

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

MINUTES OF OCTOBER 20, 2008 VESTRY MEETING

PRESENT:

The Rev. LaRae Rutenbar, Interim Rector	Deanna Alford	Smokey Livingston
Les Alvis, Sr. Warden	Frank Anger	Bud Nelson
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	
Tommie Moore, Clerk		

ABSENT: Vicky Vance

VISITOR: Lloyd Gray, Search Committee chair

The Rev. LaRae J. Rutenbar opened the Vestry meeting with a prayer and meditation at 7:03 p.m.

CHECK-IN

REVIEW OF MINUTES:

The September 8, 14, 16 and October 13 Vestry minutes were reviewed.

MOTION: (Sparks/Nelson)

Approve the September 8, 14, 16 and October 13 Vestry minutes as submitted.

APPROVED.

TREASURER'S REPORT:

Treasurer, Corky Springfield, reviewed our operating budget financial status for the month ending September 30, 2008. He stated that we collected approximately 68% of our pledges month-to-date in September and 89.97% of budget year-to-date. Corky noted that we have had good response from the pledge statements that were sent in a new format with an area that indicates any past due balance. He advised that no Pre-Paid Pledges were used in September. Expenses were under budget for the month and our utilities are in line with the budget.

MOTION: (Oakes/Nelson)

Approve the Treasurer's report as submitted.

APPROVED.

CAPITAL CAMPAIGN TREASURER'S REPORT:

Capital Campaign Treasurer, Mike Fitzpatrick, gave an oral report, reviewing our Capital Campaign financial status for the months ending August 31 and September 30, 2008. He reported that pledge receipts were on budget month-to-date for September. Mike stated that there is no money left in the furnishings budget and asked that any further furniture expenditures be required to have Vestry approval.

MOTION: (Duncan/Sparks)

Approve Capital Campaign Treasurer's report as submitted.
APPROVED.

SEARCH COMMITTEE

Search committee chair, Lloyd Gray met with the Vestry to give an update on the search process in light of the call to All Saints' having been declined. He stated that the committee has met with Canon to the Ordinary, David Johnson, for guidance in how to proceed with the search. The Search Committee has decided to reopen its conversation with an earlier candidate and will meet further with that candidate soon. If that conversation does not lead to a mutual decision for deeper discernment, then the Search Committee will ask the Bishop for names of new candidates. Lloyd reported that the Search Committee is upbeat and is looking forward to the work ahead.

CHRISTIAN GROWTH COMMISSION: No report

CHRISTIAN SERVICE COMMISSION: No report

CHRISTIAN STEWARDSHIP COMMISSION: No report

JR. WARDEN REPORT:

Betty Lee Marshall reported that JESCO will be repairing improperly installed sub flooring in the youth space at no charge to All Saints'. She also reported that there was some interest in installing a combination lock on the west back door of the Chapel. Betty Lee noted that we have a combination lock currently not in use. She stated that she received two bids for installing the lock: Miller's Lock and Safe \$134.38 and Copeland Lock and Safe \$75 - \$100. It was the consensus of the Vestry that the lock be installed on the west back door of the Chapel.

Betty Lee continued her report by advising the Vestry that she had received three bids for the outside signage project and that Duncan Signs was the least expensive. The breakdown of the cost is as follows: 6 shields for a total of \$313.71 (includes tax), plus 6 "arms" for a total of \$948. plus tax for a total cost of \$1,331.24. She showed the Vestry the drawings for the signs, which will be placed on the lamp posts in front of the parish hall.

MOTION: (Anger/Livingston)

Approve purchase of signs from Duncan Signs at a total cost of \$1,331.24 with funding from the "John Murrow Estate" line #8046.

APPROVED.

SR. WARDEN REPORT: No report

INTERIM RECTOR REPORT:

Mother LaRae advised the Vestry that she had hired Nancy Sweat as the parish secretary and Nancy will begin her duties with All Saints' on October 30. She also asked the Vestry to approve to continue the relationship with The Rev. Gene Asbury, who will conduct two Wednesday services per month and handle any emergency pastoral care needs when she is out of town. She stated that Gene is willing to continue his work for \$500 monthly.

MOTION: (Oakes/Hart)

Continue The Rev. Gene Asbury on a retainer of \$500 monthly for two Wednesday services per month and emergency pastoral care needs.

APPROVED.

ADDITIONS TO THE AGENDA: None

BUSINESS:

Approve 2007 Audit

Copies of the 2007 audit by Nail, McKinney Professional Association were distributed and Treasurer, Corky Springfield advised the Vestry that he and several others had met with the auditor to discuss the report. He reported that three significant deficiencies in internal control had been noted by the auditor.

1.) Transfers between cash accounts are not consistently made on a timely basis.

Corky reported that this was a year-end timing difference in 2007. He stated that the bookkeeper will exercise tighter control of the transfers.

2.) Certain checks written from the All Saints' Discretionary account were not recorded until after the bank reconciliation was performed.

Corky advised the Vestry that neither he nor the bookkeeper have ever reconciled the Rector's Discretionary account and asked that the Vestry set a policy to this effect.

3.) Dual signatures are not required on checks issued from the operating or capital campaign fund accounts

Corky advised that this has been corrected and Assistant Treasurer, Mary Lou Parks and Program Administrator, Tommie Moore will both sign checks. He noted that our bookkeeper will write checks and reconcile the bank statements; Mary Lou Parks will review the reconciled bank statements.

Corky reviewed the material weaknesses noted by the auditor.

1.) The Church's general ledger and internal financial information does not include capitalized real property.

Corky stated that All Saints' will begin reporting the capitalized real property.

2.) The Church owns two Hilliard Lyons brokerage accounts that are not recorded on the general ledger of the Church.

Corky advised that this has been corrected and will now be recorded as stock and not cash. He asked the Vestry to set a policy stating that the Treasurer and Assistant Treasurer are authorized to give approval to sell stock.

Corky continued the overview of the audit by asking the Vestry to set a policy regarding issuing a stop-payment on any checks that have been outstanding for twelve months.

Policies:

MOTION: (Anger/Oakes)

Direct the parish treasurer to reconcile the Rector's Discretionary Fund account.

APPROVED.

MOTION: (Marshall/Gray)

Adopt policy requiring two signatures on all checks drawn against the general operating account and the capital campaign account.

APPROVED.

MOTION: (Oakes/Marshall)

Authorize the Treasurer or Assistant Treasurer to approve the sale of any stock received by All Saints'.

APPROVED.

MOTION: (Saunders/Sparks)

Issue stop-payment on all checks outstanding over twelve months, provided the church incurs no fee.

APPROVED.

MOTION: (Marshall/Nelson)

Approve 2007 audit report, with a copy to be sent to the diocesan office.

APPROVED.

Update on 2009 Budget Illustration

Les Alvis gave an overview of the updated 2009 budget, advising the Vestry that several changes had been made to the 2009 operating budget illustration noting the following:

- \$6,000 has been added to the Associate's Salary line to cover the \$500 monthly to Gene Asbury.
- The secretary salary package was restructured as previously approved by the Vestry, but no additional funds were added.

Les noted that no provisions have been made for an audit or Search Committee expenses in 2009 and that if the Search continues into 2009, funds will be allocated from the Rector's package for this purpose.

After the overview of the updated 2009 budget illustration, Les distributed copies of a Voluntary Proportionate Giving illustration showing the budget impact for 12.5%, 13%, 13.5%, and 14% of our net disposable budgeted income based on a total budget of \$442,809. Les stated that our VPG percentage for 2008 is 12.5%. After reviewing the illustration and a discussion, the following motion was made.

MOTION: (Anger/Gray)

Increase Voluntary Proportionate Giving percentage the Diocese of Mississippi to 13% of our net disposable budgeted income for 2009.

APPROVED.

A discussion followed regarding whether to raise the Servant Ministry percentage from 4.8% (2008).

MOTION: (Marshall/Gray)

Continue Servant Ministry percentage at 4.8% of our net disposable budgeted income for 2009.

APPROVED.

Approve members of the Memorials Committee

Mother LaRae submitted the following names for approval as members of the Memorials Committee:

Melissa Oakes, chair, Doris Streit, Martha Ann Staub, Thom Saunders, Bernard Hufft, Jean Cooper, Albert White, Pete Poland, Jr., as consultant.

MOTION: (Anger/Livingston)

Approve members of Memorials Committee as submitted.

APPROVED.

Approve Servant Ministry grant application

Frank Anger advised the Vestry that Servant Ministry would like to apply for a grant from the Diocese of Mississippi to help with funds for our Saints' Brew ministry. He stated they meet the criteria set forth by diocesan guidelines and will submit a written outline of the program to the diocese.

MOTION: (Anger/Nelson)

Approve Servant Ministry to apply for a grant from the Diocese of Mississippi to help with funds for Saints' Brew.

APPROVED.

Approve distribution of old kitchen glasses

Cathy Sparks advised the Vestry that the Kitchen Committee would like to give our old glasses to The Temple of Compassion and Deliverance. With the purchase of new glasses, the old ones are no longer needed.

MOTION: (Sparks/Nelson)

Approve distribution of old glasses to The Temple of Compassion and Deliverance.

APPROVED.

View and approve commercial

Les Alvis showed the Vestry the final version of the All Saints' commercial and asked the Vestry for their input. After viewing the commercial, it was the consensus of the Vestry that the final version of the commercial was ready to be released for airing on cable television.

CHECK-OUT

With no further business, the meeting adjourned and The Rev. LaRae Rutenbar closed the Vestry meeting with a prayer at 9:12p.m.

Submitted by Tommie Moore, Clerk of the Vestry

ATTACHMENTS TO MINUTES OF THE OCTOBER MEETING:

Financial Report 09/30/08

Capital Campaign reports 08/31/08 and 09/30/08

2009 Budget illustration update

2007 Audit

Voluntary Proportionate Giving illustration