

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for October 17, 2019
5:30 pm

- I. Opening Prayers and Silence
- II. Minutes from the August meeting 5:50
- III. Reports 5:55
- Treasurer
- Rector 6:15
- Parish Life
- Committees, as appropriate:
- | | |
|-----------------------|-----------------------------|
| Buildings and Grounds | |
| Christian Formation | Pastoral Care |
| CAC | Newcomers |
| Finance | Univ. & Community Relations |
- (Break about 6:30)*
- [Old Business]
- [New Business]
- IV. Conversation about ways to commemorate our upcoming anniversary year
- V. Closing Prayers 7:30

The Vestry meets at 5:30pm normally on the third Thursday of each month: November 21, December 19 (or 12). According to diocesan canons, we must meet at least quarterly.

Otey Parish Vestry
Meeting Minutes 9/19/19

**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 09/19/19 in Claiborne Parish House by The Rev. Robert Lamborn.

Present

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

Absent

Lee Stapleton (Pastoral Care), Gary Sturgis (Parish Life)

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 Betty Carpenter.

II. Stewardship reflection and Program Year

Rob led the vestry in reflection in St. Paul's on the Mountain Chapel.

He asked that we look at the following questions with regards to Stewardship:

- 1) Think of the first time you received a gift and what it felt like to you
Responses included: overwhelming, undeserving, joy, control, responsible, surprise, gratitude, celebration, delighted, unexpected, learned to share, thrilled
- 2) Think of a time when have you been the happiest giving a gift and how it felt to you
Responses included: exhilarating, proud, felt good, what would she appreciate, anticipation, patience

3) What do you remember as a child of your family giving to your church/charity?

Responses included: sent to Sunday school with a coin, discrete, box of envelopes, expected, ritual, habit, offering given to kids to put in the plate basket; dividing among kids, mite boxes (lent)

- compare and contrast this to what your family did:
monthly/weekly debate; electronic payment, feels bad not to put a contribution in, envelopes were helpful

Rob distributed the attached document: 2019 Stewardship Outline-in-Progress—Otey Parish (9/16/19) which highlighted the meeting schedule and upcoming events including an All-Parish Dinner Celebrating God’s Abundance with speaker Meghan Ryan (chair of diocesan stewardship committee; Rector of Trinity Parish, Clarksville) on Thursday 10/10 5:30-7:30pm. Tom Phelps commented that he is glad to be a part of the process.

III. Minutes from 08/15/19 Meeting

Corrections were suggested for the 08/15/19 meeting minutes and will be submitted by Julie Elrod to the parish administrator before the next vestry meeting. A motion to accept the minutes of the August meeting as amended was made by Claudia Porter, seconded by David Burnett and unanimously approved.

IV. Reports

FINANCE

Tim Graham presented the Unbudgeted Expenses funded from Reserves YTD 9/8/19 Report (attached).

- Tim highlighted where funds were used: HVAC Project and Bell tower project recap
- Noted how we came in only \$1580 over what we originally estimated for bell tower which well fit within the contingency
- Noted that we paid for some of cost through our reserve fund due to timing
- He outlined how each piece fit towards these two projects; this is so we can be mindful of where our reserves have been used as we move forward.

TREASURER

Kathy Solomon submitted updated report at the meeting (see attached).

- Pledge collections are right on budget; at end of 3rd quarter (September) pledge cards will go out again and Kathy/Rob will assess any red flags/surprises to be aware of
- Dewey and Kathy will go over insurance/budgeting and tease out any blips towards next years budget; highlighted employee expenses and transition for Dewey getting all updates and access
- Facilities expenses are over budget but \$13,563 is from HVAC
- Actual vs. budgeted year to date highlights include the following: elevator fee increase; electricity (was under-budgeted but energy audit will help predict future allocations); administrative expenses are less partly due to Rob's leave and part because audit has not occurred yet
- Tim asked about line item 4141 "non-pledged gifts" and if Kathy has any sense of why it's so different – Kathy comments wondering if its fewer visitors vs. people shifting to pledge gifts; she recommends comparing history of individual giving and if people are switching the area of their giving
- Cash Position: \$66,850 net unrestricted current assets. We are up from where we were (represents about 1.8% of our operating expenses); therefore, she recommends we not utilize any more reserve funds if we don't have to and sees a positive outlook with less expected expenses for rest of year including increased giving with holiday season

RECTOR REPORT

Rob Lamborn highlighted the following:

- welcomed Dewey Hammond to the meeting and announced his joining the staff as Financial Administrative Assistant.
- Time Away: Rob hopes to attend "Confederate Symbols and Episcopal Churches: Tools for Leading Change" offered by the Roberson Project in Sewanee 11/5-7. The title does not dictate that Rob is seeking this conference to influence the vestry rather to serve as an education towards this topic
- Resuming blessing of the animals at St. James 10/6, 4pm at St. James
- Oktoberfest 10/27, 5-7pm

UNIVERSITY AND COMMUNITY RELATIONS

Lisa Howick promoted Relay for Life 10/26, 4-8pm with all sorts of food, fun, games, testimonials and memorials. She announced Otey has a team with Tim to add extra thanks.

CHRISTIAN FORMATION

Karen Merideth reported that the Christian formation year is underway and off to a good start.

CAC

Betty Carpenter reported that the Hungerwalk Community Meal will take place next Friday 9/27 at 12pm with the HungerWalk on Saturday 9/28. The CAC now has seven university freshman that have signed up and have great ideas.

PARISH LIFE

Rob announced in Gary Sturgis' absence that the Oktoberfest date has changed a few times and is now scheduled for 10/27.

BUILDINGS AND GROUNDS

Claudia Porter submitted the attached report and highlighted the following:

- Maintenance Assessment– Tim Graham spoke of how the finance meeting this summer sparked conversation of having an overall maintenance assessment of the Otey buildings in conjunction with the University's program. He wants to be proactive vs reactive with Otey's buildings; notes that Doug Williams brought on Austin Oakes (of Univ. Facilities Management) who uses the Austin, Tx company Accruent for managing evaluation of facilities; we were hoping for a proposal from them for tonight but do not have it yet (alluded to extreme cost efficiency potential due to the Univ. already contracting to do this for the whole campus; looking at around \$1,512 potentially); hoping for a proposal to describe deliverables in a timely way; Kathy notes line item for repairs and maintenance 5711, which is \$7,000/year and maybe we could use some of these funds towards the proposal fee; Rob corrects that this would be need to be approved as additional funding; Tim will pass along details as he receives them

- Stroops Maintenance Contract - B&G recommends 4x/year contract for filters and systems check; Claudia proposes 4x year schedule for \$148/mo; discussion ensued and was universally agreed upon! Claudia is very grateful.
- Lightning Protection and Roof Shingles: Mickey Suarez to do lightning protection for an estimated \$1,000 with request for approval from B&G committee; Roof shingles priced out for cedar shakes (\$6,600) and metal vs. copper ridge (copper \$5,850 was recommended because of its assistance towards lightning protection) and insurance only approved \$95 after deductible to fix only what is wrong (will not be pursuing insurance further); The request is now for \$6,000 towards the repair of the ridge cap of the roof with copper: vestry recommends use of restricted funds \$1,060 as needed towards lightning; Motion to approve amount not to exceed \$6,000 for ridge cap:
 - o Kathy notes reserve funds are lower than ideal and would rather go to line of credit for ridge cap. Tim notes how we could cover lightning and maintenance assessment with restricted funds and \$6,000 ridge cap for roof from line of credit (\$46,500 used out of line of credit now with \$5310 left towards use).
 - o B&G requests funds up to but not to exceed \$6,000 for ridge cap coming from line of credit, unanimously approved.
- Otey and SCC HVAC unit fencing report included complete SCC stair rail with additional HVAC fencing underway. The total estimated cost of \$2,500 will be covered by a donation from SCC.

IV. Old Business None presented at this time.

V. New Business None presented at this time.

VI. Closing Prayers Were gracefully lead by The Rev. Rob Lamborn.

Adjournment

The meeting was adjourned at 7:35pm by The Rev. Robert Lamborn. The next general meeting will be at 5:30pm on 10/17/19 in the Claiborne Parish House, Adult Education Room. The Tentative Vestry Meeting Schedule: normally on the third Thursday of each month 10/17/19, 11/21/19, 12/12 or 12/19.

Minutes respectfully submitted by: Julie Elrod, Clerk

Otey Parish Vestry
Meeting Minutes 8/15/19

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Opening

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Present

The Rev. Robert Lamborn, Susan Holmes (Newcomers), Sue Moseley (Finance), Gary Sturgis (Parish Life), Lisa Howick (Univ. Community Relations), Tim Graham (Senior Warden / Finance), Karen Meridith (Christian Formation), Julie Elrod (Clerk), Claudia Porter (Junior Warden), David Burnett (Stewardship), and The Rev. Betty Carpenter (Community Action Committee)

Absent

John Simpson (Seminarian), Lee Stapleton (Pastoral Care), Kathy Solomon (Treasurer)

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 Karen Meridith.

II. Minutes from 6/21/19 Meeting

Corrections were suggested for the 6/21/19 meeting minutes and will be submitted by Julie Elrod to the parish administrator before the next vestry meeting. A motion to accept the minutes of the June meeting as amended was made by Karen Meridith, seconded by David Burnett and unanimously approved.

III. Reports

TREASURER

Tim Graham and Sue Moseley submitted the following written reports in Kathy Solomon's absence: Operating Statement of Activities through 7/31/19 and Summary of Cash Position (please see attached). Tim highlighted the following:

- We are mostly in good shape but some over expenditures evident are really due to timing and energy audit that has been completed.
- The First Tennessee mortgage is completely paid off. Draws to date under the line of credit for steeple repairs total \$31,500 plus \$15,000 drawn this week.
- Net decrease in debt is \$57,385.
- Summary of Cash Position: we want to keep a close eye on our unrestricted asset total since it used to cover 3-4mo of operating expense and now covers only 1-2mo. Total cost of the bell tower was slightly over the contract amount, but that was well documented and explained. A maximum of \$65,000 was approved for this project, and fortunately we did not need the full contingency to complete this project!
- Statement of Activities: pledge payments are ahead of schedule; non pledge payments are running a little behind; on the balance, in terms of revenues, we are about even with where we expect to be for this time of year. Under program expenses, we are running a little ahead, largely with parish life, but any overages will be offset by restricted funds set aside for Parish Life. Salaries and wages: we are where we need to be. Benefits: we are under where we expect to be due to timing of payments. Facilities expenses line 5721: elevator maintenance is more than expected due to a fee increase. Electricity/Gas/Water/Sewer expenses will be over budget for the year due

to under budgeting, not timing. An energy audit has been completed. Non-operating income: \$2,000 ahead, and we are in overall good financial shape.

- Summary of Cash Position: net unrestricted liquid reserves of ~\$80,000 is low compared to the past but we know why and will keep this in mind as we move forward. Unbudgeted expenses paid from reserves are highlighted in a box on this page to further explain what has happened.
- The pay down of the Line of Credit will be a priority for the 2020 budget.

Lisa asked where the line item is for paying back the line of credit with Tim to clarify that this line item is due to start next year as part of the budget; this will be a priority!

RECTOR REPORT

Rob Lamborn reviewed his written rectors report (see attached). He highlighted the following:

- Jimmy Carter's Sunday school class which was powerful and connected so many in pilgrimage form (as they all slept in their cars the night before!). His website is posted from the Maranatha Baptist Church in Plains, GA and Rob highly recommend the vestry check it out! Rob was no.24 and able to sit in the church for the Sunday school session.
- Digitization day for Black History Project July 5th - Rob was privileged to be a part of this; very successful; he asked Woody if he would be receptive to appropriate documents going to St. Marks etc. that were related and he was.
- Andy Thompson proposed forming a parish committee to connects with creation care of the national church; Rob noted this could connect with our energy audit even!
- Annual Parish meeting date needs to be set by vestry: Rob proposed the date of 11/17/19; Tim Graham moves to approve and Lisa Howick seconds; The date of 11/17/19 is unanimously approved for between services.
- Book keeper: Diane Fielding is moving out of the continental U.S. with her last physical day on the job 8/23/19; the job has been posted; we have received 6 applicants with Tim/Kathy/Claudia/Rob to interview 4 strong candidates next week. Gary suggested we celebrate Diane and her service to this church with a ramped up coffee hour this Sunday 8/18/19 with Lisa Howick to lead and Gary to offer cake and use discretionary funds as needed to help with this.

COMMUNITY ACTION COMMITTEE

Betty Carpenter gave an oral report highlighting the following:

- Bell tower project ramp was donated by Joseph's Remodeling to a CAC clients' home for access
- Gumbo made >\$1,000 and was a large success; Lisa commented how it bridged so many different communities in the area; they used over 15gal of gumbo and ran out even!
- The community meal in Sherwood was very well received; she reports trying to get medical mobile to go to Sherwood.
- Morton memorial has been providing more food than CAC can distribute but noted we are not competing and rather working as a community to feed all and be a resource and often a first step to find what resources are needed.
- CAC will have a Firecracker ball team.
- CAC recently approved a Franklin County Soccer Association membership for a little boy.
- Working with Church of Christ in Sherwood to make sure one of their parishioners has appropriate dental work to allow for better employment.
- CAC outlook: has good volunteers and a solid board. Hunger Walk coming up at end of September which one of CAC's biggest sources of revenue.

BUILDINGS AND GROUNDS

Claudia reviewed detail from her thorough submitted written report (see attached). She highlighted the following:

- 2 invoices for bell tower total a little over \$58,000 which is still below our contingency price and looks fantastic!

- Some building repairs are visible under grounds maintenance line 5790 vs. some under Unbudgeted HVAC Expenses line 5712 of summary of activities.
- Lightening protection has been reconnected; the committee is working with Mickey Suarez to calculate redoing this with an estimate of \$800-1,000 since he is volunteering all labor.
- Roof shingles: Tim reports approaching insurance carrier, saying they will only pay for repairing it to whole *not* improving it to what it *should* be. This does not address the problem along the ridgeline so we are going to disregard insurance as part of the financial equation for this project. Mickey has been in touch with roof contractor to price various versions – pending cost estimates for copper vs galvanized vs just shingles.
- SCC rail project: Mickey to repair for an estimated \$2500 (again possible through Mickey’s volunteer labor). SCC granted Otey Parish a sum of money towards this expense.
- Energy Audit: 83% of electricity cost is AC; audit recommend replacing any units with high efficiency units; the next largest usage percentage is lights (there is now a plan in place to switch to all LED as bulbs go out).

CHRISTIAN FORMATION

Karen Meridith reports return of Christian Formation beginning 8/25/19 with an enthusiastic schedule for the Fall.

FINANCE

Tim Graham presented a written report to the vestry (see attached). He highlighted the following:

- Committee met 7/8/19
- Now that we’ve paid off the loan, any additional gifts or pledges will be put in the First TN checking account for something capital.
- Outlook: Kathy Solomon’s last year of being our Treasurer; Audit will be coming up.

PARISH LIFE

Gary Sturgis submits a written report (see attached) highlighting the following:

- wants an increased Oktoberfest celebration in October versus September: Gary proposes to have this on a Saturday at noon with bigger advertising, possible charge for the meal, games for kids, band, and polka dancing. The vestry discussed this possibility of changing the date to October but did not vote on changing the calendar –needs follow up.
- Rob noted that the tables for the welcome picnic will be moved to a natural shaded area rather than tenting this year.

NEWCOMERS

Susan Holmes highlighted the following:

- The committee spoke with Parish Life about Invite.Welcome.Connect and everything we do for newcomers.
- Reviewed how to incorporate prayers for the people and include newcomers with hopes to find new ways to introduce and highlight new members.
- Reflected on how we introduce ourselves
- Lay ministry scheduling: Susan reported hoping to change options for the scheduling to better manage time and availability for both the very active members who are serving multiple roles in the church service and showing that there is room for new members to participate. She suggested we have a person assigned to managing lay ministry schedule which would then be reported to the parish administrator, Frieda Hawkins.

STEWARDSHIP

David Burnett submitted a written report (see attached) and highlighted the committee's 2 meetings this summer and how they have advanced their schedule this year to get ahead of stewardship duties. He presented the idea of possible in home meetings or dinner/tea this year.

UNIVERSITY AND COMMUNITY RELATIONS

Lisa Howick reported that she hasn't heard from anyone at the University on the ministries fair yet but it is coming together smoothly. She noted how Rob is an integral part of the newcomer welcome process as he makes visits to newcomer homes. Lisa and Susan are currently discussing options for the best way for the church to also send a welcome message: a letter versus phone call etc. Lisa also announced the upcoming change of University Chaplain with the university currently taking applications.

IV. Old Business None presented at this time.

V. New Business None presented at this time.

VI. Closing Prayers Were gracefully lead by The Rev. Rob Lamborn.

Adjournment

The meeting was adjourned at 7:31pm by The Rev. Robert Lamborn. The next general meeting will be at 5:30pm on 09/19/2019 in the Claiborne Parish House, Adult Education Room. The Tentative Vestry Meeting Schedule: normally on the third Thursday of each month, 9/19/19, 10/17/19, 11/21/19, 12/12 or 12/19.

Minutes respectfully submitted by: Julie Elrod, Clerk

Rector's Report: 17 September 2019

Some of my activities in addition to Sunday services September 18-October 15, 2019:

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

Meetings:

Christian Formation Committee	Seminarian John Simpson (weekly)
Deacon	2 potential seminary interns
Director of Christian Formation (weekly)	Stewardship Chair (twice)
Parish Life chairperson & asst	Stewardship Committee (3 times)
Parish Life liaison	University Chaplain
Parish Staff (twice per month)	Vestry
Parish Admin. Frieda Hawkins (often)	

Tuesday morning Scripture reflection group for clergy sermon preparation.

Adult Forum (weekly)

Wednesday Eucharist and lunch at the School of Theology (weekly)

Attended funeral, interment and reception--Eric Naylor

Attended lecture sponsored by Roberson Project on Slavery, Race and Reconciliation

Hosted (with Dn. Carpenter & St. James) diocesan clergy gathering with Bishop

1 premarital counseling/preparation session and Marriage of Hannah Powell & Christian Taylor

DuBose Lectures, Oct 2-3

Attended closing Eucharist of DioTenn Cursillo, DuBose Conf Ctr

Blessing of the Animals, Sunday, Oct 6, with and at St. James, Midway

Stewardship Dinner, Thursday, Oct 10

Sewanee Symphony Orchestra (Tuesday evenings)

Monteagle-Sewanee Rotary Club (Thursdays, as available)

I talked in person with Bp. Bauerschmidt about implementing 2018 General Convention Resolution B012. I provided him verbally the assurance he sought in his policy that the parish overall agreed that same-sex marriage, available in almost all of the Episcopal Church, should also be available here. No same-sex couples have yet asked me to marry here, but effective with the first one I proceed with, Bp. Bauerschmidt will delegate all of Otey's marriage-related matters to Bp. Brian Cole of East Tenn. All couples will have the same requirements of connection with Otey or another Episcopal church, waiting period, premarital counseling, declaration of intention, authorized liturgy, and bishop's permission in case of divorce.

Coming up: Rotary Relay For Life (Howicks are Otey team captians), Oct 26

Stewardship Ingathering, Sunday, Oct 27

Oktoberfest, Sunday, Oct 27, 5-7pm

Rob attending "Confederate Symbols and Episcopal Churches" Nov 5-7.

Annual Parish Meeting, Nov 17, 9:30am (Both services will take place.)

Thanksgiving Day service: Nov 28, 10am

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

OTEY BUILDINGS AND GROUNDS

October 17, 2019

Maintenance Assessment: Otey has signed the contract with Accurent for \$1,512 to provide assessment of physical plant for future.

Stroop's Maintenance Contract: Stroop will begin quarterly contract in November.

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:

In September the Vestry approved \$6,000 toward the cost of this repair. Still waiting for Chittum to indicate when job will be done. There is still a discussion with Church Insurance about possible reimbursement. (Tim Graham will update this discussion)

Otey and Sewanee Children's Center:

The fencing of the stairway and the HVAC units are complete. Mickey plus several volunteers were able to complete this in very short time. The total cost is unknown as of this meeting but should not exceed the \$2,500 estimate.

Painting of portions of Exterior of Church:

Painting of the front of the church building where the rose window is located will proceed when the bell tower repair is completed. Cost estimated at \$850. This project is underway.

St. Mark's Ramp Renovation:

Mickey Suarez has designed method for stopping the runoff from salt melt during the winter months to stop damage to HVAC units under the ramp. An actual estimate for this is not available yet, however, Mickey guessed somewhere around \$300-400 and could be less.

Other Projects:

Replacement of broken wheels on chair and table carts used in St. Mark's Hall (wheels ordered – cost about \$10 each ... estimating 16 need replacing)

Replacement of door to basement of the church (Alec Moseley coordinating)

Electrical Circuit in St. Mark's Hall – Mickey Suarez has designed a way to provide for outlets that will allow the use of multiple grills for events in the Hall.

Next Buildings and Grounds Committee meeting is to be announced.

Respectfully submitted,
Claudia Porter, Jr. Warden

CAC Board Report 9-19

September has been a very busy month and CAC is back in the rhythm of things. So far we have 8 Bonners who have shown strong interest in committing to CAC as a Bonner site. In early September we ordered and recieved 1800 pounds of food from Second Harvest in Nashville and it was delivered by Ron Bailey. Our first Community Meal was a big success and had probably our most diverse attendence with representation across the plateau. Many volunteers made everything thing go smoothly. The Hunger Walk was a huge success with many more sponsors than in the past. Over one hundred walkers participated. Held meetings with the Mobile Medical Unit of St. Thomas with the hope of bringing the unit to Sherwood. Negotiations are ongoing. The tutoring program is on-track with recruitment and when there are a sufficient number of tutors we will begin. The target date is after University fall break. The Culinary Club has volunteered to host the next Community Meal which is scheduled for October 25. A CAC Bonner Retreat is planned for October 22 at the home of Betty Carpenter to set goals for the academic year.

Core Functions

Visitors to CAC-160

Volunteers-25

Grocery Bags Distributed-98

Utility Assists-10

Housing Assists-4

Home Visits-1

Medical/Dental-1

Education-0