

Otey Memorial Parish  
Sewanee, Tennessee  
Vestry Agenda for January 19, 2017  
5:30 pm

- I. Opening Devotions
- II. Elections: Clerk and assistant, Wardens, Treasurer 5:50
- III. Minutes from the December meeting
- IV. Duties and Process of Vestry Service
- V. Reports 6:00
  - Treasurer
  - Rector
  - Committees, as necessary
- VI. Old Business 6:30
  - Update on Estate of Mary Sears
- VII. New Business 6:40
  - Vestry assignments
  - Date of Vestry retreat
- VIII. Closing Prayers 7:00

*The Vestry meets at 5:30pm normally on the third Thursday of each month: February 16, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21. According to diocesan canons, we must meet at least quarterly.*

## **Otey Memorial Parish Vestry Meeting**

January 19, 2017

### **Opening devotion led by Rev Dr. Rob Lamborn**

Vestry Members Present: Pamela Byerly, Shelley Cammack, Dorothy Gates, Tim Graham, Claudia Porter, Barbara Prunty, Gary Sturgis, Rachel Suarez, and Ken Taylor, and the Rev. Dr. Rob Lamborn.

Others present: Kathy Solomon, Church Treasurer, the Rev. Deacon Betty Carpenter,

Absent: None

Visitors: None

Dorothy Gates was moved and seconded for Junior Warden. She was elected as junior warden by unanimous vote.

Senior Warden nominated by Shelley Cammack  
Seconded by Gary Sturgis  
Barbara Prunty elected Senior Warden by unanimous vote.

Kathy Solomon nominated by Pamela Byerly to continue as Treasurer, and nomination was seconded.

Elected by unanimous vote

### **Approval of Minutes of December 2016 meeting.**

No additions or corrections.

Moved by Ken Taylor, Seconded by Barbara Prunty, minutes approved by unanimous vote

### **Review of duties and vestry service.**

All regular monthly vestry meetings are open to any parishioners who may choose to attend. We wish to foster a spirit of openness and respect. Decisions of the vestry are decisions of the whole no matter what the vote. Duties of the vestry members to support the good of the Church. Clerk and assistant clerk have seat and voice but no vote. Similarly, the treasurer has seat and voice, but no vote. Rev. Deacon Betty Carpenter also has seat and voice but no vote. Rector as presiding officer does not have vote. He does not make or second motions.

### **Handout: applicable Canons of the Episcopal Diocese of Tennessee**

An aside, Vestry Member Gary Sturgis is married to Music Director Kathy Sturgis. Should the vestry be in discussion about the Music Director, he will recuse himself.

### **Review of Canons.**

The Diocese of Tennessee is considering a revision of Canons to align with National Church to allow persons 16 years or older to serve on the vestry.

Vestry has a spiritual role in leadership as well as a legal role.

Vestries call rectors, bishops appoint deacons, other priests asked by rectors with approval of bishops.

Streamlined way of managing and meeting. These are the “bones of the Body of Christ.”

Vestry functions at heart as spiritual leaders when our meetings are grounded as prayerful, informed and responsive.

Expected to be part of the parish and listen. Also to do our homework.

**Treasurer Report:** Kathy Solomon, See attached report

- a) Pledges for the year ending 2016 are approximately \$14,000 under budget.
- b) Rental income for the parish hall was over what was expected.
- c) facilities expenses are over, utilities were about \$600 more than expected; elevator maintenance was higher.
- d) Salaries and wages are pretty well on target.
- e) Debt service has been split in report to reflect principal and interest separately.

Ended year at \$12,000 to the good mostly because of rental income and investment income.

Rachel brought up question of past restricted fund for clergy sabbatical. Discussion reminded that the previous reserve was used to pay for the health insurance and related costs for former rector, Joseph Ballard, Jr. Kathy and Rob will look into re-establishing this restricted fund for the future.

Method of cash management discussed by Kathy. One month's expenses run about \$36,000.

Also working on this for CAC and Rector's Discretionary Fund.

Repairs and Maintenance—Vestry Fund is a fund that had fallen out of reporting. She will track this balance.

Phase II debt reduction balance is \$4,568. Because of success in these collections, the need for \$2000 from Vanguard Fund as authorized in December was not needed after all.

Working toward best use of funds.

Loan balance is now \$403,464. We have about three budget cycles before loan balloon (fall 2019). Our rate is 3.5%, a very good rate. The interest rate in 2019 is expected to be higher.

Pete Stringer, banker and treasurer of the Diocese told Kathy he was happy as the Treasurer but not so happy as a banker that we are paying early.

CAC Budget is in great shape. Restricted fund balance is \$44,491. Money in memory of Reid Ward will not be restricted within the CAC budget.

**Rector's Report** the Rev. Dr. Rob Lamborn (see report attached)

1. Original seminarian for internship is not going to be with us after all. There are others who may be with us, perhaps Regan Schutz and Chris Wilkerson.
2. Organ tuner discussion with Rob. Currently the volume options are mostly "boring" or "blasto." The tuner has proposed revoicing that will make some of the brilliance on the organ available at appropriate volume levels. Funding is not yet in place, and Rob has chosen to refrain from special fund raising efforts so far while we are still paying off Claiborne Hall. Not trying to create an organ project that will cost a lot of money.
3. Missional Engagement Initiative: Barbara, Dorothy and Rob working on this for the parish sesquicentennial. Will include oral history.
4. Rob's parents have moved to assisted living as of Monday, January 16. He will continue to inform vestry about needs and use of family leave.

**Finance Committee Report**—Tim Graham—(Report attached)

Investment policy statement and consideration of cash management.

Provides guidance for the treasurer and the vestry.

Finance Committee members are Tim, Chair, Randy Peterson, Drew Sampson and Kathy Solomon (Barbara Prunty and Rob Lamborn also members)

**CAC Report**—Rev. Deacon Betty Carpenter

In conjunction with St. James Midway we have started an afternoon tutoring program. First afternoon was earlier this week and was joyfully and well attended. Ann Seiters, Peggy Peterson, Carolyn O'Conner are participating as teachers.

Betty is the Safeguarding God's People administrator. She asked the new vestry members to let her know so that they can be entered into the system and sent the link to the training.

**Old Business**

Rachel Suarez gave update on the Mary Sears estate. She commended Lynn Stubblefield on the Comprehensive Market Analysis. On advice from Margaret Donohue and Lynn Stubblefield, the price should be reduced. Lynn reported to Claudia that insulation is blowing into the kitchen.

Rachel made the motion to change the listing price

Seconded by Dorothy

List price will be changed to \$185,000. Unanimous vote.

Discussion and approval of acceptable price range for negotiating without coming back to the vestry.

**New Business**

Vestry assignments: Pamela with Community Council and University; Shelley with Christian Formation, Rachel as stewardship, Ken-pastoral care, Tim finance, Gary—CAC, Claudia-parish life.

Saturdays for Vestry Retreat dates will be floated by Rob.

Vestry Meetings are on calendar for the year. The December 21 meeting may be changed to a week earlier.

Meeting adjourned with prayer.

Susan Holmes, Assistant Clerk

## **Rector's Report: 18 January 2017**

*Some of my activities in addition to Sunday services between Wednesday, December 14,, 2016 and Tuesday, January 17, 2017:*

Evening Prayer (as available, Mon-Thurs)

10 pastoral meetings or visits

Meetings:

Sr. Warden

Jr. Warden

Vestry

Deacon Betty Carpenter

Parish Administrator (often)

Parish Organist

Treasurer & Finance Committee Chair

Parish Staff (twice)

Buildings and Grounds Committee

Finance Committee

Director of Christian Formation

(most weeks)

CAC Board

Adult Forum (weekly)

Rotary (weekly when in town)

11 other meetings

organ tuner

a potential seminary intern (3 times)

Children's Pageant Rehearsal

Staff holiday lunch

Missional Engagement Initiative meeting

Interment of Reid Ward

Seminarian(s) for 2017

Full days away helping my parents: Jan 3, 9, 17

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Stewardship update 1/17/17

122 regular pledges for \$334,634

14 outstanding who pledged \$33,600 in 2016

27 debt reduction pledges for \$24,805

## STATUS OF MARY SEARS' HOME

Several matters have occurred with regard to the Sears' home since our last Vestry meeting.

1. There were renters in the home for a few days to attend a funeral. We received \$50 per night. The deceased was a parishioner of one of Amy Lamborn's STEM churches. The renters, who were relatives of the deceased, left the house in good order, and Diane cleaned up anything that needed it.
2. We received an offer for \$164,000 from Lisa Orange. The Estate of Mary Sears countered to that offer at \$185,000. The offer was good until January 10th, and we have not received a response. Lisa indicated to Lynn that she would not pay \$175,000 for the home because someone is building next door. We regard the new build as a positive item with regard to pricing and comps.
3. The Estate has received a Consent Order to proceed with the sale of the residence, with Otey to receive the net proceeds when they can be disbursed. Otey is permitted to pay the monthly mortgage payments and incidental expenses, and the expenditures are considered a priority expense of the estate to be reimbursed to Otey in the unlikely event the estate becomes insolvent.
4. Lynn has updated and reviewed the comps, and she and Margaret agree that the price should be reduced to \$185,000. The market is sluggish, and it is unlikely that we will sell the home before Spring or Summer.