

Otey Memorial Parish  
Sewanee, Tennessee  
Vestry Agenda for June 22, 2017  
5:30 pm

- I. Opening Devotions
- II. Minutes from the May meeting
- III. Reports  
(Treasurer)  
Rector  
Committees, as necessary
- IV. Old Business  
Sewanee Organize and Act
- V. New Business  
Funding of replacement refrigerator
- VI. Closing Prayers

*The Vestry meets at 5:30pm normally on the **next-to-last** Thursday of each month: July 20, **August 24**, September 21, October 19, **November 16** (remains 3rd Thurs b/c of Thanksgiving), December 21. According to diocesan canons, we must meet at least quarterly.*

Wednesday, June 21, 2017

## Minutes of the Otey Memorial Parish Vestry

May 18, 2017

**Opening devotion led by Rev Dr. Rob Lamborn in the small Chapel. 5:30PM CDT**

**Vestry members present:** Pamela Byerly, Dorothy Gates, Tim Graham, Barbara Prunty, and the Rev. Dr. Rob Lamborn, ex-officio.

**Absent:** Shelley Cammack, Claudia Porter, Gary Sturgis, Rachel Suarez, and Ken Taylor

**Others present:** Kathy Solomon, Church Treasurer, Rev. Deacon Betty Carpenter, CAC Director, and Susan Holmes, Clerk

**Visitors:** None

The meeting was abbreviated because several members were absent and a quorum was not present. No business was transacted.

### **Treasurer's Report:**

Kathy reported on the cash position and the Sears Estate.

Sears Estate:

There are about \$200 in outstanding expenses for the estate.

\$4500 has been set aside for vestry consideration at a later date.

The balance of the estate has been paid to debt reduction.

Cash position: \$475K in liquid assets as we work toward having 4-6x operating expenses in reserve.

Recommended renaming line item "discretionary fund" as the Rector's Discretionary Fund.

Loan Report:

After May the \$50,000 payment to First Tennessee is applied, over the next 12 months the debt service will be lower than than the budgeted \$47K.

Pledge Receipts for Debt Reduction, Phase II were added to the Sears bequest and a gift from the Thurmond Library of \$1200 (after the last book sale) to make \$50K payment.

Slightly ahead on pledged and non-pledged income to date: see report

Tim Graham asked about organ and piano maintenance. Line 5487 reflects overage to budget. Line 5371: Youth Ministry Programming is larger because the outreach trip has already been made.

Line 5783: Gas Utilities—Do churches qualify for budget billing? Kathy Solomon will ask.

Budget looks good in both cash position and operating.

### **Rector's Report:**

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Last month Rob attended the Stephen Ministry Training. It was intense and great. He has met with Ken and Lynn Taylor to work toward re-institution of the ministry. This June they will begin to prepare for fall 2017 by gathering those who have been part of this ministry in the past and those who may want to consider being part in the future.

Rob and Betty attended Clergy Colloquium. Bishop Bauerschmidt has not authorized the trial liturgy for same gender marriage, but a diocesan task force is holding conversations on the issue.

Next year is the 50th anniversary of St. Mark's closing. Otey Parish integrated before the closing. We will continue discussion of how to commemorate this.

Rob anticipates the Bishop will approve Regan Schutz to work at Otey.

Mention of project in west Africa where many children have lost one or both parents to ebola. Considering school uniforms for these children at a cost of \$200-\$275/child.

Rob gave a "shout out" to Dorothy Gates for an amazing building and grounds work day. It was well organized by Dorothy. About 20 people came. Got rid of lots of construction debris left from the parish hall construction. Kudos to Tim, Joseph Sumpter, and Brenda Mathews for heavy construction moving including tractor and construction trailer.

**Parish Life/Buildings and Grounds:**

Vestry will receive request for vote on refrigerator replacement.

**Buildings and Grounds:**

Considering maintenance plan for the HVAC systems in both the Parish Hall and Brooks Hall. Discussed putting together a planned month-by-month repair/replacement and regular maintenance budget.

**CAC Report:**

Bonner Scholars wrote and received a grant for composting garden.

CAC will have a float in the Fourth of July parade and will sell "puppacinos" at the Mutt Show.

**Finance Committee:**

Tim Graham reported on research by Drew Sampson on parish hall insurance. Revising our coverage to \$1.9M replacement policy. Insurance companies will pay up to 15% over the policy. Our policy update and renewal is due in August 2017.

Workers Compensation is through ADP.

Always a good exercise to review policies.

**Old Business:**

Landscaping Plan: Betty Barton, Rachel Suarez, and Claudia Porter discuss modifying the plan to accommodate special event tents. Rachel asked about what we make on these events as opposed to having no tent. Ken Taylor recommended a conservative estimate of \$1000/tent with 4-6 events each year. Wedding income from tent and St Mark's rental.

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Rob, the wardens and treasurer met to propose fronting the money for sodding. Using tent income projections to replenish the money when rentals come to fruition. Timing needs to be soon to take advantage of good weather and planting season.

Pamela Byerly asked about water expenses. Discussion of economics of landscaping. These discussions will continue. Rob will send an email with more details of water cost and recapture via tent rentals.

Rachel asked for more details on youth programming. She wants to understand what Otey/SAS/SOT youth ministries are doing together. Asked if the Sons and Daughters of Abraham program could go national.

The meeting closed with prayer at 6:45PM.

respectfully submitted,  
Susan B. Holmes, Clerk

Next meeting is scheduled for Thursday, June 22, 2017 at 5:30PM CDT.

## **Rector's Report: 22 June 2017**

*Some of my activities in addition to Sunday services between Wed, May 17 and Tues, June 20:*

Evening Prayer (as available, Mon-Thurs)

16 pastoral meetings or visits

Meetings:

Vestry	Christian Formation Committee (twice)
Parish Administrator (often)	Adult Forum committee
Parish Staff	Seminarian Volunteer Regan Schutz
Parish Organist	Director of Christian Formation
Deacon Betty Carpenter	(most weeks)
Wardens (twice)	potential seminary intern
Sr. Warden (3 times)	Rotary (weekly when in town)
Buildings and Grounds Committee (twice)	University Chaplain

Sewanee Children's Center graduation  
Adult Lectionary Study (weekly)  
Planned for Pentecost in Angel Park service (rained out)  
Diocesan Stewardship Workshop June 3  
V-B-Us

Away visiting family June 8-10

Sick on June 19

*Bp. Bauerschmidt has licensed the Rev. Regan Schutz to serve in the Diocese of Tennessee.*

*Coming up: Summer Holy Eucharist at 5pm on July 2 and August 6.*

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**BUILDINGS AND GROUNDS MINUTES – JUNE 14, 2017**  
NO MEETING IN JULY – DOROTHY OUT OF TOWN  
NEXT MEETING ON WEDNESDAY, AUGUST 9

**Current Projects:**

1. Office door windows installation – Mickey has installed 2 of the windows in Rob's doors and will complete the rest when they return to town.
2. Electrical work:  
Rheostats to be added for Brooks Hall center hall and dining room and back hall sensor light switch needs replacement with standard switch. We have a new dawn/dusk outdoor fixture for above sacristy door using a 100W bulb. Needs to be installed. Will ask Ken O'Dear to add this onto his storage closet quote and do it at that point.
3. New projector in St. Mark's Hall need to be hung. Karen will check with her friend to see if he can do it or offer suggestions of who might be able to do it. Rob will check with Mike Roark at Rotary.
4. We will put 100W bulbs in fixtures for right now. As budget allows later on, we might replace the glass inside the fixtures with a white glass similar to the overhead fixture for more light.
5. Need to replace the broken glass in outdoor electrical fixture by Claiborne entrance. Frieda might have specifications from the renovations/construction on the fixtures to see if manufacturer offers replacement glass. If not, we'll see if the A&R Glass Co., in Tullahoma can replace the glass in both fixtures so they will match.
6. Outside lighting –Mickey is still working on repairs to post lamps.
7. Approved for Ken O'Dear to remove old tiles and damaged area of subfloor, replace floor with plywood, paint with porch/floor paint and fabricate cabinetry to enclose the exposed pipes for \$1000.
8. Replace refrigerator in kitchen. Discussed various options and shared with Parish Life committee since they will be the ones using it the most. Lowes was decided as the best unit for our needs. Information attached.
9. Damp spots have appeared on the inside of the Narthex. Joseph Sumpter will check out and advise.
10. Need to install the rest of the sets of draperies and curtain rods in St. Marks Hall. – Dorothy will do in Aug.
11. Letter being written to Tensley about misplaced speed bump in driveway.
12. Need additional gravel for gate area into garbage storage and roundoff on driveway. Frieda will get quote for ½ ton of gravel. Drew to help.

**Future Projects:**

1. Claiborne floors – sound deadening between floors awaiting funding.
2. Possible relocation of back thermostat in church from post.
3. New linen cabinet in sacristy – George & Rob discussing.
4. Lay gravel and define additional parking on the side of the driveway by outdoor chapel.
5. HVAC units behind St. Mark's Hall need removable security fencing installed. Sandy Glycet is aware of and working on solution.
6. Add control wires to interior church LED lights to allow them to be dimmed.
7. Rocks vs posts and chain to prevent parking on grass along driveway in area between St. Mark's and Brooks Hall. Betty Barton checking on.
8. Replacement of Episcopal Church sign on Hwy 41A.
9. Maintaining aging wood signs by cleaning and painting with sealer once a year.
10. Scrape/repaint metal railings in front of church.
11. Ask Bruce Baird if he can refinish wood panels on exterior above front doors of church and the front door/side panels of Claiborne and St. Mark's Halls.
12. See if someone in the Environmental Sciences Dept. at the University might be able to direct us to someone to survey campus layout for erosion control and provide an ongoing plan.
13. Develop contract with Caldwell for a set plan of when the gutters on all buildings need to be cleaned.
14. Develop a campus-wide annual maintenance plan for buildings and grounds.
15. Get a quote from George to finish the painting/sealing of south side of church building.

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