

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

**MINUTES OF DECEMBER 14, 2009 VESTRY MEETING**

**PRESENT:**

The Rev. Paul J. Stephens	Deanna Alford	Peg Oakes
Fred Page, Sr. Warden	Wayne Averett	Fredda Robinson
Betty Lee Marshall, Jr. Warden	Lynn Bryan	
Corky Springfield, Treasurer	Kaye Cannon	Cathy Sparks
	Nathan Duncan	Ann Springfield
Tommie Moore, Clerk	Smokey Livingston	Vicky Vance
Mary Lou Parks, Ass't. Treasurer		

**ABSENT:** Mike Fitzpatrick, Rhonda Saunders

The Rev. Paul Stephens opened the Vestry meeting with a prayer at 6:32 p.m.

**CHECK-IN**

**REVIEW OF MINUTES:**

The November Vestry minutes were reviewed.

**MOTION:** (Springfield/Vance)

Approve November, 2009 Vestry minutes as submitted.

**APPROVED.**

**TREASURER'S REPORT:**

Treasurer, Corky Springfield, reviewed our operating budget financial status for the month ending November 30, 2009. He reported that revenues for the month totaled \$37,734.92 of a budget of \$37,000. No Pre-Paid Pledges were used in November, leaving a balance of \$8,386.27. Corky reported that he is projecting a collection of 93% of pledges by year end. It was suggested that pledge statements be sent as soon as possible to those who are behind on their pledge. He noted that our total expenses continue to be under budget year-to-date.

**MOTION:** (Vance/Duncan)

Approve the Treasurer's report as submitted.

**APPROVED.**

**CAPITAL CAMPAIGN TREASURER'S REPORT:**

On behalf of the Capital Campaign Treasurer, Mike Fitzpatrick, Sr. Warden, Fred Page reported that as of December 13, 2009, \$1,400,000 had been pledged to the 2<sup>nd</sup> Capital Campaign. Fr. Paul and campaign chair, Cathy Fitzpatrick will be meeting soon to discuss a plan for following up with those that have not made a pledge. Campaign Consultant, Pete Rauchenstein, delivered copies to Paul of the final report of the campaign and copies of all campaign related materials and mailings prior to his departure. A copy of the final report is attached to these minutes. Additionally, copies of the report and materials will remain in the office files.

**CHRISTIAN GROWTH COMMISSION:** No report

**CHRISTIAN SERVICE COMMISSION:** No report

**CHRISTIAN STEWARDSHIP COMMISSION:**

Convener, Deanna Alford reported that 104 pledges had been made to the Stewardship campaign for a total of \$429,014.80.

**JR. WARDEN REPORT:**

Betty Lee Marshall advised the Vestry of the final 2010 slate of Warden/Vestry candidates:

**Jr. Warden:** Cathy Fitzpatrick, Stephen King, Joellen Murphree.

**Vestry:** Judy Deshong, Bernard Hufft, Susan Hyatt, Kevan Kirkpatrick, Sam Morgan, Lynn Nelson, Annis Newell, and Dee Streit.

Betty Lee advised the Vestry that the Property Committee researched having a keyless entry lock installed on the outside door to the entrance of the Parish Hall. She reported that Miller's Lock and Safe quoted \$1,567.14 to install the lock. After a discussion, the following motion was made:

**MOTION:** (Alford/Springfield)

Table the matter of installing a keyless entry lock on the outside entrance door of the Parish Hall and revisit issue in January.

**APPROVED.**

Betty Lee advised that during a recent power outage, it was discovered that the emergency lights in the church and one set in the Parish Hall did not work. She stated that Fred Cannon is working to find the most cost efficient solution to the problem.

**SR. WARDEN REPORT:** No report

**RECTOR REPORT:**

Paul advised the Vestry that our new organist/choirmaster, Jessica Nelson, will begin on January 1, 2010. He stated she has already begun prep work for the new year. He stated that he is working with Jessica to combine the job descriptions of organist and choirmaster and should have a revised job description for Vestry approval in January.

Paul advised that the 5 downtown churches and one other church have agreed to join together for a weekly Lenten series. The service will be held at each of the different churches, at noon, on the Thursdays of Lent. In addition, Paul will be asking different groups in the church to write the Prayers of the People during Lent. He asked for a volunteer from the Vestry to be responsible for writing the prayers for one of the Sundays during Lent. Ann Springfield volunteered.

Paul noted that Bishop Gray has asked him to participate in the training in stewardship and planned giving which the diocese will be hosting on March 5 & 6.

Paul reported that planning for Annual Council is running smoothly in the very capable hands of Vicky Vance and David Sparks. He reminded the Vestry that there will not be a service at All Saints' on Sunday, February 7. The service will be held at the BancorpSouth Arena at 10:00 a.m.

Paul thanked the ECW for funding the purchase of the new furniture for the EYC space. He also thanked them for their pledge to the "A Future with Hope" campaign.

Paul advised the Vestry that the office has done very well in managing the budget for 2009 and will be under budget at year's end. As the office will be under budget, he reported that we will be

updating some of the technology, such as network storage, surge protectors, battery backups, etc. for the computers and related equipment.

Paul announced that singer Fran McKendree will be the guest musician at a contemporary worship service at All Saints' on Tuesday, January 19, at 7:00 p.m. The service will be held in the Parish Hall.

Paul noted that the parish Audit Committee, chaired by David Alford, has begun their work and hope to be finished by the end of the year. He also stated that the diocesan budget that will be presented at Annual Council will be balanced.

Paul thanked Cathy Fitzpatrick for her strong leadership during the "A Future with Hope" capital campaign.

### **ADDITIONS TO THE AGENDA:**

Adopt Housing Resolution

Adopt Reimbursement Policy

### **BUSINESS**

#### **Adopt Housing Resolution**

**MOTION:** (Oakes/Duncan)

Resolved, that The Rev. Paul J. Stephens receive a compensation and benefits of \$122,000 for the calendar year 2010, of which \$36,000 is designated as his housing allowance for the year 2010, and that this housing allowance is so designated in the official minutes of the Vestry of All Saints' Episcopal Church.

**APPROVED.**

#### **Adopt Reimbursement Policy**

Paul reminded the Vestry that in January, 2009, they adopted an Accountable Reimbursement Policy, which formalized the practices that All Saints' already had in place. Paul asked the Vestry to adopt the policy for 2010 with the only change being: "*5. For calendar year, 2010, \$10,000 (\$11,880 in 2009) is hereby set aside to pay for business expenses incurred by The Rev. Paul J. Stephens that are 'accounted for' within the meaning of the aforementioned policy.*"

**MOTION:** (Robinson/Bryan)

Adopt Reimbursement Policy with the following change: "*5. For calendar year, 2010, \$10,000 is hereby set aside to pay for business expenses incurred by The Rev. Paul J. Stephens that are 'accounted for' within the meaning of the aforementioned policy.*"

**APPROVED.**

#### **Implementation of Healthy Systems Checklist guidelines**

Paul reminded the Vestry at their retreat in February, they discussed and subsequently adopted and monitored the 12 points of the Healthy Systems Checklist from the book *The Myth of the 200 Barrier*, by Kevin E. Martin. He stated that several of the guidelines had already been implemented. Paul noted that Vestry members serve for a three year term and must rotate off the Vestry for a period of three years, before they are eligible to serve again. Paul also reminded the Vestry that at their April 20, 2009 meeting, they adopted the practice of "encouraging broad

participation by diverse members of the Parish in leadership positions and discourage the concentration of responsibility in a few members. Term limits of officers, committee, task force and working group chairs will be established.” The Vestry adopted three year term limits for committee chairs. He stated that he is currently working to implement the rotation of officers of the congregation (treasurer, Capital Campaign treasurer) and committee chairs on a three year term, and should have an update for the Vestry at the January meeting. He also noted that during the year, several long term committee chairs had resigned allowing new leadership in those areas. Noting that we have many very active committees at All Saints’, Paul suggested staggering the rotations over a two year period, so as not to have a number of new chairs at the same time. It was suggested that the three year rotation implementation take place in the committees under the Christian Service Commission and the Christian Stewardship Commission in 2010 and the Christian Growth Commission in 2011. It was the consensus of the Vestry that once the chair of the committee rotates off, he/she should not continue as a member of the committee. Paul stated that he will work with the conveners of the commissions to implement the Vestry’s directive.

**Capital Campaign – Acceptance and disposition of gift of real property / Approve listing of property for sale**

Paul reported that an All Saints’ family desires to gift real property as their contribution to the Capital Campaign. The property is listed as Lot 2-9, Phase 2, in the residential area of the Fairpark District. Our Chancellor, Reed Hillen, is conducting a title search. Paul advised the Vestry that they must approve the acceptance of this property and in addition, approve the listing of the property for sale. Paul noted that realtors Stacy Carroll and Robin Walton have offered to list the property jointly sharing a commission of 8% (normally 10%) for six months. Paul reported that the Tupelo Redevelopment Authority has been approached with the suggestion of exercising their buyback option. After a discussion, the following motion was made:

**MOTION:** (Bryan/Springfield)

Subject to a clear title, the Vestry accepts the conveyance and authorizes the sale of Lot 2-9, Phase 2, in the residential area of the Fairpark District. Further, the Vestry authorizes the property to be listed with Stacy Carroll and Robin Walton at a commission of 8% for a period of six months, excluding the Tupelo Redevelopment Authority. The Vestry authorizes the Vestry Executive Committee to establish the listing price for the property and authorized the Rector and/or Wardens to execute and deliver all documents necessary to effectuate the conveyance to the church and to list and sell the property.

**APPROVED.**

**Set date for Vestry Christmas party**

After a brief discussion it was the consensus of the Vestry to have their Christmas party on Tuesday, December 29 at Betty Lee Marshall’s home.

**Allen Cooley – Approval of petition to close estate and related matters**

Paul reported that attorney Albert Delgadillo has advised that the estate of Allen Cooley is ready to be closed and that All Saints’ as one of the beneficiaries is to receive 1/3 of his estate, in accordance with the terms of the will. Paul stated that after attorney fees and executor fees, it is estimated that

All Saints' portion would be approximately \$45,000 - \$50,000. This would be in addition to the money that Allen bequeathed to All Saints' from his hospital and retirement account and IRA. After a discussion, the following motion was made:

**MOTION:** (Bryan/Alford)

Authorize the Rev. Paul Stephens or Fred Page to execute the necessary papers so that the Allen Cooley estate may be closed and distributions made.

**APPROVED.**

**MOTION:** (Bryan/Vance)

Delegate to the Vestry Executive Committee the final decision making authority as to how this bequest should be utilized and spent, with the Vestry abiding and supporting fully the decision of the Executive Committee.

**APPROVED.**

### **Personnel Matter**

Upon the recommendations of the Rector, the Vestry unanimously approved the payment of Christmas bonuses to all returning staff (\$200/staff) and nursery workers (\$50/worker) with the funds to come from designated account number 8045 – 2007 Budget Surplus. The Vestry conveyed its sincere thanks and appreciation to the staff and nursery workers for their dedicated service to the parish.

### **CHECK-OUT**

With no further business the Vestry meeting was adjourned at 7:50 p.m.

Submitted by Tommie Moore, Clerk of the Vestry

### **ATTACHMENTS TO MINUTES OF THE NOVEMBER MEETING:**

Financial Report 11/30/09