

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for December 13, 2018
5:30 pm
Home of Shelley & Ward Cammack

- I. Opening Prayer
- II. Minutes from the November meeting
- III. Proposed 2019 Budget
- IV. Consideration of proposal for bell tower repairs
- V. Election of Delegates and Alternates to Diocesan Convention
- VI. Closing Prayer

Otey Parish Vestry

Meeting Minutes 11/15/18

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

Opening

The regular meeting of the Otey Parish Vestry was called to order at 5:30pm on 11/15/18 in Claiborne Parish House by The Rev. Rob Lamborn.

Present

The Rev. Rob Lamborn, , Gary Sturgis (CAC), Julie Elrod (Clerk), Tim Graham (Finance), Lisa Howick (Univ. Community Relations), Brad Bates (University Seminarian), Shelley Cammack (Christian Formation), Rachel Suarez (Junior Warden), Barbara Prunty (Senior Warden), and Lee Stapleton (Pastoral Care)

Absent

Kathy Solomon (Treasurer), The Rev. Betty Carpenter (Community Action Committee) Claudia Porter (Parish Life) David Burnett (Stewardship)

I. Opening Devotions

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

II. Minutes from 10/17/18 Meeting

Corrections were noted for the 10/17/18 meeting minutes, to be amended by Julie Elrod and submitted to the parish administrator before the next meeting. A motion to accept the minutes of the October meeting as amended was made by Barbara Prunty, seconded by Lisa Howick and unanimously approved.

III. New Business

BUILDING AND GROUNDS COMMITTEE

Joseph Sumpter gave a special report regarding the bell tower of the church. He submitted a written report attached to these minutes. Pictures were submitted to show the tremendous amount of water coming in through the siding of the tower. Joseph explained that there would be a discount on top of their rate for non-profit agencies and that there would be no hard feelings if Otey decides to bid this out further. He presented two fixed cost options detailed in the report. Joseph also noted other pieces of the project that need a bid including a lightening protection system and future rose window needs. The vestry asked several questions including a time estimate for the work (~8 weeks), time of year (end of summer), and a life expectancy of the full \$56,116.60 option (~30 years). Rob explained that this is for informational purposes at this point and that we would need a recommendation from the buildings and grounds committee on how to proceed and from

the financial committee for a plan for financing. Rob asked the vestry if they wanted to entertain other bids with a unanimous “no”.

Doors update: Rachel reported that Windows of the World said they could not do anything until next summer; John Corbett quoted ~\$5,000; Steve Winnie said light sanding and refinishing ~\$700 and would wait until ~April; Bruce Baird said he will do the church doors and reinstall 11/16/18. The stained glass window metal bar fasteners have withered away with Mike Coffee to refasten them without charge.

IV. Reports

NOMINATING COMMITTEE

Barbara Prunty reported three nominations for new members: Sue Moseley, Karen Merideth, and Susan Holmes.

PARISH LIFE

Gary Sturgis reported for Claudia. There was also a Parish Life report submitted (attached to these minutes). Parish Life would like to purchase a warming oven ~\$869. This would benefit all large events and rentals. Gary moved to approve parish life designate restricted funds (not to exceed \$1000) from 5531-line item of the Statement of Activities through 9/30/18. This was seconded by Rachel Suarez and unanimously approved. Parish life also revisited the bereavement reception menu to alter some items towards seasonal fruits and suggested local catering vendors to be listed on the form (vs. food suggestions) so that families can decide this themselves.

FINANCE COMMITTEE

Rob Lamborn presented the Pledge Report 11/12/18 (attached to these minutes). Tim Graham reported for Kathy Solomon along with a submitted Treasurer’s Report (attached to these minutes). Tim noted that we need to follow up on the Statement of Activities 9/30/18 Facilities Expenses “Contracted Services” line item 5751 to see why there was a large increase. Overall he explained we are in a good position even though it looks tight and that this is a working draft. Shelley asks if 5871-line item “telephone through charter should be labeled “telephone/internet” – all agree.

Kathy and Tim met with Pete Stringer of First TN Bank. They talked about options to detail further in December 2018 including the following two options: a mortgage-type loan with no prepay penalty; opening a line of credit. It will be up to next year’s vestry to decide on either or both. They will come back to us with a proposal.

Summary of Cash Position: Tim recommended we keep our eye on the Net Unrestricted Liquid Assets which are below our target range (expected with our payment towards the loan).

Tim distributed copies of the official Bean, Rhoton & Kelley, PLLC audit to all vestry members present.

TREASURER

Kathy Solomon submitted the following documents in her absence (attached to these minutes): Treasurer’s Report, Statement of Activities through 9/30/18, Otey Memorial Parish Summary of Cash Position, and the First TN Loan Summary.

RECTOR

Rob asked that the remaining committee reports be submitted in written form to prevent extending the length of the regular meeting of the vestry. Rob submitted a written Rector’s Report (attached to these minutes).

COMMUNITY ACTION COMMITY

Betty Carpenter submitted a written CAC report in her absence (attached to these minutes).

V. New Business

Committee reports were given as above.

The schedule for general Otey Parish Vestry Meetings was given by The Rev. Rob Lamborn: 12/13/18.

VI. Closing Prayers

Were beautifully led by The Rev. Rob Lamborn.

Adjournment

Meeting was adjourned at 7:46 pm by The Rev. Rob Lamborn. The next general meeting will be at 5:30pm on December 13, 2018, in the Claiborne Parish House, Adult Education Room.

Minutes respectfully submitted by: Julie Elrod, Clerk

OTEY MEMORIAL PARISH
Community Action Committee
as of 10/31/18

Balance 12/31/17	\$ 37,751
Net Change YTD 2018	8,733
Ending Balance 10/31/18	\$ 46,484

	Actual	Actual	Actual	Budget	Budget
SOURCES OF FUNDS:	2016	2017	YTD Oct 18	2018	2019
Individuals*	27,118	21,122	13,508	15,000	15,000
Organizations	34,292	27,170	18,910	30,000	30,000
Donations via SUD Pro Help	2,361				
Episcopal Endowment Fund	8,372	23,634	13,691	13,000	4,000
Total Sources of Funds	72,144	71,926	46,108	58,000	49,000
Administrative Expenses					
Director	18,000	18,000	15,000	18,000	18,000
Financial Administrator	1,641	1,530	1,051	1,374	1,415
Administrative-CAC	7,751	4,124	150	600	600
Telephone-CAC	693	500	450	500	500
Program Supplies/ Expenses	1,596	1,278	127	1,000	2,000
CAC Volunteer Recognition			256	500	500
Total Administrative Expenses	29,682	25,432	17,034	21,974	23,015
GRANTS:					
Project Noel				1,000	2,000
Housing	1,034	8,460	1,138	3,000	3,000
Education		2,239	1,530	3,000	3,500
Food	10,053	7,471	3,902	10,000	8,000
Gas/Propane (Heating)	828	241	456	500	500
Electricity	9,786	9,002	9,616	10,000	12,000
Medical & Dental	3,574	6,104	696	1,500	1,500
Water	2,593	2,136	1,258	2,800	2,000
Transportation/Gas	25	484	230	500	500
After School Program @ Midway			48	600	600
Grants for Other Purposes	1,300	1,964	1,467	2,000	2,000
Total Grants	29,193	38,101	20,342	34,900	35,600
Total Cash Out	58,874	63,533	37,375	56,874	58,615
Net in/out	13,269	8,393	8,733	1,126	(9,615)

New computer

offset by increased in-kind donations

Additional Grants under consideration:

Increase in Operation Noel Grant
Emergency housing repairs to be managed by Housing Sewanee, Inc.
Grant for summer education opportunity

Otey Memorial Parish Church
First Tennessee Loan Summary

Rate: 3.5% p.a.

Total Cost Claiborne Hall Construction \$ 2,189,300
 Maximum loan balance 2014 \$ 682,088 (of approved \$725,000)
 Principal Balance as of 12/31/17 \$ 318,907

Year	Scheduled Payments	Principal	Interest	Additional Principal Payment	Ending Balance
2014	30,169	14,060	16,110		668,028
2015	55,370	33,689	21,680	100,000	534,339
2016	49,149	33,682	15,467	97,193	403,464
2017	46,340	33,682	12,658	50,875	318,907
2018:					
Oct*	3,091	2,807	284		94,498
Nov	3,082	2,807	276		91,692
Dec	3,074	2,807	267		88,885
2018	40,518	33,682	6,343	196,340	88,885
2019:					
Jan	3,066	2,807	259		86,078
Feb	3,058	2,807	251		83,271
Mar	3,050	2,807	243		80,464
Apr	3,042	2,807	235		77,657
May	3,033	2,807	227		74,851
June	3,025	2,807	218		72,044
2019	18,274	16,841	1,433	-	72,044
Less: Pledges Receivable 2018					(3,265)
Less: Debt Reduction Restricted Fund Balance					(7,135)
Less: Debt Reduction Pledges Receivable 2019					(55,510)
Expected Debt Balance as of 6/1/2019					\$ 6,134

Otey Memorial Parish Church

12/11/2018

Expenses	Actual	Actual	Actual	Budget	Budget	Budget	Change	Notes	Restricted
	2016	2017	YTD 10/31/18	2018	Remaining	2019	2018-2019		10/31/2018
5432 - Supply Organist	300	600	875	600	(275)	750	(150)	5 Sundays	
5443 - Housekeeper		10,118	7,819	11,138	3,319	11,472	(334)	3% COL	
5451 - Child Care	4,436	4,682	4,029	5,240	1,211	5,440	(200)	Add Vacation Bible School	
5461 - Dir. Christian Formation	9,236	13,070	16,900	20,280	3,380	20,888	(608)	3% COL	
5471 - CAC Director	23,000	23,400	20,085	24,102	4,017	24,825	(723)	3% COL	
5481 - Parish Administrator/Otey Notes	36,160	37,480	32,170	38,604	6,434	40,000	(1,396)	4% Inc'd responsibilities	
5486 - Financial Administrator	11,800	11,478	10,681	11,557	876	13,282	(1,725)	Budgeted wrong in 2018	
Total Salaries & Wages	143,004	159,003	139,497	169,432	27,917	176,258	(6,824)	3.5% increase	
Employee Expenses									
5511 - Clergy Pension	12,992	10,631	15,324	16,298	974	17,072	(774)		
5521 - Clergy Insurance	23,934	31,352	22,140	27,720	5,580	29,532	(1,812)		
5526 - Clergy Housing & Utility Allow.	33,600	34,272	32,000	38,400	6,400	39,552	(1,152)		
5531 - Clergy - SECA Payments	5,686	5,659	5,087	5,947	860	6,126	(178)		
5551 - Staff Payroll Taxes	6,819	8,972	8,693	9,773	1,080	10,575	(802)		
5561 - Staff Pension	5,324	5,479	4,703	5,644	941	8,196	(2,553)		
5571 - Staff Insurance	8,752	11,168	10,503	9,900	(603)	10,548	(648)		
Background Checks (new account)						400			
5631 - Workers Compensation	393	934		700	700	1,000	(300)		
Total Employee Benefits	97,501	108,467	98,450	114,382	15,932	123,001	(8,219)	5% increase	
Facilities Expenses									
5611 - Property & Liability Insurance	9,191	4,318	10,162	9,200	(962)	10,000	800		
5711 - Repairs & Maintenance	1,762	2,379	3,751	10,000	6,249	10,000	-		1,238
5721 - Elevator Maintenance	3,718	2,963	2,563	3,000	437	3,000	-	Assumes keeping current contract	
5751 - Contracted Services	13,267	2,744	1,954	1,750	(204)	2,500	750	Pest control, garbage fees	
5761 - Furnishings	250	229		250	250	250	-		
5771 - Supplies	860	1,763	1,130	900	(230)	1,500	600		
5781 - Electricity	14,657	15,452	14,158	13,500	(658)	16,000	2,500	Estimated on high side	
5783 - Gas	2,680	3,735	1,919	2,500	581	4,000	1,500	Estimated on high side	
5785 - Water & Sewer	2,683	2,681	2,354	2,500	146	3,500	1,000	Estimated on high side	
5790 - Grounds Maintenance	5,565	2,960	3,575	4,500	925	4,500	-	Mowing/Snow Plowing	440
Total Facilities Expenses	54,632	39,224	41,566	48,100	6,534	55,250	7,150	14.9%	

Otey Memorial Parish Church

12/11/2018

Expenses	Actual	Actual	Actual	Budget	Budget	Budget	Change	Notes	Restricted
	2016	2017	YTD 10/31/18	2018	Remaining	2019	2018-2019		10/31/2018
Administrative/Organizational Expenses									
5811 - Audit	6,000	6,000	6,200	6,000	(200)	6,200	(200)	Auditor estimate	
5821 - Computer Expenses	2,639	2,767	3,300	2,800	(500)	3,500	(700)	New REALM software	
5831 - Copying expenses	3,446	2,725	2,845	3,300	455	3,400	(100)		
5841 - Office Supplies	1,584	1,317	1,286	2,000	714	2,100	(100)		
5851 - Office Equipment Purchases	224	605	1,516	750	(766)	750	-		
5861 - Postage	720	514	408	750	343	800	(50)	Inc in postal rates	
5871 - Telephone	6,704	5,487	4,719	5,890	1,171	6,200	(310)	Inc from Charter	
5891 - Miscellaneous	246	(70)	496	500	4	500	-		
5911 - Clergy Car Expense	949	889	633	1,500	867	1,500	-	@ IRS rate of \$.545/mile	
5913 - Clergy Expense Allowance	2,088	242	197	500	303	500	-	Up to \$1,000 per contract	
5921 - Continuing Ed. Clergy		869	177	2,000	1,823	2,000	-		200
5922 - Continuing Ed. Staff			75	1,500	1,425	1,500	-	Organist, Dir Christian Formation, Administration	
5931 - Convention & Travel	389	1,025	338	1,000	662	2,000	(1,000)	Convention in Clarksville	
5941 - Ministering to New Members			340	500	160	500	-	Continue to develop with Invite, Welcome-Connect	
5961 - Publications	1,464	725	1,028	1,400	372	1,400	-		
5971 - Communications	123	123	-	250	250	250	-		
5981 - Stewardship	556	1,683	1,200	3,000	1,800	3,000	-		1,548
5999 - Vestry	104		140	400	260	400	-		
Total Administrative/Organizational Expenses	27,236	24,901	24,897	34,040	9,143	36,500	(2,460)	7.2%	
Total Operating Expenses	353,336	377,364	345,056	416,680	69,606	445,403	(14,022)	6.9%	
Net Operating Income	37,042	49,865	25,896	42,203	(157,538)	19,972	7,530		
Other Income/Expenses									
6211 - Restricted Funds Released		45,661	146,765		(146,765)				
7411 - Interest/Finance Charges	(13,848)	(12,714)	(5,703)		5,703	(1,433)	1,433		
7311 - Sabbatical Reserve Provision			(1,500)	(1,500)	-	(1,685)	185	Target of \$8,240 by 2022	1,500
Debt Reduction			(160,374)	(39,994)	120,380	(16,841)			
7211 - Depreciation	(96,976)	(96,976)			-		-		
Net Other Income/Expenses	(110,824)	(64,029)	(20,812)	(41,494)	(20,682)	(19,959)	1,618		
Net Receipts/(Disbursements)	(73,782)	(14,165)	5,083	709	(178,219)	13	9,148		

Rector's Report: 13 December 2018

Some of my activities in addition to Sunday services November 14-December 11, 2018:

Evening Prayer (as available, Mon-Thurs)

3 pastoral meetings or visits

Meetings:

Vestry

Deacon

Parish Administrator Frieda Hawkins
(often)

Director of Christian Formation
(most weeks)

Parish Staff

Wardens

Junior Warden

Finance Committee

Finance Chair

Seminarian Brad Bates

Christian Formation Committee

Parish Life Chair

Bishop Otey Society Committee

Tuesday morning Scripture reflection group for clergy sermon preparation.

Wednesday Eucharist and lunch at the School of Theology

Annual Parish Meeting

Realm software training

Episcopal 101

Rector's Forum on Advent

Sewanee Symphony Orchestra (weekly)

Sewanee Project on Slavery, Race & Reconciliation Community Advisory Board

Participated in Lessons and Carols at the University

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