

**ALL SAINTS' EPISCOPAL CHURCH
608 JEFFERSON STREET
TUPELO, MISSISSIPPI 38804**

MINUTES OF MARCH 10, 2008 VESTRY MEETING

PRESENT:

The Rev. LaRae Rutenbar, Interim Rector	Deanna Alford	
Les Alvis, Sr. Warden	Frank Anger	Bud Nelson
Betty Lee Marshall, Jr. Warden	Wayne Averett	Peg Oakes
Corky Springfield, Treasurer	Nathan Duncan	Rhonda Saunders
		Cathy Sparks
Tommie Moore, Clerk		Vicky Vance

ABSENT:

Mike Fitzpatrick, Capital Campaign Treasurer, Sally Gray, Jill Hart, Smokey Livingston

VISITORS:

Lloyd Gray

The Vestry meeting opened with a prayer by The Rev. LaRae Rutenbar at 7:07 p.m.

REVIEW OF MINUTES:

The February 11, 2008 Vestry minutes were reviewed.

MOTION: (Nelson/Duncan)

Approve the February 11, 2008 Vestry minutes as submitted.

APPROVED.

TREASURER'S REPORT:

Treasurer, Corky Springfield, gave an overview of our financial status for the month ending February 29, 2008. He reported that we collected \$39,207 in pledge offerings of a budget of \$40,498 for the month of February. This figure includes \$7,100 that was transferred from Pre-Paid Pledges. Corky noted that we have used \$17,600 from Pre-Paid Pledges to cover expenses in January and February. He stated that expenses were fairly normal for the month of February, noting that our gas bill was twice what we budgeted and our electricity usage is one half of what we budgeted for the month.

MOTION: (Oakes/Alford)

Approve the Treasurer's report as submitted.

APPROVED.

CAPITAL CAMPAIGN TREASURER'S REPORT:

Sr. Warden, Les Alvis, on behalf of Capital Campaign Treasurer Mike Fitzpatrick, who was not able to be present, gave an overview of the financial status of the Capital Campaign for the month ending February 29, 2008. Pledge receipts for February totaled \$4,398.00. Les noted that we paid our last payment on the loan with the Episcopal Church Building Fund, as this loan along with our loan with BancorpSouth, had been refinanced with First National Bank of Oxford. He advised the Vestry that our loan with First National Bank of Oxford was financed at 5.6% interest and the first

installment will be due in July. Les stated that on April 10, we will have an interest payment due in the amount of \$16,000. He advised that the loan was closed under these conditions, to avoid having quarterly installments due each December. Les reminded the Vestry that he had anticipated that the loan closing costs would run approximately \$7,200. He reported that the loan closings costs were \$2,793.00 due to chancellor Reed Hillen providing his services at no cost, obtaining an updated appraisal at no cost and arranging for substantially reduced costs on title insurance.

MOTION: (Marshall/Duncan)

Approve Capital Campaign Treasurer's report as submitted.

APPROVED.

SEARCH COMMITTEE:

Lloyd Gray, chair of the Rector Search Committee updated the Vestry on the progress of the work of the committee. He stated that they are working on preparing the Parish profile for prospective candidates for Rector and should have the completed profile in a few weeks. Lloyd distributed copies of the Search Committee's timeline. He reported that rector nomination forms are available in the church and the office and the deadline for nominations had been set for April 11. Lloyd reminded the Vestry that the search process is open and transparent, but that who we are in process with is confidential. He then distributed copies of the draft of the Parish Profile and asked the Vestry members to review it and email him with any comments or concerns by the end of the week.

CHRISTIAN GROWTH COMMISSION: No report

CHRISTIAN SERVICE COMMISSION: No report

CHRISTIAN STEWARDSHIP COMMISSION: No report

JR. WARDEN REPORT: No report

SR. WARDEN REPORT:

Les Alvis advised the Vestry that he has spoken with Pete Rauchenstein of the Rauchenstein Consulting Group about the timing of our second Capital Campaign. Pete advised that he would like to meet with the Vestry in May, 2008, to begin discussions about the campaign. Les stated that he mentioned to Pete that there would be some work needed on the church organ and the Chapel floor. He said that Pete thought those items could be included in a second Capital Campaign.

Les advised the Vestry that we will need to place a plaque noting the designation of the bells in the Belltower given by the Springfield and Bush families. Betty Lee Marshall is working on researching plaques and the costs involved and will report back to the Vestry.

INTERIM RECTOR REPORT:

Interim Rector, LaRae Rutenbar, advised the Vestry that she is continuing the search for an Associate and will keep the Vestry updated as to the progress of the process. She also reminded the Vestry of the Holy Week services and encouraged their attendance at the services.

BUSINESS:

Approve staff job descriptions

The Vestry received copies of all staff job descriptions by email and were instructed to review each one prior to the meeting. Les opened the discussion by calling for questions, concerns or corrections of each job descriptions. The only notation was to the Program Administrator's job description. It was suggested that "her" be added to the sentence "The Program Administrator reports directly to the Rector, or in his (her) absence, the Sr. Warden."

MOTION: (Oakes/Duncan)

Approve all staff job descriptions with the added notation to the Program Administrator's job description.

APPROVED.

Approve addition of volunteer Assistant Treasurer to Parish officers

Les opened the discussion advising the Vestry that our By-Laws allow for an Assistant Treasurer position as an officer of the church. He noted that we have never utilized this option, but that it would be a good way to have a check and balance system in place with our bookkeeper as well as relieving her of sometimes having to be the one who "approves" expenditures made by committee chairs. Les stated that the primary responsibility of the Assistant Treasurer would be to attend Vestry meetings, reconcile the monthly bank statement, reconcile invoices with checks written, sign checks and help/advise the bookkeeper with decisions about budget line items charges. Les offered the name of Mary Lou Parks as Assistant Treasurer. After a discussion, the following motion was made:

MOTION: (Averett/Saunders)

Approve Mary Lou Parks as volunteer Assistant Treasurer and officer of the church as allowed for in our By-Laws.

APPROVED.

Discussion of window treatments for offices

Jr. Warden, Betty Lee Marshall, advised the Vestry that she had been researching options to eliminate the glare coming from the windows in the office suite. After looking at several options, she stated that installing plantation shutters seemed to be the most effective and cost efficient option. Betty Lee reported that installing plantation shutters on all 6 office windows would cost \$2,009.40.

MOTION: (Anger/Nelson)

Approve purchase of plantation shutters for all 6 office windows at a cost of \$2,009.40 with funding from the money in the John Murrow estate line.

APPROVED.

SUBSEQUENT ACTION BY UNANIMOUS CONSENT:

Following the Vestry meeting, it was discovered that the cost of the window treatments was erroneously submitted to the Vestry as \$2,009.40. By written consent of all members of the Vestry received by email as of March 19, the purchase of the window treatments was unanimously approved at the correct amount, \$2,940.00

Elect delegates and alternates to the 182nd Annual Council

Les advised that it was time to elect delegates and alternates to the 182nd Annual Council to be held in Hattiesburg, February 6-8, 2008. The following parishioners were nominated for the delegation from All Saints':

Delegates: Frank Anger, Peg Oakes, Nathan Duncan

Alternates: Cathy Sparks, Bud Nelson, Pete Poland, III

MOTION: (Alford/Vance)

Approve delegates, Frank Anger, Peg Oakes, Nathan Duncan and alternates: Cathy Sparks, Bud Nelson, Pete Poland, III for the delegation from All Saints' to the 182nd Annual Council.

APPROVED.

Discussion of Michael Lippard's last Sunday-March 30, 2008

Interim Rector, LaRae Rutenbar, stated that Michael Lippard's last Sunday as Associate of All Saints' would be March 30, 2008. She asked that in recognition of his time at All Saints', the parish collect a purse to give to Michael.

MOTION: (Nelson/Alford)

Approve Wardens, on behalf of the Vestry, to send a letter to the Parish to collect money for a purse to be given to Michael Lippard in recognition of his time as the Associate at All Saints'.

APPROVED.

Discussion of Bishop Gray's visit to All Saints' on Sunday, April 6

LaRae advised the Vestry that Bishop Duncan M. Gray, III will be at All Saints' on Sunday, April 6 for his annual visitation. She said he will arrive at 9:00 a.m., celebrate, preach and confirm at the 10:30 a.m. service, as well as do an educational forum between the services. She asked the Vestry if they felt a need to meet with Bishop Gray while he was at All Saints'. After a brief discussion, it was decided that the Vestry did not feel a need to meet with Bishop Gray during his visitation.

Discussion of collection for LESM's ENRICH program

Program Administrator, Tommie Moore, asked the Vestry for permission to advertise a collection of loose pocket change for the Lutheran Episcopal Services in Mississippi's campaign to provide school supplies for at risk children enrolled in the summer ENRICH program. The collection will run until June 30.

MOTION: (Sparks/Marshall)

Authorize collection of loose change for the Lutheran Episcopal Services in Mississippi's ENRICH program.

APPROVED.

CHECK-OUT

With no further business the meeting adjourned and The Rev. LaRae Rutenbar closed the Vestry meeting with a prayer at 8:55 p.m.

Submitted by Tommie Moore, Clerk of the Vestry

ATTACHMENTS TO MINUTES OF THE MARCH MEETING:

Financial Report 02/29/08

Capital Campaign Financial Report 02/29/08

Staff job descriptions

Search Committee timeline

Parish Profile draft