1,500.00	\$1,800.00
5398 - Pastoral Care	\$750.00	\$750.00	\$750.00
Total Worship	\$5,500.00	\$5,750.00	\$4,950.00
Youth			
5371 - Youth Ministry	\$4,400.00	\$4,400.00	\$3,000.00
Total Youth	\$4,400.00	\$4,400.00	\$3,000.00
Total Programs	\$14,900.00	\$13,650.00	\$11,150.00

Operating Expenses**Salaries & Wages**

5411 - Clergy	\$55,700.00	\$57,371.00	\$57,371.00
5413 - Seminarian	\$500.00	\$500.00	\$500.00
5415 - Supply Clergy	\$2,000.00	\$2,000.00	\$2,000.00
5421 - Youth Minister	\$17,300.00	\$17,825.00	\$17,825.00
5431 - Organ & Choir	\$9,375.00	\$8,240.00	\$8,240.00
5432 - Supply Organ	\$0.00	\$1,500.00	\$600.00
5443 - Housekeeper**	\$1,429.17	\$0.00	\$0.00
5451 - Child Care	\$5,000.00	\$5,000.00	\$5,000.00
5461 - Dir. Christian Formation	\$12,060.00	\$12,422.00	\$12,422.00
5471 - CAC Director (Otey)	\$25,410.00	\$25,410.00	\$22,000.00
5481 - Office Staff	\$29,635.00	\$29,635.00	\$32,000.00
5486 - Financial Staff	\$12,210.00	\$12,576.00	\$12,576.00
5493 - Otey Notes	\$3,200.00	\$3,200.00	\$3,200.00
5491 - Other	\$0.00	\$0.00	\$0.00

Total Salaries & Wages

\$173,819.17 \$175,679.00 \$173,734.00

Employee Benefits

5511 - Clergy Pension	\$15,700.00	\$16,750.00	\$16,750.00
5521 - Clergy Insurance	\$12,100.00	\$14,000.00	\$14,500.00
5526 - Clergy Housing & Utility Allow.	\$25,425.00	\$30,000.00	\$30,000.00
5531 - Clergy - SECA Payments	\$5,350.00	\$6,683.88	\$7,000.00
5551 - Staff Payroll Taxes	\$9,300.00	\$9,300.00	\$10,000.00
5561 - Staff Pension	\$6,000.00	\$3,000.00	\$5,000.00
5571 - Staff Insurance	\$7,200.00	\$7,400.00	\$8,000.00

Total Employee Benefits

\$81,075.00 \$87,133.88 \$91,250.00

Insurance

5611 - Property & Liability Insurance	\$6,500.00	\$6,500.00	\$6,500.00
5631 - Workers Compensation	\$2,000.00	\$2,000.00	\$2,000.00

Total Insurance

\$8,500.00 \$8,500.00 \$8,500.00

Facilities Expenses

5711 - Repairs & Maintenance	\$4,000.00	\$4,000.00	\$2,500.00
5731 - Equipment Purchases	\$1,500.00	\$750.00	\$0.00
5751 - Contracted Services	\$12,871.00	\$13,300.00	\$13,500.00
5761 - Furnishings	\$3,000.00	\$4,300.00	\$2,000.00
5771 - Supplies	\$1,700.00	\$750.00	\$750.00
5781 - Electricity	\$7,000.00	\$5,000.00	\$7,700.00
5783 - Gas	\$6,500.00	\$4,000.00	\$3,000.00
5785 - Water & Sewer	\$2,800.00	\$2,500.00	\$2,500.00
5790 - Grounds Maintenance	\$4,000.00	\$4,000.00	\$3,000.00

Total Facilities Expenses

\$43,371.00 \$38,600.00 \$34,950.00

Office Services

5811 - Audit	\$5,000.00	\$5,000.00	\$4,900.00
5821 - Computer Expenses	\$3,500.00	\$3,500.00	\$3,000.00
5831 - Copying expenses	\$3,000.00	\$3,200.00	\$3,000.00
5841 - Office Supplies	\$3,000.00	\$3,000.00	\$2,500.00
5851 - Office Equipment Purchases	\$1,000.00	\$1,000.00	\$500.00
5861 - Postage	\$700.00	\$600.00	\$600.00
5871 - Telephone	\$6,000.00	\$5,000.00	\$6,000.00
5891 - Miscellaneous Expense	\$2,000.00	\$1,500.00	\$500.00

Total Office Services

\$24,200.00 \$22,800.00 \$21,000.00

Organizational Expenses			
5911 - Clergy Car Expense	\$3,000.00	\$3,000.00	\$2,500.00
5921 - Continuing Education	\$3,200.00	\$3,200.00	\$3,200.00
5931 - Convention & Travel	\$3,000.00	\$3,000.00	\$1,500.00
5941 - Ministering to New Members	\$0.00	\$300.00	\$300.00
5961 - Publications	\$750.00	\$750.00	\$1,000.00
5971 - Communications	\$2,000.00	\$2,000.00	\$1,000.00
5981 - Stewardship	\$1,200.00	\$1,000.00	\$1,500.00
5999 - Vestry	\$1,000.00	\$2,000.00	\$1,000.00
Total Organizational Expenses	\$14,150.00	\$15,250.00	\$12,000.00
Total Operating Expenses	\$345,115.17	\$347,962.88	\$341,434.00
Total Work Within Congregation	\$361,515.17	\$362,612.88	\$353,584.00
Total Expenses	\$404,524.17	\$404,148.38	\$381,084.00
Net Total	(\$10,024.17)	(\$19,548.38)	(\$20,684.00)
	Actuals	(\$7,774.88)	
Other Expenses			
7311 - Sabbatical Reserve Provision	\$600.00	\$600.00	\$600.00
7xxx - Debt Service Provision			\$5,000.00
Total Other Expenses	\$600.00	\$600.00	\$5,600.00

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5785 - Water & Sewer	\$2,800.00	\$2,500.00	\$2,500.00
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Total Facilities Expenses

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Office Services

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5841 - Office Supplies	\$3,000.00	\$3,000.00	\$2,500.00
5851 - Office Equipment Purchases	\$1,000.00	\$1,000.00	\$500.00
5861 - Postage	\$700.00	\$600.00	\$600.00
5871 - Telephone	\$6,000.00	\$5,000.00	\$6,000.00
5891 - Miscellaneous Expense	\$2,000.00	\$1,500.00	\$500.00

Total Office Services

\$24,200.00 \$22,800.00 \$21,000.00

Organizational Expenses			
5911 - Clergy Car Expense	\$3,000.00	\$3,000.00	\$2,500.00
5921 - Continuing Education	\$3,200.00	\$3,200.00	\$3,200.00
5931 - Convention & Travel	\$3,000.00	\$3,000.00	\$1,500.00
5941 - Ministering to New Members	\$0.00	\$300.00	\$300.00
5961 - Publications	\$750.00	\$750.00	\$1,000.00
5971 - Communications	\$2,000.00	\$2,000.00	\$1,000.00
5981 - Stewardship	\$1,200.00	\$1,000.00	\$1,500.00
5999 - Vestry	\$1,000.00	\$2,000.00	\$1,000.00
Total Organizational Expenses	\$14,150.00	\$15,250.00	\$12,000.00
Total Operating Expenses	\$345,115.17	\$347,962.88	\$341,434.00
Total Work Within Congregation	\$361,515.17	\$362,612.88	\$353,584.00
Total Expenses	\$404,524.17	\$404,148.38	\$381,084.00
Net Total	(\$10,024.17)	(\$19,548.38)	(\$20,684.00)
	Actuals	(\$7,774.88)	
Other Expenses			
7311 - Sabbatical Reserve Provision	\$600.00	\$600.00	\$600.00
7xxx - Debt Service Provision			\$5,000.00
Total Other Expenses	\$600.00	\$600.00	\$5,600.00

DIRECTOR'S REPORT TO CAC BOAD

DEC.-JAN. 2012

Betty Carpenter

The past month was an extremely busy one and truly a reflection of the mission of CAC. We provided Christmas hams and groceries for 65 families representing over 250 people. Additionally we provided funding to Project Noel and enabled this organization to deliver an additional 50 boxes of groceries to families. In December we used the Dental Fund for an elderly client and are currently working with a local dentist on a long term plan for another client. Prior to the holidays, a small short-term loan was made to a client recovering from surgery and it has been repaid in full. The majority of CAC requests are for help with utilities. We assisted 22 client families with utilities. A long term plan to educate our clients about energy savings would be beneficial to the clients and to CAC. We continue to post the phone number for energy assistance and several clients have reported they are currently receiving help as a result of the information we provided them.

I recently learned that we will have a Canale Intern for the upcoming semester. I plan to meet with her this week to outline the work she will be doing.

I am currently lining up volunteers to pick up a large food order from Second Harvest and volunteers to unload and re-stock the shelves.

We expect to receive funding from Community Chest, Dandridge Trust of the Diocese of Tennessee, Sewanee Utility District and United Way's Emergency Food and Shelter Fund.

The phone service continues to be a major problem

CAC SERVICES PROVIDED

1. 400+ individuals provided with groceries
2. 22 client families received help with utilities
3. Provided dental assistance for 2 clients
Continuing to assist one client
4. One loan made and repaid. one loan request pending