

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for December 19, 2019
5:30 pm
Home of Susan Holmes & Greg Maynard
230 Tennessee Avenue

- I. Opening Prayer

- II. Minutes from the November meeting

- III. Report of the Finance Committee, including Proposed 2020 Budget
and motion to pay off balance of bell tower project

- IV. Rector housing allowance resolution

- V. Election of Delegates and Alternates to Diocesan Convention
Willing to accept nomination:
David Burnett (alternate)
Dorothy Gates (delegate)
Barbara Prunty (delegate)
Beth Wiley (delegate)

- VI. Closing Prayer

Otey Parish Vestry
Meeting Minutes 11/21/19

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

Opening

The regular meeting of the Otey Parish Vestry was called to prayer at 5:31pm on 11/21/19 in Claiborne Parish House by The Rev. Robert Lamborn.

Present

The Rev. Robert Lamborn, Lisa Howick (Univ. Community Relations), Tim Graham (Senior Warden/ Finance), Karen Meridith (Christian Formation), Julie Elrod (Clerk), Claudia Porter (Junior Warden), Rev. Betty Carpenter (Community Action Committee), Kathy Solomon (Treasurer), Gary Sturgis (Parish Life), and Susan Holmes (Newcomers), Sue Moseley (Finance), John Simpson (Seminarian), and Dewey Hammond (Financial Administrator)

Absent

Lee Stapleton (Pastoral Care), David Burnett (Stewardship)

I. Opening Devotions

Began with Evening Prayer in St. Paul's on the Mountain Chapel lead by The Rev. Robert Lamborn with a reading by John Simpson.

II. Minutes from 10/17/19 Meeting

Corrections were suggested for the 10/17/19 meeting minutes and will be submitted by Julie Elrod to the parish administrator before the next vestry meeting. A motion to approve was made by Karen Meridith, seconded by Claudia Porter and unanimously approved.

III. Reports

TREASURER

(see Treasurer Reports and Audited Financial Statements 12/31/18, attached)

Kathy Solomon pointed to several highlights from the distributed audit including the following:

- a review of the opinion letter and its minimal deficiencies including a documentation increase that was recommended regarding journal entries; Kathy noted that she and Dewey Hammond will review the journal entry process further and develop a common and succinct space for all future entries
- Tim Graham asked about the 5th paragraph of the internal management letter, "certain investment accounts which were not being reconciled within the accounting system,". Kathy explained she understood this statement to be referencing the restatement of the 2017 investment accounts that were mislabeled. Tim would like to follow up with BR&K on this to further clarify.
- Another area that was noted on the internal management letter was recommendations for increased staff so that certain financial jobs (i.e. different personnel opening mailed checks vs depositing the checks etc.) can be separated out. Kathy also noted that ideally the finance committee (in addition to the existing Treasurer and Financial Administrator) would actually see the bank statements themselves and the Realm statements 1x/quarter; also, ideally we would have Realm statements that would not have to be converted to excel spreadsheets. The switch from ACS to Realm has been tedious but Dewey is at the end of reconciling this process and has done a wonderful job. Lisa Howick asked about paragraph 3, regarding "material weakness is a deficiency..." with Kathy and Tim to explain that this paragraph serves to define what deficiencies are in general versus the following paragraphs that detail specifically what deficiencies Otey incurred.

Kathy further reviewed the Audited Financial Statements fielding questions as needed with regards to definitions of terms. She specifically sighted that the endowment is considered an “underwater fund” in their terms due to the fair market value dipping below the original gift amount of \$100,000 for a little over a month yet that it came back up without need for replenishing this account. She also noted that the new tax laws changed the way people bulked their pledges for increased tax benefits and wonders how that will affect future pledges.

Cash flow from Operating Activities (page 4) took into account all of the year-end adjustments. One of the goals of the finance committee will be to build up this amount to total 4-6mo of the churches operating costs. Overall Kathy pointed out that we had a clean and healthy audit.

FINANCE

Walkthrough of 2020 Budget Draft (in process)

Tim Graham stated that the Finance committee met this week to begin drafting the proposed 2020 budget. Tim proceeded to review the drafted budget “Statement of Activities” line by line fielding any questions. He highlighted under “revenues” a more realistic projection for “plate offerings”; property rental income paired down towards what it was in 2018; and recommended that the vestry might study ways to realize more income from use of the facilities.

Under “Expenses” Tim noted the following: reduction in Christian Formation was per the committee request of less funding; increased parish life funding; altar supplies remained the same. Kathy noted a correction that the restricted funds for altar supplies was incorrectly labeled as this money is in the “flower fund” instead. Piano maintenance was increased due to outsourcing a new tuner off the mountain. The total programs figure comes out the same as 2019.

Under “Salaries and Wages” Tim noted the budget proposed a 2% increase across the gamut. Rob added that staff changes have also changed the amounts paid for each position. Karen Meridith asked why the youth ministry intern is not on here as a line item with Kathy and Rob to explain that this comes from a restricted fund for EYC of \$5,083, yet they would like to add this in as a line item for the following 2021 budget.

Under “Employee Expenses” Tim explained that this was fixed for the most part. Lisa asked for headers please when spreadsheets are used across multiple pages for ease of reading and referencing.

Under “Facilities Expenses” Tim reviewed many updates and changes including the property insurance of \$10,000, repairs and maintenance, elevator maintenance increases, independent line item for trash now, and the inconsistencies of what goes into line item 5751 over the years.

Under “Supplies” Tim expressed that numbers were increased slightly highlighting that gas, water, and sewer were all revised up.

Under “Repairs and Maintenance” Tim explained that the grounds maintenance was revised down due to year-to-date updates. There was an increase of almost \$17,000 (33% increase), yet it was noted that we were underfunding maintenance overall previously. We have also added the long-term project of painting Brooks Hall to this section.

There was a 7% increase for “Total Budgeted Operating Expenses” in 2020 versus 2019.

Rob announced from his report that a generous anonymous parishioner of Otey Parish had donated \$100,000 in unrestricted funds. The donor mentioned paying off the Bell Tower potentially and Rob supported this potential and various options with the intention of keeping this donor in the loop as to the use of this donation. The 2020 proposed budget draft noted what including this gift towards paying off the bell tower might look like for the vestry to review. Tim explained that the Finance committee will likely recommend that the vestry utilize part of the \$100,000 gift towards the bell tower debt. The Finance Committee will meet again to review the proposed budget in December. Kathy recommended someone take on looking at our use of the buildings and what we charge for specific events and groups. Rob asked if this is in the wheelhouse of Susan Holmes and she agreed that she could do this with assistance to learn about our current rubric for building use. Rob agreed to help Susan Holmes and Lisa Howick in this quest.

Tim noted that once Accruent completes their analysis and recommendation of the buildings and grounds, we will better be able to plan towards proactive care and budgeting for our buildings. Lisa suggested communicating more clearly to the parishioners what the budget and financial needs of the parish are currently in order to create more understanding towards giving to Otey Parish. Rob brings our Finance report to a close with the perfect message of “GOD IS GOOD, ALL THE TIME.”

CAC

(See submitted report attached)

Betty Carpenter highlighted that the medical mobile unit in Sherwod, TN went well and people already signed up for the next one. She also noted wanting to evaluate how we can continue moving forward in this community.

BUILDINGS & GROUNDS

(See submitted report attached)

Claudia Porter announced Barb Ford as the new sexton. She explained that Accruent will begin their assessment of the Otey Parish grounds in the next few weeks. Stroops completed their first quarterly assessment. The lightning protection will continue to be reviewed. Tim Graham updated the vestry that the church insurance agent approved a payment of \$4950 towards the metal roof cap! The HVAC units under the ramp to CAC have been covered and turned off for the winter. The lighting estimate (including security lights outside; light-sensitive timers, bulb replacements) is pending. Claudia thanked Alec Mosely for his gracious and excellent work in replacing the wheels of the carts in St. Marks Hall. There is one wheel left to be replaced once ordered. She also stated that Alec and Bruce Baird plan to repair the door to the church basement in the next few weeks.

RECTOR

Rob Lamborn highlighted the following in addition to his written submitted report (see attached): the dean of the school of theology announced his retirement; the Dean and Rob had talked about how we might host the diocesan convention sometime in the future; the blank on his report was a line noting that he attended the funeral of Mrs. Lula Burnett. The December meeting of the vestry date was discussed with a consensus to keep the date on 12/19/19 taking into account that David Burnett and Julie Elrod would not be able to attend if it were moved up to 12/12/19. Rob acknowledged John Simpson, his wonderful contribution to this vestry and that this was his last vestry meeting. Lisa Howick asked when John’s GOE’s would commence with John to report they will take place on January 6-9th.

Rob continued in his updates with the highlights of the “Confederate Symbols and Episcopal Churches” conference that was offered by the Roberson Project and School of Theology on 11/3-5/19. Two recent graduates of the seminary led the workshop (both Gessel scholars). The conference provided the following: historical outlines of different generations of slavery and what changed over time from when slaves first arrived (when they were not encouraged to be baptized or made Christian) then began different racial overtones as baptisms began for slaves; talks from clergy of churches that have confederate items in their church or have had items removed from their church/parish including the Jefferson Davis pew and some confederate pictures/portrait paintings/plaques at St. Pauls in Richmond. Rob enjoyed getting to see recent graduate of the SOT Jamie Osborne (of St. Johns Montgomery). Rob also highlighted how the conference looked at the parallels between Robert E. Lee and Moses in church imagery of the time. There was a discussion distinguishing the differences between memorials, monuments, and relics. Rob says the conference exposed him to a lot of things that he was glad to have more knowledge towards and that this experience created a community of people for him to gather with and further this discussion.

IV. Old Business None presented at this time.

V. New Business None presented at this time.

VI. Closing Prayers Were thoughtfully lead by John Simpson.

Adjournment

The meeting was adjourned at 7:34pm by The Rev. Robert Lamborn. The next general meeting will be at 5:30pm on 12/19/19 in the home of Susan Holmes with details to follow in an email. The Tentative Vestry Meeting Schedule: normally on the third Thursday of each month.

Minutes respectfully submitted by: Julie Elrod, Clerk

Otey Memorial Parish Church
Treasurer's Report
12/17/2019

❖ OPERATING STATEMENT OF ACTIVITIES thru 10/31/19:

- 4131 Pledge collections are strong for 2019 compared to budget. There is an accounting glitch with recording stock transactions that understates pledge income by about \$10,000 which will be resolved before year end.
- Expenses are generally at or under budget except for electricity and water. The energy audit results should give us some insight on how to manage utilities better.
- Even so, total YTD operating expenses are very close to the YTD budget.
- Other Income and Expenses: (6211-7711) Reflect unrealized gains of \$37,527 on the Vanguard investments resulting in net expenses of about \$7,400, in spite of funding \$24,740 in capital expenditures from reserves.

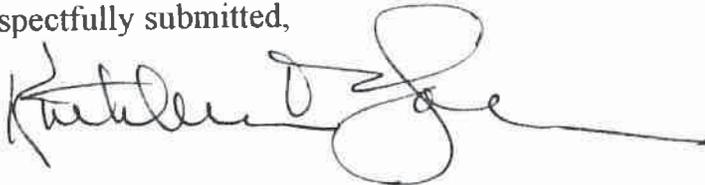
❖ SUMMARY OF CASH POSITION:

Net unrestricted liquid assets of \$49,132 at 10/31 increased from \$38,300 at year end and represent 1.5 months of operating expenses. Expected year-end pledge collections should improve this measure.

❖ FIRST TENNESSEE SUMMARY OF BORROWING:

The balance of the First Tennessee LOC remains at \$46,500 at 7.25% interest. Repayment of this balance is being considered before year-end.

Respectfully submitted,



Kathleen Solomon, Treasurer

Otey Memorial Parish Church

12/17/2019

Operating Statement of Activities		Notes		
Revenues	Audited 2018	Actual 10/31/19	Budget 2019	Proposed 2020
Support From Usual Sources				
4111 - Plate Offerings	8,615	6,107	9,000	8,000
4115 - 1/4th Plate to RDF	(2,154)	(1,527)	(2,250)	(2,000)
4131 - Pledge Payments	319,830	319,648	390,000	390,000
4141 - Non-Pledge Gifts	28,551	9,117	25,000	25,000
4191 - Other Outside Support	19,738	16,395	20,000	20,000
Total Support From Usual Sources	374,579	349,740	441,750	441,000
Support From Internal Sources				
4512 - Investment Income	25,673	6,517	8,000	7,000
4551 - Property Rental Income	5,337	3,525	8,000	8,000
Total Support From Internal Sources	31,010	10,042	16,000	15,000
Total Revenues	405,590	359,782	457,750	456,000
Expenses				
Work Outside Congregation				
5111 - Diocesan Assessment	36,026	32,412	38,894	41,298
5121 - Seminary Gift	500	-	500	*
5171 - Stephen Ministry		-		*
Total Work Outside Congregation	36,526	32,412	39,394	41,298
Work Within Congregation				
5311 - Christian Education	3,458	1,267	3,500	3,000
5331 - Parish Life	2,300	3,301	2,300	2,500
5351 - Altar Supplies	921	883	1,000	1,000
5353 - Confirmation Prep.	51	-	100	100
5355 - Music	112	93	500	400
5357 - Prayer Book and Liturgy Materials		23	200	200
5359 - Organ & Piano Maintenance	1,695	1,492	2,400	2,800
5371 - Youth Ministry	2,641	1,546	2,000	2,000
5398 - Pastoral Care	72	22	150	150
Total Programs	11,249	8,628	12,150	12,150

0%

*will use RDF

*will use RDF

5%

Rest'd Funds

\$ 20

\$ 2,740

\$ 4,933

Otey Memorial Parish Church

12/17/2019

Statement of Activities		Audited	Actual	Budget	Proposed	Notes
Expenses (Cont'd)	2018	10/31/19	2019	2020		
Operating Expenses						
Salaries & Wages						
5411 - Clergy	40,120	35,938	40,525	41,336		
5415 - Supply Clergy	775	1,704	1,350	1,400		
5421 - Youth Minister	5,202	4,465	5,358	5,465		
5431 - Organist	10,069	8,624	10,348	10,578		
5432 - Supply Organist	1,025	450	750	900		
5443 - Sexton/Housekeeping	9,420	7,956	11,472	11,000		
5451 - Child Care	4,651	4,290	6,190	6,314		
5461 - Dir. Christian Formation	20,280	17,407	20,888	21,306		
5471 - CAC Director	24,102	20,688	24,825	25,322		
5481 - Parish Administrator/Otey Notes	38,604	33,333	40,000	40,800		
5486 - Financial Administrator	12,818	12,086	13,527	15,100		
Total Salaries & Wages	167,065	146,941	175,233	179,521		2%
Employee Expenses						
5511 - Clergy Pension	15,147	9,164	15,716	17,638		
5521 - Clergy Insurance	24,609	26,242	31,344	33,132		
5526 - Clergy Housing & Utility Allow.	38,400	32,864	39,552	40,343		
5531 - Clergy - SECA Payments	6,105	5,026	7,233	7,419		
5551 - Staff Payroll Taxes	10,261	8,271	10,588	12,039		
5561 - Staff Pension	5,643	3,890	8,196	7,868		
5571 - Staff Insurance	11,423	10,188	11,176	11,812		
5581 - Background Checks		25	400	300		
5631 - Workers Compensation	717	1,088	1,000	1,100		based on 2019
Total Employee Benefits	112,305	96,757	125,205	131,651		5%

Otey Memorial Parish Church

12/17/2019

Statement of Activities		Audited	Actual	Budget	Proposed	Notes
Expenses (Cont'd)	2018	10/31/19	2019	2020		
Facilities Expenses						
5611 - Property & Liability Insurance	9,445	7,373	9,750	10,000		
5711 - Repairs & Maintenance*	5,075	4,100	7,250	10,500		Rest'd Funds \$ 1,060
5712 - Unbudgeted HVAC Expenses		13,563				
5721 - Elevator Maintenance	4,894	3,654	3,000	4,700		
5751 - Trash Service (rename)	2,560	664	2,900	1,140		
5771 - Supplies	1,284	1,597	1,500	1,600		
5781 - Electricity	19,219	15,739	16,000	19,000		
5783 - Gas	3,118	2,094	3,000	3,500		
5785 - Water & Sewer	3,296	3,210	3,000	3,500		
5790 - Grounds Maintenance	4,320	2,776	4,500	3,300		\$ 440
Total Facilities Expenses	53,211	54,771	50,900	56,240		
Administrative/Organizational Expenses						
5811 - Audit	6,200	-	6,200	6,500		
5821 - Computer Expenses	3,426	3,450	3,500	3,675		
5831 - Copying expenses	3,812	3,427	3,800	4,000		
5841 - Office Supplies	1,693	990	1,800	1,200		
5851 - Office Equipment Purchases	766	622	750	750		
5861 - Postage	483	311	500	550		
5871 - Telephone	5,669	5,389	5,800	6,000		
5891 - Miscellaneous Office Expenses	(4,197)	332	300	300		
5911 - Clergy Car Expense	1,071	213	1,500	1,500		
5912 - Clergy Expense Allowance	324	198	500	500		
5913 - Continuing Ed. Clergy	177	413	2,000	2,000		
5914 - Continuing Ed. Staff	75	-	1,000	500		
5915 - Convention & Travel	538	666	1,000	750		
5916 - Ministering to New Members	280	-	500	500		
5918 - Publications	1,350	793	1,400	1,400		
5919 - Communications	-	-	250	250		
5920 - Stewardship	2,154	2,649	2,000	2,000		\$ 5,198
5922 - Vestry	140	-	200	200		
Total Admin/Org Expenses	23,961	19,455	33,000	32,575		

Otey Memorial Parish Church

12/17/2019

Statement of Activities	Audited	Actual	Budget	Proposed	Notes
	2018	10/31/19	2019	2020	
Total Operating Expenses	404,317	358,963	435,882	453,435	4%
Net Operating Income	1,273	819	21,868	2,565	
Other Income/Expenses					
4535 - Unrealized Gains/Losses	(16,204)	37,527			
6111 - Gain on Sale of Fixed Asset	2,412				
7111 - Interest Expense**	(9,474)	(2,662)	(3,721)		if paid off**
7211 - Depreciation Expenses	(95,889)				
7311 - Sabbatical Reserve Provision	(1,500)	(1,500)	(1,500)	(1,500)	
Net Reserves Used		(24,740)			
7711 - Debt Service Provision	(33,682)	(16,841)	(16,841)		
Net Other Income/Expenses	(154,338)	(8,216)	(22,062)	(1,500)	if paid off**
Net Receipts/(Disbursements)	(153,065)	(7,397)	(194)	65	

*REPAIRS & MAINTENANCE BUDGET DETAIL:

		CAPITAL EXPENDITURES:
Roof Repairs-Church	1,000	HVAC Repairs \$ 13,563
Routine R&M	4,000	Bell Tower Repairs 57,677
Allowance for unforeseen problems	3,000	Total Expenditures 71,240
Lightening Protection-Church	1,000	Less Draws on LOC (46,500)
Pest Control	500	Net reserves used \$ 24,740
Total	10,500	

Postponed:

Repairs to the Driveway (\$10,000-\$20,000)
Painting-Brooks Hall (\$11,000-\$12,000)

**First Tennessee LOC 2020

\$46,500 @ 7% p.a. \$ 3,255 interest
Minimum Due \$23,250 principal

Otey Memorial Parish
Summary of Cash Position

Accounts	Audited			
	12/31/2018	10/31/2019	Change	
<u>Cash/Investments</u>				
Rector's Discretionary Fund	3,300	2,120	(1,180)	
Parish Checking	46,026	20,328	(25,698)	
First Tennessee Bank Checking		2,125	2,125	
CAC Checking	11,016	2,718	(8,298)	
Security Deposit-Duck River Electric	3,000	3,000	-	
Debt Reduction Pledges Receivable	9,996	4,562	(5,434)	
Episcopal Endowment-Wolfe*	95,002	106,148	11,146	
Vanguard Investments	192,751	170,480	(22,271)	
Total Cash/Investments	361,091	311,480	(49,611)	311,480
Net Fixed Assets	2,701,298	2,852,827	151,529	
Total Assets	3,062,389	3,164,307	101,918	311,480
<u>Liabilities</u>				
Accrued Expenses	1,652	1,774	122	
Security Deposits		-	-	
Prepaid Pledges	53,097	-	(53,097)	
First Tennessee Bank Loan	88,885	-	(88,885)	
First Tennessee Bank Line of Credit*		46,500	46,500	
Total Liabilities	143,633	48,274	(95,360)	48,274
<u>Temporarily Restricted/Designated Funds</u>				
Altar Guild Flower Fund	2,886	3,916	1,030	
Christian Formation		20	20	
Continuing Education-Clergy	200	200	-	
Phase II Debt Reduction	15,595	2,722	(12,873)	
Episcopal Youth Community (EYC)*	5,083	4,933	(150)	
Episcopal Relief and Development (ERD)		80	80	
Landscaping	440	440	-	
Rector's Discretionary Fund	17,017	16,932	(85)	
Repairs & Maintenance	1,238	1,060	(178)	
Bequests	11,210	22,970	11,760	
Memorials	12,126	11,464	(662)	
Parish Life	973	2,740	1,767	
Sabbatical Reserve	1,500	3,000	1,500	
Sears Bequest	4,891	-	(4,891)	
Stewardship Support	1,548	5,198	3,650	
Endowment-Permanently Restricted	100,000	100,000	-	
Total Restricted/Designated Funds	172,988	175,676	970	175,676
Fund Balance - Unrestricted	225,677	432,137	206,460	
Fund Balance - CAC	44,157	32,288	(11,870)	32,288
Fixed Asset Funds	2,475,933	2,475,933	(0)	
Total Liabilities and Fund Balances	3,062,389	3,164,307	100,200	256,238

Net unrestricted liquid assets	4 mos	6 mos	Net	\$
	Operating Expenses Budget 2019	\$ 145,294		

Rector's Report: 19 December 2019

Some of my activities in addition to Sunday services November 21-December 17, 2019:

Evening Prayer (as available, Mon-Thurs)
7 pastoral visits

Meetings:

Deacon	Budget Review
Parish Organist	Finance Committee
Parish Administrator (often)	A Vestry member
Director of Christian Formation (weekly)	Parish Staff (twice per month)
Seminarian John Simpson (weekly)	Christian Formation Committee
Assistant Treasurer Alec Moseley (twice)	Associate University Chaplain
Incoming Seminarian Ted Clarkson	Vestry

Tuesday morning Scripture reflection group for clergy sermon preparation.

Adult Forum (weekly), including Rector's Forum Dec 1 on the Second Coming

Wednesday Eucharist and lunch at the School of Theology (during school term)

Met with Susan Holmes, Lisa Howick, and Frieda Hawkins about building use rates
and possible enhancements of revenue

Led the Bidding Prayer at Saturday afternoon service of Lessons and Carols at All Saints' Chapel

Performed in the pit orchestra for St. Andrew's-Sewanee School Christmas Revels

Attended Otey Christmas Pageant and performance of Sewanee String Blazers

Attended retirement reception for Sukey Byerly at the School of Theology

Sewanee Symphony Orchestra rehearsals & concert

Monteagle-Sewanee Rotary Club (Thursdays, as available)

Coming up:

Time away: Dec 26-Jan 1

New and returning members: Please be thinking about what area you would like to assist with as liaison and/or chair for the coming year and e-mail me your top two preferences. The areas are Christian Formation, Finance, Newcomers, Parish Life, Pastoral Care, Stewardship, and University/Community Relations. Thanks!

Please check the Saturdays in February for your availability for a local vestry retreat, 8:30 to 4, and email me any Saturdays you will not be available.

e-mail: oteyparishrector@gmail.com; Cell: 931-636-8739; Home: 598-9604; Day off: Fri.

Revenue enhancements from parish buildings

Susan Holmes, Lisa Howick, Frieda Hawkins, and Rob Lamborn met on Dec 3 to review the current fee schedule for St. Mark's Hall and to talk about possible revenue enhancements from Brooks Hall.

Rates for ongoing use vary, based on the organization and type of activity. For example, the Sewanee Children's Center and Thurmond Library do not pay a fee, but SCC contributes to property improvements, and Thurmond has made a number of contributions toward paying off the loan on Claiborne/St. Mark's. 12-step recovery groups by long tradition contribute out of voluntary contributions they receive. The dance studio pays a percentage of tuition received.

We recommend leaving the St. Mark's non-profit rates for single occasions at current levels:

St. Mark's	NON PROFIT USING KITCHEN	NON PROFIT NOT USING KITCHEN	Deposit
Less than 50 guests	\$200	\$100	\$100
50 -100 guests	\$300	\$150	\$150
More than 100 guests	\$500	\$250	\$250

We recommend modestly increasing the rates for social purposes (presented here for informational purposes; the motion will come at the January meeting):

<u>St. Mark's</u>	RENTAL FEE	DAMAGE DEPOSIT
Non-Parishioners		
Less than 50 guests	\$350 + 50	\$500
50 -100 guests	\$500 + 75	\$500
More than 100 guests	\$1,000 + 100	\$500
Parishioners		
Less than 50 guests	\$200 + 50	\$250
50 -100 guests	\$300 + 50	\$250
More than 100 guests	\$500 + 50	\$250
Area for tent	\$200	\$100

<u>Brooks</u>	RENTAL FEE	DAMAGE DEPOSIT
Non-Parishioners		
Less than 75 guests	\$300	\$200
Over 75 guests	\$550	\$300
Parishioners		
Less than 75 guests	\$150 + 25	\$200
Over 75 guests	\$150 + 25	\$300
2 nd Floor Dressing Room	\$50	
Area for tent	\$200	\$100

The revised info will be added to the parish website, and additional avenues to publicize availability will be sought. Lisa Howick will market our spaces to local vendors, including Elizabeth Koella, Susan Askew, John Goodson, Ken Taylor, and Amanda Bailey.

Currently **Brooks Hall** houses the office of the Parish Organist, the Youth Group, occasional other meetings when Claiborne Hall is full, and receptions, rehearsal dinners, etc. from time to time. The parish uses storage in the attic, basement, and butler's pantry. Four non-parish groups meet there weekly: Women's Recovery, Survivors of Suicide, Folks at Home caregiver support group, and the Cub Scouts. The Folks at Home Board meets there monthly. Currently a painting class pays \$200 per month to use a room upstairs

Converting the upstairs back into a residence was discussed, but found not to be the easiest or most desirable option. To do so would lose the revenue from the painting class, raise privacy issues, and deprive the youth of their meeting space.

The group agreed the most suitable option for increasing revenue from Brooks Hall would be to rent an additional room upstairs as an office for a purpose consistent with our mission as a church. This would require only modest improvements and would preserve sufficient space for the current number of youth. Susan Holmes will be exploring comparables to help establish a rate. She says that office space comes into demand particularly each spring when newcomers learn they will be moving to Sewanee the following fall.

Clergy Housing Allowance Resolution

Housing provided to clergy by religious congregations, whether in the form of a rectory or a housing allowance, is exempt from Federal Income Tax (but is not exempt from Social Security and Medicare tax).

The portion of total compensation a clergy member may claim as housing allowance is always the lowest of three amounts:

- the fair rental value of the residence, furnished and including utilities
- the amount designated by the vestry as housing allowance
- the amount actually spent on qualifying housing expenses

The new annual budget normally triggers an adjustment of housing allowance. Below is the form in which a vestry resolution is worded, including the amount of housing allowance proposed in the 2020 budget:

Whereas, the Rev. Robert C. Lamborn is compensated by Otey Memorial Parish exclusively as a minister of the gospel; and

Whereas, Otey Memorial Parish does not provide Lamborn a rectory; therefore, it is hereby

Resolved, that, of the total compensation paid to Lamborn for calendar year 2020, \$40,343 is hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$40,343 as a housing allowance shall apply to all future years unless otherwise provided.

Accruent Visit Report
December 13, 2019

Claudia Porter and Tim Graham met with two representatives of Accruent, John Forde and George Lovely, on December 13 for three hours. We started with a briefing on the goals of the visit and how the results will be reported. They will deliver a report on all the building systems - the mechanical systems, the roofs, the exterior siding, etc., to include an evaluation of the life expectancy of each system, the replacement cost in today's dollars and the same for the projected replacement date. Thus, we will know the funds needed at specific dates for specific systems. The document will be dynamic and we can plug in replacement dates as repairs/renovations are made. The software will be made available to the university and we will work with them on access.

They walked around the outside and through the inside of all three buildings taking photos and asking questions. They found and examined (as far as we could tell) all mechanical equipment (HVAC units, elevator system, electrical panels, sprinkler system, etc.) noting installation dates, and to the extent possible, their condition. We opened every door we could find. The examination seemed quite thorough.

They anticipate completing an executive summary report in a couple of months, perhaps February. Afterwards, the software with all details will be made available. Both will come through the university.

Submitted by Claudia Porter and Tim Graham

OTEY BUILDINGS AND GROUNDS
DECEMBER 19, 2019

UPDATES

Maintenance Assessment: Otey has a contract with Accruent for \$1,512 to provide assessment of physical plant for future. The assessment was done Friday, December 13 by two representatives of Accruent. They spent 3 hours looking at each of our buildings, taking pictures, and asking many questions about our physical plant. A comprehensive report will be forthcoming from them in about two months.

Heating Unit in Church:

Stroop has indicated a repair of \$238 needs to be done to one unit in the church.

Lightning Protection for Church Building:

Updated lightning protection will be incorporated into the roof repair. Mickey Suarez is coordinating this with the roof contractor. Estimated cost is \$1,000.

Roof Shingles on the Church:

Church Insurance has reimbursed Otey \$3,950 of the cost of repairing the ridge cap on the church roof. The cost of the repair is estimated at \$4,950. The repair will be done as weather permits.

Lighting for Church and Claiborne Hall

Lawson Electric is scheduled for the following:

Church: Installation of security lighting on outside of building, \$555

Claiborne Hall: On the west side of the building, replacing the time clock control for the outside lighting with photo-sensitive system, \$800

Elevator Shaft Sump Pump

Replacement of the sump pump in the elevator shaft is in progress.

Other Pending Projects:

Thanks to Alec Moseley for replacing all the broken wheels on chair and table carts used in St. Mark's Hall

Alec and Bruce Baird are planning the replacement of the basement door in the church as weather permits.

Electrical Circuit in St. Mark's Hall – Mickey Suarez is to install additional electric outlets to be used when multiple griddles, etc. are needed for events. This will prevent tripping of breakers.

Respectfully submitted,
Claudia Porter, Jr. Warden

COMMUNITY ACTION COMMITTEE
DIRECTOR'S REPORT
NOVEMBER 2019

November was a very busy month and the highlight was the Friday Community Meal. The weather did not seem to dampen the enthusiasm and we broke our own attendance record with well over 100 guests representing all aspects of the wonderful community in which we live. A huge shoutout to Chef Rick and his staff for providing the food. Many volunteers made this event one of the best ever. At the end of the meal we distributed 40 Thanksgiving turkeys and got additional names for the Angel Tree. This is the second year for All Saint's Chapel to encourage students to purchase gifts for CAC kids. The parents will pick them up after December 19. Financially we are in solid shape and in the new year will be able to extend services down into the Sherwood Community. It will be helpful to form a committee to explore options and for guidance as our ministry to this community grows. This has been a very good year for CAC.

Visitors to CAC-168

Grocery Bags Distributed-75

Utility Assists-9

Medical/Dental-1

Housing-1

Transportation-1