

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

MINUTES OF THE VESTRY  
Otey Memorial Parish Church  
April 18, 2013, 6:30 PM  
Brooks Hall

Present: Joe Ballard, Rector; Ann Millar, Sr. Warden; Roy Millar, Treasurer; Steve Blount; Alex Bruce; Karen Keele; Carol Sampson; Theresa Shackelford; Beth Wiley, Clerk

Absent: Amy Burns, Jr. Warden; Pratt Paterson; Dave Spaulding

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

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

Beth read the most recent adjustment to the minutes, a change in the last sentence under the Focus Group ‘Otey Care’ to read, “Otey Care team members may begin making individual requests to fill the position soon.” *Carol moved that the minutes be accepted as amended. Alex seconded the motion and it carried.*

#### RECTOR’S REPORT

Joe reminded everyone to bring their servant-leadership towel (presented to all Vestry members last month) to future Vestry meetings as a tangible reminder of our collective purpose.

He then gave everyone a recap of Holy Week activities, including attendance at all services.

	<i>Palm Sunday</i>	<i>Monday in Holy Week</i>	<i>Tuesday in Holy Week</i>	<i>Wednesday in Holy Week</i>	<i>Maundy Thursday</i>	<i>Good Friday</i>	<i>Easter</i>
2012	182	12	13	9	46	20	262
2013	155	10	8	11	42	26	340

Last year he considered not holding Monday, Tuesday, and Wednesday services this year due to low attendance. Attendance dropped even further this year, so he will have to reconsider the same for next year. Carol suggested tabling the decision until sometime in the winter and Joe agreed.

Joe will be on vacation next week. JoAnn Barker has agreed to serve in his place as “supply clergy” and will handle pastoral care as well.

Joe next commented on the Clergy Colloquium he attended earlier in the week stating that the keynote address was quite good. He also thanked everyone for helping to make the Bishop’s visit two weeks ago a successful one. Bishop Bauerschmidt confirmed/received 9 new members. There are three remaining confirmation classes to be held during the Sunday School hour.

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

Ann asked for questions on her report. Carol asked her to explain the photos of Vestry members project mentioned. Ann explained that she, Pratt & Frieda had all attended a workshop on Parish marketing recently. One workshop suggestion was to have photos of Vestry members in action

(not posed head shots) on our website. Vestry members are welcome to send any digital photos they already have to Frieda; someone will also attempt to collect new ones over time.

Ann distributed Church Planning Inventory surveys to all members and asked everyone to complete them and return them to Frieda by April 24. This survey and its various versions were also highlighted in the marketing workshop. We may want to consider using the survey Parish-wide in order to plan for the future after our Parish House is complete. In the meantime, Vestry responses will be tabulated for possible discussion at our May 5 workday.

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

There were no questions on Amy's report in her absence.

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

Roy noted that we are ¼ of the way through the fiscal year, so 25% in the “percent of budget used” column is a good benchmark for our current position. The only anomalies showing were discussed last month. Karen asked what line 5211 “Work in the Congregation” includes. Roy responded that this line is for things like entertainment in the Rector's home, etc.

Roy mentioned we had received a follow-up letter from Cargill and their opinion was that we are in a good place with regard to pledge fulfillment for the capital campaign to date. We are around 59%. Invoices are coming in for RVC subcontracts on our Parish House. RVC reviews these and validates them for us first, then we make payment. We have not yet received an invoice from RVC for work they have done on the Parish House.

Roy stated we just received RVC's bill today for work done on Brook's Hall. This bill was less than \$2000, leaving a remainder of around \$8000 in the Brook's Hall repair restricted account. Theresa asked if the \$8000 left in this restricted account could be moved back into the budget to cover some of our shortfall. Ann responded that the buildings committee will first have to determine if it is needed for anything else. They might then make a recommendation to the Vestry to do this if they feel the funds will not be needed in the near future for Brooks.

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

*Construction Committee, Alex Bruce [Attachment]* – Alex noted that since his report was written, the committee has discussed Marchetti's request to begin a dialog about additional payment, Item 4, letter D. The committee has discussed a variety of logical arguments about why we shouldn't have to pay this additional fee. No decisions have been made, but the tenor of all discussions to date is that there is no inclination to entertain this request. When questioned on the reasoning for the request, Roy explained that they seem to have built 3 visits per month into their original pricing.

Karen asked if we ever got the Dandridge Trust grant for the elevator. Joe responded that the announcement that we had received it at Convention was a mistake. We had received a letter the week prior to Convention notifying us that we had not gotten the grant for the elevator, but rather the CAC & Folks at Home had each received a smaller grant.

Steve thanked Ann for the weekly construction updates printed in the bulletin and in Frieda's weekly all-parish email. Everyone agreed that these have been appreciated by many. Theresa asked if the exterior walls of the existing structure will ever be removed. Roy responded that after all of the concrete is poured, the shingles will be removed and some reconfiguring of interior walls will begin, but the exterior walls will remain. This was a decision based on cost. The original foundation and existing floors will be used as well. The foundation & walls were determined to be structurally sound.

Joe added that in addition to the cost issue, this course of action was also determined to be more "green", a great concern to many parishioners. Most of the original stone will also be re-used. Carol suggested that weekly reports highlight the items being re-used and Ann agreed that this is a good suggestion. Alex suggested that our May 4 workday include a tour of the building if possible. Ann agreed to check on this.

*Newcomers, Carol Sampson [Attachment]* – Carol mentioned that it will take a while to prepare the newcomer bags outlined in her report. She hopes to have them ready by the middle of July. She asked everyone who has a book title to include on her suggested readings list to get these to her. A lively discussion ensued. Theresa suggested that this book list might turn prospective parishioners off if they aren't books these individuals could appreciate. Alex suggested tag lines such as, "If you are interested in "x", this book is for you" or adding the suggested books to our shelf in Brooks Hall and noting their location (for borrowing) on the list. He also noted that we need to be cognizant of the difference in newcomers to Otey as opposed to newcomers to the Episcopal faith. Karen suggested looking at our typical newcomer clientele to try to meet their needs; we do get a lot of seminarians. Ann added that we also sometimes get visitors who haven't been to church in many years. Joe added that we will have a place for a nice, new tract rack in the new Parish House when it is finished. He asked Carol to consider all feedback in her final decision about what to include in the bags.

*Otey Care, Karen Keele [Attachment]* - No questions.

*CAC, Dave Spaulding [Attachment]* – No questions. Joe highlighted the success of the Sorority powder puff football game benefit along with the success of Otey's team.

*Youth Ministry, Theresa [Attachment]* – Alex asked if there are any projects or trips planned for the summer. Theresa responded that to her knowledge there are none planned yet due to the cost of travel, but the group will be holding a brain-storming session on April 21 to solidify plans.

*Christian Education, Theresa [Attachment]* – No questions. Joe added that Robin is already talking to seminary folks about Godly Play to fill in some teaching slots for next year. Also, Safeguarding God's Children training is a priority for the fall so as to include those who will be working with our youth program.

## NEW BUSINESS

None identified.

## OLD BUSINESS

All Action Items were reviewed. The “Distribute Opportunity Plan Fund Process (Bishop Otey Society)” item will be deleted as everything has been turned over to the Bishop Otey Society to be handled.

The list of focus areas with contact persons requested was included in the Otey Directory published for Easter Sunday, so it is now complete.

Karen needs help with facts & figures for the Wofford’s certificate. Ann agreed to help obtain these, perhaps with the assistance of Peggy Peterson who has also been very involved in the event for some years.

Alex printed a couple of exterior site drawings and left those with Frieda. He didn’t think print services could do anything with the electronic file he had. Ann suggested Drew might have a better version or might be able to ask the architects for one. Alex will forward this request to Drew.

At 8:10 Alex moved that the meeting be adjourned. Theresa seconded the motion. 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
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, Ann & Peggy Peterson
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; obtain a better copy of the latest drawings from Drew or architects.	Alex
Schedule a tour of Parish House for Vestry Workday	Ann

**Senior Warden's Report**  
for the April 18, 2013 Vestry Meeting

Church Marketing: Pratt, Frieda and I attended a workshop on this topic at the seminary on Friday, April 5. It was excellent, prompting lots of thoughts on new efforts we can try and how we can improve the ways we do some things we are already doing.

We need to do a better job of maintaining our website and using it to convey information to the parish. We should use links to pages of the website instead of repeating information that can and should be posted on the website.

Photos of vestry members, staff and other parish leaders should be posted. These photos and all others should show people doing things not simply portraits.

Stewardship: Amy, Roy, Joe, Bobbye and I attended a Diocesan Stewardship Workshop on Saturday, April 13. There were good ideas reinforced or introduced to me by the workshop leader Mary MacGregor from the Diocese of Texas.

Our parish needs a stewardship education program.

We must set up a means of accepting payments to the church online by credit card as soon as possible, certainly before the next annual giving campaign.

I have sent complete notes from both workshops to the other attendees and will share our compiled ideas next month or at our workday on May 5.

Payroll Task Force: We have computed the estimated debt service numbers that we will be required to include in our budget for the next 5 or more years. We are working on detailed task lists for each staff position to better align pay with estimated time worked and responsibilities.

May 5 Vestry Workday: Plans are still being discussed. I hope we can announce some details by the vestry meeting Thursday evening.

Jr. Warden's Report  
APRIL 2013

Otey Buildings

The annual Facilities budget is \$34,950; March ytd actuals are tracking 21% of annual 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.

Capital Campaign Follow-up Committee

The capital campaign reports \$560,651 pledges collected (59% of total pledged amount, \$955,600). Total gifts and pledges are \$1,237,764 of which \$842,815 is cash.

The Follow-up Committee needs to follow up with newcomers and others in the community who may not have given to our campaign. We are considering hosting a group to raise their awareness of our campaign.

Payroll Task Force

The task force met again in March and received budget projections for the next five years which incorporated the debt service payments on the loan for the new Parish House. We are continuing to analyze better efficiencies for the tasks of the staff.

Stewardship Workshop

A workshop sponsored by the Diocese of Tennessee in Murfreesboro on April 13, 2013, was very helpful in bringing about a better understanding of stewardship and best practices of successful annual stewardship campaigns. I am hopeful that we can incorporate some of the things we learned into the Otey 2014 campaign. Things like how to staff the Stewardship committee, proportional giving, marketing tools on the web, etc. were shared and discussed among several participants from various parishes in the diocese. It was interesting to hear the do's and don't of stewardship campaigns.

**Otey Memorial Parish**  
**Analysis of Revenues & Expenses / Vestry Format**  
**Fund: Otey Church General Fund**  
**January to March 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	\$920.31	\$316.99	\$1,912.32	\$1,562.82	23.90 %	\$8,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$444.16)	\$0.00	(\$444.16)	0.00 %	(\$2,000.00)
4131 - Pledge Payments	\$23,328.00	\$22,864.33	\$82,810.00	\$81,561.11	26.94 %	\$307,400.00
4151 - Non-Pledge Gifts	\$1,150.00	\$211.82	\$4,449.00	\$3,903.39	14.35 %	\$31,000.00
4191 - Other Outside Support Revenues	\$1,666.40	\$1,293.40	\$4,756.20	\$4,267.17	29.73 %	\$16,000.00
<b>Total Support From Outside Sources</b>	<u>\$27,064.71</u>	<u>\$24,242.38</u>	<u>\$93,927.52</u>	<u>\$90,850.33</u>	<u>26.06 %</u>	<u>\$360,400.00</u>
<b>Support From Internal Sources</b>						
4511 - Checking Account Interest	\$3.38	\$0.00	\$3.38	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$0.29	\$0.00	\$0.84	\$0.00	0.00 %	\$0.00
<b>Total Support From Internal Sources</b>	<u>\$3.67</u>	<u>\$0.00</u>	<u>\$4.22</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
<b>Total Revenues</b>	<u><u>\$27,068.38</u></u>	<u><u>\$24,242.38</u></u>	<u><u>\$93,931.74</u></u>	<u><u>\$90,850.33</u></u>	<u><u>26.06 %</u></u>	<u><u>\$360,400.00</u></u>
<b>Expenses</b>						
<b>Work Outside Congregation</b>						
5111 - Diocesan Assessment	\$2,083.00	\$2,083.33	\$6,249.00	\$6,249.99	25.00 %	\$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	\$249.99	43.16 %	\$1,000.00
<b>Total Work Outside Congregation</b>	<u>\$2,083.00</u>	<u>\$2,166.66</u>	<u>\$6,680.57</u>	<u>\$6,499.98</u>	<u>24.29 %</u>	<u>\$27,500.00</u>
<b>Work Within Congregation</b>						
5211 - Work Within Congregation	\$0.00	\$41.67	\$273.98	\$125.01	54.80 %	\$500.00
<b>Programs</b>						
<b>Christian Education</b>						
5311 - Christian Education	\$86.96	\$148.23	\$287.15	\$582.91	19.14 %	\$1,500.00
5317 - Discernment	\$0.00	\$16.67	\$0.00	\$50.01	0.00 %	\$200.00
<b>Total Christian Education</b>	<u>\$86.96</u>	<u>\$164.90</u>	<u>\$287.15</u>	<u>\$632.92</u>	<u>16.89 %</u>	<u>\$1,700.00</u>
<b>Parish Life</b>						
5331 - Parish Life	\$65.31	\$119.51	\$142.56	\$222.27	14.26 %	\$1,000.00
<b>Total Parish Life</b>	<u>\$65.31</u>	<u>\$119.51</u>	<u>\$142.56</u>	<u>\$222.27</u>	<u>14.26 %</u>	<u>\$1,000.00</u>
<b>Worship</b>						
5351 - Altar Supplies	\$21.05	\$174.73	\$616.63	\$281.19	68.51 %	\$900.00
5353 - Communion Prep. & Confirmation	\$0.00	\$200.00	\$0.00	\$200.00	0.00 %	\$200.00
5355 - Music	\$69.96	\$322.14	\$162.29	\$567.99	16.23 %	\$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	\$600.00	\$0.00	\$600.00	\$0.00	33.33 %	\$1,800.00
5398 - Pastoral Care	\$0.00	\$0.00	\$25.00	\$0.00	3.33 %	\$750.00
<b>Total Worship</b>	<u>\$691.01</u>	<u>\$696.87</u>	<u>\$1,403.92</u>	<u>\$1,049.18</u>	<u>28.36 %</u>	<u>\$4,950.00</u>
<b>Youth</b>						

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5371 - Youth Ministry	\$58.91	\$458.18	\$276.73	\$959.24	9.22 %	\$3,000.00
<b>Total Youth</b>	<b>\$58.91</b>	<b>\$458.18</b>	<b>\$276.73</b>	<b>\$959.24</b>	<b>9.22 %</b>	<b>\$3,000.00</b>
<b>Total Programs</b>	<b>\$902.19</b>	<b>\$1,439.46</b>	<b>\$2,110.36</b>	<b>\$2,863.61</b>	<b>19.82 %</b>	<b>\$10,650.00</b>
<b>Operating Expenses</b>						
<b>Salaries &amp; Wages</b>						
5411 - Clergy	\$4,780.92	\$4,780.92	\$14,342.75	\$14,342.76	25.00 %	\$57,371.00
5413 - Seminarian	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$500.00
5415 - Supply Clergy	\$150.00	\$0.00	\$450.00	\$461.54	22.50 %	\$2,000.00
5421 - Youth Minister	\$1,485.42	\$1,464.26	\$4,456.25	\$4,392.78	25.00 %	\$17,825.00
5431 - Organ & Choir	\$686.67	\$686.67	\$2,060.00	\$2,060.01	25.00 %	\$8,240.00
5432 - Supply Organ	\$150.00	\$50.00	\$150.00	\$150.00	25.00 %	\$600.00
5451 - Child Care	\$297.42	\$471.89	\$932.32	\$1,442.01	18.65 %	\$5,000.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$3,105.50	\$3,105.51	25.00 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$4,250.01	\$4,250.01	25.00 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$8,000.01	\$8,000.01	25.00 %	\$32,000.00
5486 - Financial Staff	\$1,048.00	\$1,048.00	\$3,144.00	\$3,144.00	25.00 %	\$12,576.00
5493 - Otey Notes	\$266.67	\$266.67	\$800.01	\$800.01	25.00 %	\$3,200.00
<b>Total Salaries &amp; Wages</b>	<b>\$13,983.61</b>	<b>\$13,886.92</b>	<b>\$41,690.85</b>	<b>\$42,148.64</b>	<b>24.71 %</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	\$1,182.11	\$1,183.33	\$3,703.83	\$3,549.99	26.08 %	\$14,200.00
5526 - Clergy Housing & Utility Allow.	\$2,534.66	\$2,500.00	\$7,603.98	\$7,500.00	25.35 %	\$30,000.00
5531 - Clergy - SECA Payments	\$567.10	\$583.33	\$1,701.30	\$1,749.99	24.30 %	\$7,000.00
5551 - Staff Payroll Taxes	\$681.06	\$691.67	\$2,046.24	\$2,075.01	24.65 %	\$8,300.00
5561 - Staff Pension	\$0.00	\$416.67	\$0.00	\$1,250.01	0.00 %	\$5,000.00
5571 - Staff Insurance	\$1,064.80	\$691.67	\$3,194.40	\$2,075.01	38.49 %	\$8,300.00
<b>Total Employee Benefits</b>	<b>\$6,029.73</b>	<b>\$6,066.67</b>	<b>\$18,249.75</b>	<b>\$22,306.57</b>	<b>20.38 %</b>	<b>\$89,550.00</b>
<b>Insurance</b>						
5611 - Property & Liability Insurance	\$2,278.00	\$0.00	\$2,278.00	\$0.00	35.05 %	\$6,500.00
5631 - Workers Compensation	\$0.00	\$0.00	\$0.00	(\$58.94)	0.00 %	\$2,000.00
<b>Total Insurance</b>	<b>\$2,278.00</b>	<b>\$0.00</b>	<b>\$2,278.00</b>	<b>(\$58.94)</b>	<b>26.80 %</b>	<b>\$8,500.00</b>
<b>Facilities Expenses</b>						
5711 - Repairs & Maintenance	\$3.09	\$208.33	\$63.64	\$624.99	2.55 %	\$2,500.00
5751 - Contracted Services	\$1,161.00	\$1,674.43	\$2,937.00	\$3,573.71	21.76 %	\$13,500.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$500.01	0.00 %	\$2,000.00
5771 - Supplies	\$0.00	\$73.70	\$108.67	\$249.30	14.49 %	\$750.00
5781 - Electricity	\$582.56	\$677.71	\$1,419.47	\$2,352.79	18.43 %	\$7,700.00
5783 - Gas	\$386.16	\$318.79	\$1,270.46	\$1,862.79	42.35 %	\$3,000.00
5785 - Water & Sewer	\$179.70	\$172.03	\$311.69	\$631.90	12.47 %	\$2,500.00



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5790 - Grounds Maintenance	\$800.00	\$0.00	\$1,075.00	\$0.00	35.83 %	\$3,000.00
<b>Total Facilities Expenses</b>	<u>\$3,112.51</u>	<u>\$3,291.66</u>	<u>\$7,185.93</u>	<u>\$9,795.49</u>	20.56 %	<u>\$34,950.00</u>
<b>Office Services</b>						
5811 - Audit	\$0.00	\$0.00	\$0.00	\$0.00	0.00 %	\$4,900.00
5821 - Computer Expenses	\$259.48	\$250.00	\$616.98	\$750.00	20.57 %	\$3,000.00
5831 - Copying expenses	\$269.44	\$250.00	\$779.94	\$750.00	26.00 %	\$3,000.00
5841 - Office Supplies	\$82.96	\$208.33	\$283.82	\$624.99	11.35 %	\$2,500.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$24.00	\$125.01	4.80 %	\$500.00
5861 - Postage	\$14.10	\$0.00	\$127.74	\$49.48	21.29 %	\$600.00
5871 - Telephone	\$569.01	\$500.00	\$1,246.46	\$1,500.00	20.77 %	\$6,000.00
5891 - Miscellaneous Expense	(\$29.30)	\$41.67	\$56.69	\$125.01	11.34 %	\$500.00
<b>Total Office Services</b>	<u>\$1,165.69</u>	<u>\$1,291.67</u>	<u>\$3,135.63</u>	<u>\$3,924.49</u>	14.93 %	<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	\$590.00	\$0.00	\$590.00	\$0.00	29.50 %	\$2,000.00
5931 - Convention & Travel	\$0.00	\$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	\$350.45	\$83.33	\$454.85	\$249.99	45.48 %	\$1,000.00
5981 - Stewardship	\$0.00	\$0.00	\$0.00	\$134.46	0.00 %	\$1,500.00
5991 - Public Relations & Promotions	\$348.52	\$0.00	\$348.52	\$0.00	0.00 %	\$0.00
5999 - Vestry	\$0.00	\$195.47	\$287.98	\$345.90	28.80 %	\$1,000.00
<b>Total Organizational Expenses</b>	<u>\$1,288.97</u>	<u>\$278.80</u>	<u>\$2,703.86</u>	<u>\$2,230.35</u>	25.04 %	<u>\$10,800.00</u>
<b>Total Operating Expenses</b>	<u>\$27,858.51</u>	<u>\$24,815.72</u>	<u>\$75,244.02</u>	<u>\$80,346.60</u>	22.56 %	<u>\$333,534.00</u>
<b>Total Work Within Congregation</b>	<u>\$28,760.70</u>	<u>\$26,296.85</u>	<u>\$77,628.36</u>	<u>\$83,335.22</u>	22.52 %	<u>\$344,684.00</u>
<b>Total Expenses</b>	<u>\$30,843.70</u>	<u>\$28,463.51</u>	<u>\$84,308.93</u>	<u>\$89,835.20</u>	22.65 %	<u>\$372,184.00</u>
<b>Net Total</b>	(\$3,775.32)	(\$4,221.13)	\$9,622.81	\$1,015.13	0.00 %	(\$11,784.00)
<b>Other Expenses</b>						
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	\$1,250.01	0.00 %	\$5,000.00
<b>Total Other Expenses</b>	<u>\$0.00</u>	<u>\$416.67</u>	<u>\$0.00</u>	<u>\$1,250.01</u>	0.00 %	<u>\$5,600.00</u>
<b>Net Operating Total</b>	(\$3,775.32)	(\$4,637.80)	\$9,622.81	(\$234.88)	0.00 %	(\$17,384.00)

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

**Report Date: April 18, 2012**

	<b>Amounts</b>
<b>Investments:</b>	
Vanguard	\$1,023,073
Episcopal Endowment Corp.	\$114,840
Regions	\$15,801
First Tennessee	<u>\$50,000</u>
	<b>Total</b>
	<b>\$1,203,715</b>
<b>Restricted Accounts/Committed: (balance)</b>	
Phase II Construction	\$698,350 *
Brooks Hall Repair	\$10,007
Memorials	\$11,303
Sabbatical Reserve	\$14,100
CAC	\$8,442
Other	<u>\$1,850</u>
	<b>Total*</b>
	<b>\$744,052</b>

**Capital Campaign Pledge Payments and Gifts: \$842,815\***

**Expenses - Phase II Design/Construction - To Date: \$144,465\***

**Regions Checking account as of April 16th = \$82,887**

Construction Committee Report  
April 2013  
Alex Bruce

1. Drew Sampson reported that at its April 4 meeting, the committee decided to make a change in the design of the children's area:

The agreed-upon solution (including Larry Sims, Director of Children's center) was to eliminate the "cubbies" (designed and included in the estimate), for the Children Center and go ahead and add the expense of sheet-rocking most all of downstairs.

- o Eliminating cubbies: savings of \$15,300
  - o Expense of sheetrock/insulation: \$7,500
  - o Net savings to Otey: \$7,800.
2. Drew and Mickey Suarez assisted the cleaning/preparation efforts by pressure-washing some areas in the basement.
  3. Drew also reports that as of April 10, "Most of the excavation work is done downstairs and, by Vestry meeting, most of the elevator shaft (reinforced concrete / fire rated) will be complete and plumbing lines in ground. Next will be pouring and floating downstairs floor and begin framing. My understanding is that at that point they can begin work on the new structure."
  4. Finally, Drew shared some Q&A with the architects about site visits. Answers provided by Rob McKelvey.

- A. Does the contract, include in its cost, reviewing of submittals and/or shop drawings of all the various subs? If so, should we get them to you ASAP?

Answer: yes submittals are included in the original contract. We are in process of reviewing submittals we have already received.

- B. Are the number of site visits/reviews in the contract included in the basic cost? Have we paid you for them already? If so, is there a provision for cost adjustments for more or less "visits"?

- C. What does the contract call for in the event of additional (ie unseen) visits? Did the visit with the structural engineer result in additional cost?

- D. Where are we on payment to you and what additional architectural cost should we anticipate for the remainder of the job?

Answer to B, C, D: there are a maximum of 24 site visits included in the base contract - which includes visits for our consultants. A total of 3 visits have been performed to date. These are part of the construction phase services listed in our agreement. Our services for this phase include site visits, reviewing shop drawing and submittals,

answering requests for more information and addressing unforeseen issues as they arise. The fee for this phase is 10% of the total fee which is approximately \$17,000. This fee is billed in proportion to services rendered.

The only caveat with this is that our original fee was based on an 8-month construction duration. RVC has stated that their estimated duration is 12 months - which is considerably longer than originally planned with American Construction. Mike and I would like to start a dialog with you about making an appropriate adjustment up to \$25,500 for our construction phase fee to account for a schedule that is 50% longer than anticipated.

## **CAC REPORT TO THE BOARD APRIL 2013**

**Things continue to go well at CAC. Over the past month :**

**Ordered and are in the process of distributing  
4,167 pounds of food from Second Harvest**

**Received from Boy Scouts 300 pounds of additional can goods**

**Opened the office on a Saturday to provide fresh fruit and vegetables for our clients  
obtained from perishable food route of Second Harvest**

**TKP held Powder Puff Football game benefit CAC**

**Provided seed money for a start-up business for a client in partnership with St.  
Mary's**

**Had opportunity to speak at a TKP meeting to explain how CAC works and  
distribute "10 ways to Fight Poverty in Sewanee" to all members**

**Collected on pantry Sunday: 376 rolls of toilet paper  
27 rolls of paper towels and additional paper goods**

**Assistance to clients:**

**Electricity- 21 households**

**Water- 8 households**

**Gas-2 households**

**CAC has involved approximately 75 volunteers this past  
month**

**Submitted by,  
Betty Carpenter**

DATE: April 15, 2013  
FROM: Robin A. Reed  
TO: Theresa Shackelford  
RE: Vestry Update

Theresa:

Here is an update on the Christian Formation Committee's work.

- 1) Robert Black has joined the Christian Formation Committee(CFC) and will replace Jay Williams who had to resign due to work overload. I have asked Amy Patterson to consider joining us and await her decision. (She will be replacing Betty Carpenter who resigned after taking the CAC interim position).
- 2) The Easter Semester is quickly coming to a close. Adult and Youth Sunday school has focused on four programs, Journeying with Luke, Handel's Messiah for Lent, and End of Life Issues. A combined group of leaders, including Paul Holloway, Chris Bryan, Pam Cochran, and myself, participated in Luke. JoAnn Barker led Handel: Part II. Bob Burns and Zell Hoole will anchor the current "End of Life Issues." Fr. Joe and Betty Carpenter have done a very successful Confirmation Class with 9 being confirmed or received. Pete Trenchi has faithfully led the Lectionary Class each Sunday. Children's Sunday School has been anchored by a very able and creative group of teachers: Nicole Noffziger-Frazier and Jeff Frazier, Barbara Prunty, Peggy Peterson, Beth Charlton and Ashley Block, and Kana and Michael Goldsmith.
- 3) The Bible Challenge is a program in which participants read the entire Bible in a year and are guided each day by a meditation. Two groups were formed and began in Lent. These groups totaled about 20 people. There is one group that has chosen to continue reading. This group meets on Sundays at 4:00 PM and is composed of 4-6 people. We may consider encouraging people to join the group at any time.
- 4) Looking Ahead for Sunday School: We have three official days of Sunday School remaining (Sunday April 21 and 28 and May 5). On April 28, the CFC will sponsor a Reception for the Sunday School Teachers after the second service. We plan to have cake and ice cream. May 5th, the children will be making thank you cards for their teachers in Godly Play. May 5th we may look at having a gathering for adults to talk about their interests for Sunday School in the 2013-2014 year.

5) Special events: Sunday, March 31st we had over 30 children participating in the Easter Egg Hunt (The Eggstravaganza). Organized by Jill Mollica and Kelly Black and their families, we had over 15 adults and youth involved in leading this event. Fun was had by all!! Next year we are considering adding an “Easter bonnet and Easter bow tie” competition.

Sunday, April 7th was Bishop John Bauerschmidt’s annual visit. He led an Adult Sunday School class in the church during the Sunday School hour and discussed activity in the Diocese.

Sunday, May 26th the CFC will be organizing a trip to the Chattanooga Lookouts’ baseball game. We have arranged to have Fr. Joe throw out the first pitch as he did several years ago. We will have sign-ups for tickets available in a week.

6) Vacation Bible School is on the horizon. I will be able to attend Thursday-Friday of the week. Tentative dates are July 22-26 but will be confirmed. I will need support (adult and youth) to represent Otey Parish. We will be receiving more information in the next few weeks.

Respectfully submitted,

*Robin*