

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

MINUTES OF JULY 7, 2008 VESTRY MEETING

PRESENT:

The Rev. LaRae Rutenbar, Interim Rector	Deanna Alford	Smokey Livingston
Les Alvis, Sr. Warden	Frank Anger	
Betty Lee Marshall, Jr. Warden	Wayne Averett	Peg Oakes
Corky Springfield, Treasurer	Nathan Duncan	Rhonda Saunders
Mike Fitzpatrick, C.C. Treasurer	Sally Gray	Cathy Sparks
Mary Lou Parks, Ass't. Treasurer	Jill Hart	Vicky Vance
Tommie Moore, Clerk		

ABSENT: Bud Nelson

The Vestry meeting opened with a prayer by The Rev. LaRae Rutenbar at 7:11 p.m.

REVIEW OF MINUTES:

The June 9, 2008 and June 22, 2008 Vestry minutes were reviewed. It was noted that Wayne Averett and Sally Gray should be shown as absent in the June 22, 2008 minutes.

MOTION: (Anger/Marshall)

Approve the June 9, 2008 Vestry minutes as submitted and the June 22, 2008 Vestry minutes as corrected.

APPROVED.

TREASURER'S REPORT:

Treasurer, Corky Springfield, reviewed our operating budget financial status for the month ending June 30, 2008. He stated that we collected approximately \$35,515 in pledges of a budget of \$40,498 for the month of June. He said that we are 82% of budget year-to-date. Corky reported that expenses were slightly over budget month-to-date. He stated that we are collecting approximately 1/2 of the budget for "Plate Offerings" and approximately 2/3 of the budget for "Intended Gifts".

MOTION: (Averett/Hart)

Approve the Treasurer's report as submitted.

APPROVED.

CAPITAL CAMPAIGN TREASURER'S REPORT:

Capital Campaign Treasurer, Mike Fitzpatrick, reviewed our Capital Campaign financial status for the month ending June 30, 2008. He reported that pledge receipts were \$4,011.67 of a budget of \$8,734. No expenses were incurred in the month of June.

MOTION: (Gray/Duncan)

Approve Capital Campaign Treasurer's report as submitted.

APPROVED.

SEARCH COMMITTEE REPORT:

Search Committee chair, Lloyd Gray, submitted a written report outlining the progress of the Search Committee.

CHRISTIAN GROWTH COMMISSION:

Convener, Jill Hart reported that the Altar Guild will be meeting to discuss replacing the countertop in the Church Sacristy.

CHRISTIAN SERVICE COMMISSION: No report

CHRISTIAN STEWARDSHIP COMMISSION: No report

JR. WARDEN REPORT:

Betty Lee Marshall reported that she may be able to have the seven trees at the end of the Jefferson Street parking lot removed at a lower price than the Vestry approved in May. Blaine Butzberger advised Betty Lee that he would remove the seven trees for \$400, but was not sure when he could do the work. She will keep the Vestry updated.

SR. WARDEN REPORT: No report

INTERIM RECTOR REPORT:

Mother LaRae reminded the Vestry that she will be leaving on vacation July 14 – August 14. She stated that our Pastoral Assistant, Taylor Smith and the Rev. Gene Asbury will be handling any pastoral needs that arise during her absence.

ADDITIONS TO THE AGENDA: None

BUSINESS:

Discussion of Capital Campaign Consultant

Les Alvis opened the discussion by giving an overview of the Vestry's meeting with The Rauchenstein Consulting Group. Les stated that he was in favor of retaining the services of The Rauchenstein Consulting Group, as they are a known quantity having conducted our first capital campaign, which was very successful. He stated that a decision needed to be made soon in order to get on their schedule. He noted that Fall, 2009 is the latest date we can wait to begin the follow-up campaign. Capital Campaign Treasurer, Mike Fitzpatrick, agreed with Les' assessment of The Rauchenstein Consulting Group. After a discussion, the following motion was made:

MOTION: (Anger/Duncan)

Retain The Rauchenstein Consulting Group to conduct our follow-up capital campaign.

APPROVED.

Audit Committee update

LaRae advised the Vestry that she had secured 2 proposals for an audit which is required by the national and diocesan canons. Land Sonnier Certified Public Accountants submitted a quote for \$3,225 and Nail McKinney Certified Public Accountants submitted a quote for \$8,000. LaRae

advised that with a new rector arriving probably before the end of the year and having just hired a new bookkeeper, this was an excellent time to have an independent audit conducted. She recommended hiring Nail McKinney, funding the audit from the Associate Priest's salary line. After a discussion, the following motion was made:

MOTION: (Gray/Oakes)

Hire Nail McKinney Certified Public Accountants to conduct the parish's annual audit. Authorize the wardens to negotiate a more favorable fee, but not to exceed \$8,000. Pay the expense from the Associate Priest's salary line.

APPROVED.

Update on Staffing

Bookkeeper

LaRae announced that she has hired Tracy Presley as our new bookkeeper. She stated that three applicants were interviewed and she felt Tracy was best suited for the position. Tracy will begin her work on July 9. Tracy was hired through Express Employment Professionals for a 90 day trial period and will work 12 hours weekly. Express Employment will bill All Saints' during the trial period at a rate of \$13.99 per hour. They will pay Tracy at a rate of \$11.00 per hour and handle all deductions of taxes. After the 90 day trial period, All Saints' will be free to hire Tracy on a permanent basis with no further monetary obligation to Express Employment Professionals.

Music Program

LaRae advised the Vestry that she and the Director of Music, Debra Atkinson had been discussing combining the position of Director of Music and Organist. She said that Debra was agreeable to combining the two positions and was working on the logistics to that end. LaRae advised that currently the Director of Music's salary is \$19,200 and the Organist's salary is \$12,500. She stated that Debra has agreed to a salary of \$25,000, resulting in a net savings to the parish of \$6,700.

MOTION: (Vance/Oakes)

Combine Organist and Director of Music positions at a salary of \$25,000, beginning in August, 2008.

APPROVED.

Cleaning Service

Program Administrator, Tommie Moore, advised the Vestry that it was necessary to terminate the services of our cleaning service at the end of June, due to unsatisfactory performance. She stated that two bids had been received: one from Tony Owen of North Mississippi Cleaning Services for housekeeping duties and maintaining the floors for \$1,100 monthly and one from Janitorial South, Inc. for housekeeping duties and maintaining the floors for \$1,817 monthly. She reported that the quote from North Mississippi Cleaning Services would be \$150 per month over the current budget. Tommie noted that Mr. Owen had surveyed the vinyl flooring in our new facility and determined that it had not been maintained properly and needed to be stripped, re-waxed and re-sealed. She stated that Mr. Owen recommended that this be done over and above the regular monthly maintenance on the vinyl flooring and noted that it should be done as soon as possible to prevent any further damage. He submitted a bid of \$1,900 to strip, wax and seal all vinyl tile in the building, to bring the floors back to a level in which they can be maintained properly.

MOTION: (Duncan/Averett)

Contract North Mississippi Cleaning Services to strip, wax and seal all vinyl tile floors for \$1,900 to be funded from line 8045. Contract North Mississippi Cleaning Services to perform all housekeeping duties and maintain floors weekly in new facility at a cost of \$1,100 monthly. Deplete line 5073 first for this expense, then draw excess from line 8045.

APPROVED.

Chapel Renovation Update

LaRae informed the Vestry that she had secured \$13,000 from six private parishioner donations toward the cost of making the Chapel handicap accessible. She noted that if she could raise \$20,000, there would be enough money to repair the windows in the Chapel as well, but that the first priority would be making the Chapel handicap accessible. She recommended that the Vestry hire Lynn Bryan Construction to perform the work.

MOTION: (Oakes/Alford)

Approve hiring Lynn Bryan Construction to make the Chapel handicap accessible, using volunteers to help tear out flooring.

APPROVED.

Approve Chalice Bearers

Les submitted the following names for approval as licensed Chalice Bearers: Wally Kimmel, Ben Orr, Billy Walton, and Cheri Weber.

MOTION: (Vance/Gray)

Approve submission of names to Bishop Gray of Wally Kimmel, Ben Orr, Billy Walton, and Cheri Weber as licensed Chalice Bearers.

APPROVED.

Update on signage

Program Administrator, Tommie Moore, reported that she and Jr. Warden, Betty Lee Marshall had been working on getting bids for both outside and inside signage for the new facility. They contacted five companies and secured two bids, one from Hughes Signs and Graphics and one from Signs First. After a discussion about the type of signs needed, Les Alvis recommended that he and Betty Lee work with a small committee to bring a proposal regarding signage to the Vestry at a later date.

CHECK-OUT

With no further business, the meeting adjourned and The Rev. LaRae Rutenbar closed the Vestry meeting with a prayer at 9:10 p.m.

Submitted by Tommie Moore, Clerk of the Vestry

ATTACHMENTS TO MINUTES OF THE JULY MEETING:

Financial Report 06/30/08

Capital Campaign Report 06/30/08

Search Process Status Report

Tracy Presley resume

Land Sonnier Certified Public Accountants bid

Nail McKinney Certified Public Accountants bid