

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for December 15, 2016
5:30 pm
"Meanwhile"--home of Laura & John Willis

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| I. | Opening Prayer and Silence | |
| II. | Minutes from November meeting | 5:35 |
| III. | Report of the Treasurer, including 2017 Budget | 5:40 |
| IV. | Report of the Rector | 6:00 |
| V. | Report on the Estate of Mary Sears | 6:10 |
| V. | Closing Prayers, including silence | 6:15 |

Next Regular meeting: Thursday, January, 5:30pm

MINUTES OF THE VESTRY

Otey Memorial Parish Church

December 15, 2016

5:30 PM

Present: Larry Barker; Pam Byerly; Shelley Cammack; Dorothy Gates, Junior Warden; Tim Graham; Barbara Prunty; Rachel Suarez; ; Ken Taylor; Laura Willis, Senior Warden; Rob Lamborn, Priest; Ann Aitken, Clerk; Betty Carpenter
Kathy Solomon; Treasurer

Absent: None

Visitors: None

The meeting opened with a reading and prayer

APPROVAL MEETING MINUTES

Motion: Laura moved that the November 2016 minutes be accepted as amended.

Ken seconded the motion. The motion passed by unanimous vote.

TREASURER'S REPORT – Kathy Solomon (See Reports Attached)

1. 2017 Budget: Kathy

a) Pledges are \$320,914 to date. Kathy thinks pledges yet to come in will meet the 2017 budget.

b) Vanguard Account Transactions: Kathy will (1) transfer amounts in the CAC checking account that are in excess of the CAC grants and operating budget to the Vanguard account and (2) transfer 4.5% of the Vanguard funds to the Otey operating accounts.

c) Rental income: Estimated at \$10,000. Discussion: Ken asked to have the budget amended so that the Parish Life committee is budgeted the \$4,000 it requested for 2017. Kathy and Tim explained that Parish Life is budgeted \$2,000 in the operating budget plus \$1,900 from restricted funds. In addition to this, 10% of the Parish Hall rentals go to the Parish Life committee. NOTE: Parish Life committee members need to submit all expense receipts so that Otey has an accurate record of actual event costs.

d) Youth Ministry and Christian Education: The Youth Ministry requested \$4,850; this account is budgeted \$3,000 and in addition \$1,800 in restricted funds. Christian Education is also budgeted \$3,000.

e) Salaries and Wages: Rob noted that there are no performance based elements in the 2017 changes although the Finance Committee has considered differences in the time since last raises. Diane will be on maternity leave in February. Her salary will continue during leave.

f) Facilities: The insurance budget has been increased to \$9,200 to better reflect current coverage. Repairs and maintenance are budgeted at \$2,000 which may be too low but is the amount requested. Can we use a portion of the Memorial Fund (\$6,657) for some of the work that needs to be done? (Ann Griffin is chair of the Memorial Fund).

Motion: Rachel moved that the budget be accepted as presented. Dorothy seconded the motion. The motion passed by unanimous vote.

2. *Loan Payment:* Kathy requested that Otey take up to \$2,000 from Vanguard, as needed, to make a \$50,000 principal payment on the loan at year end. Going forward, Otey will begin to accrue any sums contributed to the loan payment fund for the next \$50,000 payment and will not reimburse the Vanguard Fund for this payment.

Motion: Ken moved that the Vestry authorize Kathy to take up to \$2,000 from the Vanguard Fund to make a \$50,000 loan principal payment at year end. Laura seconded the motion. The motion passed by unanimous vote.

RECTOR'S REPORT- Rob Lamborn (See report attached)

1. *Missional Engagement Initiative:* Oral history collection is proposed as a part of the Otey 150th anniversary celebration.
2. *Seminarian for Spring:* There is no seminarian assigned to Otey for credit during the spring semester. Chris Wilkerson may continue to assist on a voluntary basis.
3. *Building Maintenance:* Rob noted that Brandy Garner, Otey's cleaning staff, will be moved from contractor to employee commencing in 2017. She will be assured of Employee Assistance access and will accrue Social Security.
4. *Thanks to Leaving Vestry Members:* Rob thanked Larry Barker and Laura Willis for their service and welcomed Tim Graham back for a 3 year term on the Vestry.

SENIOR WARDEN'S REPORT - (No Report)

JR. WARDEN'S REPORT- (No Report)

COMMITTEES (ATTACHMENTS)

1. *Building and Grounds* (See report attached)
2. *CAC:* Larry Barker (See report Attached).

OLD BUSINESS

1. *Mary Sears:* Rachel advised the Vestry that Mary's estate received an offer of \$164,000 from the neighbors. Rachel will confer with Margaret Donohue and Lynn Stubblefield as to an appropriate counteroffer. The house is listed for \$199,900.

NEW BUSINESS

The meeting was adjourned at 6:50

NEXT MEETING JANUARY 19, 2017

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
REQUEST PARISH LIFE COMMITTEE TO SUBMIT ALL EXPENSES TO OTEY SO THAT AN ACCURATE EXPENSE ACCOUNTING CAN BE MADE	Ken Taylor
Mutual Ministry Review	Laura, Rob and Dorothy
Sanctuary Floor	Building Committee

MINUTES OF THE VESTRY

Otey Memorial Parish Church

November 17, 2016 5:30 PM

Present: Larry Barker; Pam Byerly; Shelley Cammack; Dorothy Gates, Junior Warden; Tim Graham; Barbara Prunty; Rachel Suarez; Laura Willis, Senior Warden; Rob Lamborn, Priest; Ann Aitken, Clerk; Chris Wilkerson

Kathy Solomon; Treasurer, attended during the presentation of the financial reports

Absent: Betty Carpenter; Ken Taylor

Visitors: None

The meeting opened with a reading and prayer

APPROVAL MEETING MINUTES

Motion: Dorothy moved that the October 2016 minutes be accepted as amended. Larry seconded the motion. The motion passed by unanimous vote.

Pam moved that the minutes of the Special Meeting on November 3, 2016 be accepted. Laura seconded the motion. The motion passed by unanimous vote.

TREASURER'S REPORT – Kathy Solomon (See Reports Attached)

1. CAC Statement Detail. Kathy began the financial statement review by calling attention to a new column that breaks out CAC income and expenses. She explained each line item, and noted particularly how Betty Carpenter's salary and benefits are shared between CAC and Otey. Once all line items are broken out, CAC will have a separate financial report, beginning about Jan 1, 2017. Otey's statements will show only the aggregate transfers to the CAC account.

2. Monthly Financial Report: Kathy noted that the Revenue portion of the monthly statement is expanded, adding line items for CAC Non-Pledge Gifts, Investment Income and Investments sold. Investment line items are new and show for the first time the income from the Vanguard account.

Pledge payments are slightly behind budget, but Kathy expects year end giving to be larger and to make up the current shortfall.

3. Discretionary Fund: Rob explained the formula for accruing funds to this fund.

RECTOR'S REPORT- Rob Lamborn (See report attached)

1. *Recent Activities:* Of note, the Pulse memorial at St. Mark's hall then a celebration at Angel Park of the individuals who lost their lives. The Parish Life Committee thanked for Octoberfest and help with the Shrimp and Grits luncheon.
2. *Jill Levine:* Rob noted that he attended a lecture by Jill Levine, a New Testament professor at Vanderbilt entitled, "Ways to Avoid Antisemitism in Preaching"
3. *Friends of Canon Gideon Foundation:* Sally Hubbard gave a talk on the Canon Gideon and Hope project during the Christian Education hour.
4. *Missional Engagement Initiative:* Rob explained to the Vestry that Otey's current Initiative is celebrating the School of Theology's 150th year.

SENIOR WARDEN'S REPORT - (No Report)

JR. WARDEN'S REPORT- (No Report)

COMMITTEES (ATTACHMENTS)

1. *Building and Grounds* (See report attached) Dorothy reminded the Vestry that the trees on campus will be cut. Tim asked Dorothy to ensure that a notice to that effect be put in the bulletin.
2. *CAC:* Larry Barker (See report Attached).
3. *Nominating Committee:* Laura announced that Tim Graham, Claudia Porter and Pete Trenchi are the 3 parishioners who agreed to be nominated for the Vestry.

Rachel suggested that the Vestry affirm to the parish that the policy of accepting all qualified parishioners for nomination is and remains Otey's policy. Laura noted that the ballot will have, in addition to the three names listed above, several spaces provided for the names of those nominated from the floor.

4. *Stewardship:* Rachel Suarez (See report attached) Rachel reviewed her report showing the results of the 2017 campaign as of November 14 (74 pledges submitted, 56 are pending). The Committee has sent a second notice to parishioners.

OLD BUSINESS

1. *Mary Sears:* Rachel advised the Vestry that Lisa Orange is interested in purchasing Mary's house and will have it inspected and will make an offer on Monday. If this does not result in a sale, the property will be listed.

The home contains personal property, a portion of which will be used to stage the home. The remainder will be sold; it has not yet been decided how the proceeds will be divided between the Sears family and Otey. There was a short discussion concerning whether someone would sell the personal property for a commission.

Rob noted that Diane Jones has agreed to house sit, charging \$10 for each day that she provides that service.

Motion: Rachel moved that the Vestry authorize the executor of Mary Sears estate, Susan L'Engle de Figueiredo, to sell Mary's home in accordance with the will and, subject to Vestry approval of the sales price, and a requirement that the net proceeds be placed in escrow with the title company or into the Chancery Court until the estate is probated. Laura seconded the motion. The motion passed by unanimous vote.

Motion: Dorothy moved that the Vestry accept Diane Jones' offer of \$10/day to house sit May Sear's house until the house is sold. Tim seconded the motion. The motion passed by unanimous vote.

NEW BUSINESS

The meeting was adjourned at 7:05.

NEXT MEETING DECEMBER 15 AT LAURA'S HOUSE AT 5:30. MEETING AND DINNER.

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
December 15 pot luck dinner at Laura's home	All Vestry
Mutual Ministry Review	Laura, Rob and Dorothy

Sanctuary Floor	Building Committee
Hope Institute Exploration of a foreign mission	Laura, Rob
Tree removal on campus	Dorothy

Otey Memorial Parish Church

2017 Budget Worksheet

	Operating Fund	CAC Fund	Consolidated Actual	Consolidated Budget	Proposed Budget
	YTD 11/30/2016	YTD 11/30/2016	YTD 11/30/2016	2016	2017
Revenues					
Support From Usual Sources					
4111 - Plate Offerings	7,183	-	7,183	7,000	8,000
4115 - 1/4th Plate to RDF	(268)	-	(268)	(1,750)	(2,000)
4131 - Pledge Payments	289,506		289,506	349,150	357,800
4151 - Non-Pledge Gifts	28,122	48,624	76,746	27,000	30,000
4591 - Other Outside Support	18,234		18,234	20,000	17,300
Total Support From Usual Sources	342,777	48,624	391,401	401,400	411,100
Support From Internal Sources					
4512 - Investment Income	4,244	-	4,244	-	10,350
4531 - Gain(Loss) investments sold	2,737	-	2,737	-	
4551 - Property Rental Income	10,440	-	10,440	3,500	10,000
Total Support From Internal Sources	17,421	-	17,421	3,500	20,350
Total Revenues	360,198	48,624	408,822	404,900	431,450
Expenses					
Work Outside Congregation					
5111 - Diocesan Assessment	20,833	-	20,833	25,000	34,500
5121 - Seminary Gift	-	-	-	-	
5131 - Outreach (CAC)	-	23,703	23,703	-	
Total Work Outside Congregation	20,833	23,703	44,536	25,000	34,500
Work Within Congregation					
5211 - Work w/in Parish, Rector	-	-	-	-	
5171 - Stephen Ministry Expenses	-	-	-	500	500
5398 - Pastoral Care	-	-	-	150	150
5311 - Christian Education	1,880	-	1,880	2,000	3,000
5317 - Discernment	-	-	-	-	
5331 - Parish Life	1,430	-	1,430	1,000	2,000
5351 -Altar Guild	204	-	204	1,000	1,200
5353 - H.E. Prep. & Confirmation	-	-	-	200	200
5355 - Music	210	-	210	750	750
5357 - Prayer Book and Liturgy Material	198	-	198	100	200
5359 - Organ & Piano Maintenance	1,425	-	1,425	1,800	2,100
5371 - Youth Ministry	3,048	-	3,048	2,000	3,000
Total Programs	8,395	-	8,395	9,500	13,100
Operating Expenses					
Salaries & Wages					
5411 - Clergy	37,364	-	37,364	40,400	41,208
5413 - Seminarian		-	-	-	
5415 - Supply Clergy	925	-	925	1,250	1,250
5421 - Youth Minister	4,583	-	4,583	5,000	5,100
5431 - Organist	8,619	-	8,619	9,375	9,850
5432 - Supply Organist	300	-	300	600	600
5451 - Child Care	4,108	-	4,108	4,850	5,130
5455 - Custodian					10,920
5461 - Dir. Christian Formation	8,194	-	8,194	9,979	12,645
5471 - CAC Director		21,083	21,083	23,000	23,400
5481 - Parish Administrator/Otey Notes	33,146	-	33,146	36,160	37,480
Leave Coverage-Financial Administrator					750
5486 - Financial Administrator (inc. CA)	12,425		12,425	11,000	11,220
Total Salaries & Wages	109,664	21,083	130,747	141,614	159,553
Employee Benefits					
5511 - Clergy Pension	13,156	-	13,156	14,339	14,626
5521 - Clergy Insurance	19,604	-	19,604	24,156	25,836
5526 - Clergy Housing & Utility Allow.	30,800	-	30,800	33,600	34,272
5531 - Clergy - SECA Payments	5,215	-	5,215	5,660	5,944
5551 - Staff Payroll Taxes	6,757	147	6,904	7,601	8,168
5561 - Staff Pension	4,881		4,881	5,325	5,479
5571 - Staff Insurance	7,123	-	7,123	8,628	9,288
5631 - Workers Compensation	393		393	1,200	1,480
Total Employee Benefits	87,929	147	88,076	100,509	105,093
Facilities Expenses					
5611 - Property & Liability Insurance	9,191	-	9,191	8,600	9,200
5711 - Repairs & Maintenance	959	-	959	2,000	2,000
5721 - Elevator Maintenance	3,424	-	3,424	2,700	2,700

Adj. Notes

2,800 1.25% over 2016

900 St. James FOTM

1,924 4.5 per cent

Restricted Funds

Restricted Funds

Full year 2017

(750) Left out in error*

Inc.'d \$104*

Memorials avail.

5731 - Equipment Purchases	-	-	-	500	500
5751 - Contracted Services	12,366	-	12,366	13,000	2,080
5761 - Furnishings	250	-	250	500	250
5771 - Supplies	554	-	554	750	750
5781 - Electricity	13,672	-	13,672	13,250	13,000
5783 - Gas	2,152	-	2,152	4,000	3,000
5785 - Water & Sewer	2,428	-	2,428	2,100	2,500
5790 - Grounds Maintenance	2,765	-	2,765	3,500	4,500
Total Facilities Expenses	47,761	-	47,761	50,900	40,480
Office Services	-	-	-	-	-
5811 - Audit	6,000	-	6,000	6,000	6,000
5821 - Computer Expenses	2,373	-	2,373	2,500	2,800
5831 - Copying expenses	2,602	-	2,602	3,200	3,300
5841 - Office Supplies	1,398	500	1,898	1,500	1,900
5851 - Office Equipment Purchases	224	-	224	500	750
5861 - Postage	532	-	532	600	750
5871 - Telephone	5,610	443	6,053	4,498	5,890
5891 - Miscellaneous Expense	170	-	170	700	400
Total Office Services	18,909	943	19,852	19,498	21,790
Organizational Expenses	-	-	-	-	-
5911 - Clergy Car Expense	-	-	-	1,500	1,500
5913 - Clergy Expense Allowance	-	-	-	500	500
5921 - Continuing Ed. Clergy	-	-	-	2,000	2,000
5922 - Continuing Ed. Staff	1,594	-	1,594	500	1,000
5931 - Convention & Travel	287	-	287	1,000	1,000
5941 - Ministering to New Members	-	-	-	100	100
5961 - Publications	1,320	-	1,320	1,000	1,400
5971 - Communications	123	-	123	200	200
5981 - Stewardship	383	-	383	400	1,000
5999 - Vestry	104	-	104	100	400
Total Organizational Expenses	3,811	-	3,811	7,300	9,100
Total Expenses	297,302	45,876	343,178	354,321	383,616
Other Expenses	-	-	-	-	-
7411 - Interest Expense	-	-	-	-	-
7311 - Sabbatical Reserve Provision	-	-	-	-	-
7211 - Depreciation Expense	-	-	-	-	-
7711 - Debt Service Provision	42,204	-	42,204	50,400	47,803
7400 - Search Committee	-	-	-	-	-
Total Other Expenses	42,204	-	42,204	50,400	47,803
Net Receipts/(Disbursements)	20,692	2,748	23,440	179	31

500 like Youth, Fmtn

5,374

Rector's Report: 15 December 2016

Some of my activities in addition to Sunday services between Wednesday, November 16, and Tuesday, December 13, 2016:

Evening Prayer (as available, Mon-Thurs)

7 pastoral meetings or visits

Meetings:

Sr. Warden

Jr. Warden

Vestry

Deacon Betty Carpenter

Parish Administrator (often)

Parish Organist

Treasurer (twice)

Parish Staff (twice)

University Chaplain

Finance Committee

Christian Formation Committee

Buildings and Grounds Committee

Seminarian Chris Wilkerson (weekly)

Director of Christian Formation

(most weeks)

CAC Board

Adult Forum (weekly)

Rotary (weekly when in town)

8 other meetings

Vestry brown-bag lunch

Wednesday Seminary Eucharist & lunch, (weekly when available)

Memorial for victims of the Pulse nightclub shooting in Orlando

Memorial Service and Interment for Rob Keele

Annual Parish Meeting

Missional Engagement Initiative meeting

University of the South Lessons & Carols

School of Theology Faculty/Staff Christmas Party

Children's Pageant Rehearsal

SoT Prof Ben King

Sewanee Symphony Orchestra (weekly 11/29-12/9)

Seminarian(s) for 2017

Employment status of building cleaners

e-mail: oteparishrector@gmail.com; Home:598-9604; Cell (with signal):931-636-8739; Day off: Fri.

Stewardship update 12/15/16

109 regular pledges for \$320,914

25 outstanding who pledged \$50,180 in 2016

BUILDINGS AND GROUNDS MINUTES – DECEMBER 14, 2016

Current Projects:

1. Office door windows installation in progress
2. Electrical work:
 - Need bulbs that can be dimmed in St. Paul's Chapel to work with rheostat.
 - Need rheostats added for Brooks Hall center hall and dining room.
 - Outside eave motion sensor lights on driveway side of St. Mark's were replaced with on-at-dusk/off-at-dawn - COMPLETED
 - Back hall sensor light switch needs replacement with standard switch.
3. New linen cabinet in sacristy.
4. Brooks Hall SW corner downspout to get splash block. When Jim Holland, gutter person comes, he needs to look at SW corner of Claiborne Hall downspout as it appears to be leaking, possibly backed up?
5. Indoor signage in place - COMPLETED
6. Godly Play "clothesline" on which to hang children's artwork needs to be hung.
7. Corkboard for posting parish needs to be hung in Claiborne center hall over bench.
8. Projector screen is in St. Mark's Hall needs to be hung.
9. Shingles on Brooks basement window on church side replaced - COMPLETED
10. Door leaning against back of Brooks removed - COMPLETED
11. King's Tree Service removed 4 dead trees that had been identified by the University. COMPLETED
12. Replacement closure for front door of church to be ordered.
13. Joseph Sumpter to check why rain leaking from bell tower into narthex. He will also evaluate current erosion issues on driveway by Children's Center and future parking expansion beside driveway by outdoor chapel.
14. All campus locks to be rekeyed to a master on 12/27/16.
15. Need to find brighter light bulbs for St. Mark's side lights. Possible light kits added to current fans to provide more lighting after dark?

Spring Projects:

1. Need more rocks to prevent parking on grass along driveway in area between St. Mark's and Brooks Hall. Round-off turn from parking strip on the side of the church onto driveway and move existing rocks back to follow the new curve.
2. Replacement of Episcopal Church sign on Hwy 41A.
3. Banister at back of St. Mark's Hall needs sealing. Possibly Bonner Scholars will do the work coordinated by Betty Carpenter and Bruce Baird.
4. Exterior signage – putting back up the "Exit only" sign and "Do Not Enter" sign. Signs need repainting, sealing and new posts.
5. Maintaining aging wood signs by cleaning and painting with sealer once a year.

6. Cement parking bumpers located in pile in back of St. Mark's Hall need to be moved to driveway parking pad in front of Brooks Hall to restrict parking on lawn.
7. Refinish outside top of front church doors and Claiborne front doors.
8. Scrape and repaint iron railing in front of church.
9. Remove leftover construction debris and scape lumber that have exposed nails from behind building.

Future Projects:

1. Claiborne floors – sound deadening between floors awaiting funding.
2. Reverberation in St. Marks Hall – Barbara Prunty shared the drapery samples she ordered. Committee decided on longest length which will require some hemming. General consensus was for the cream color. She will get drapes for one window to setup as an example for the Parish to see.
3. Need new speed bump on driveway side of Brooks Hall to be done by David Cook at Tinsley's when they are in town for other work
4. Possible relocation of back thermostat in church from post.
5. Replaced blown bulbs inside church - COMPLETED
6. Dispose of wrought iron benches by outdoor chapel. Fieda will offer on Classifieds free to whoever will pick up.
7. Lay gravel and define additional parking on the side of the driveway by outdoor chapel.
8. HVAC units behind St. Mark's Hall need removable security fencing installed. Sandy Glycet is aware of and working on solution.
9. Cover couch in Adult Ed. Room with upholstery material left at Mary Sears house. Cost to be covered by donations in Mary Sears memory.
10. Outside lighting – need to evaluate complete Otey campus and make recommendation.
11. Add control wires to interior church LED lights to allow them to be dimmed.