

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

MINUTES OF SEPTEMBER 20, 2010 VESTRY MEETING

PRESENT:

The Rev. Paul Stephens	Lynn Bryan	Joellen Murphree
Fred Page, Sr. Warden	Kaye Cannon	Peg Oakes
Cathy Fitzpatrick, Jr. Warden	Susan Hyatt	Fredda Robinson
Albert White, Treasurer	Stephen King	Rhonda Saunders
Mary Lou Parks		
Tommie Moore, Clerk	Smokey Livingston	Vicky Vance
Lynn Phillips-Gaines		

ABSENT: Kevan Kirkpatrick, Ann Springfield

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

CHECK-IN

ADDITIONS TO THE AGENDA: None

REVIEW OF MINUTES:

The August Vestry minutes were reviewed.

MOTION: (Fitzpatrick/Livingston)

Approve August Vestry minutes as submitted.

APPROVED.

TREASURER'S REPORT:

Treasurer, Albert White, reviewed our operating budget financial status for the month ending August 31, 2010. He stated that we received 86% of budget in August; 87% of budget year-to-date. Albert noted that our expenses are 91.3% of our budget year-to-date. He reported that no Pre-Paid Pledges were used in August leaving a balance of \$23,542. Albert reported that the sale of the Fairpark lot has been closed and approximately \$33,000 has been applied to the principle balance on the Capital Campaign loan.

MOTION: (Robinson/King)

Approve Treasurer's report as submitted.

APPROVED.

CHRISTIAN GROWTH COMMISSION: No report

CHRISTIAN SERVICE COMMISSION: No report

CHRISTIAN STEWARDSHIP COMMISSION: No report

JR. WARDEN REPORT:

Cathy Fitzpatrick reported that there continues to be issues with the HVAC unit in the kitchen and Conditioned Air is waiting on a part to arrive. Humidity issues have surfaced in the Christian Education

wing and the Children's Choir wing of the facility. Cathy advised that she, Fr. Paul, and Tommie Moore met with Rolf Rinehart-Conditioned Air and a representative from Seimen's to resolve the issue. A part has been ordered to regulate the ERV unit and will be installed in a few weeks. She reported that we will not have to pay for the part until we know that the humidity issues have been corrected.

SR. WARDEN REPORT: No report

RECTOR REPORT:

Paul reported that Allison Holloway has taken ownership of her specially equipped van and is in the process of learning how to drive it. He stated that All Saints' will bless the van on October 10 at the Parish Picnic.

Paul reported that there were 20 calls and 57 walk-in requests for assistance in September. There were 36 calls and 40 walk-in requests for assistance in August.

Paul stated that the Sr. EYC started off on a great note with their kickoff event at the Newell's home on Sunday, September 19.

Paul advised that the Fairpark lot sale has been closed and the net proceeds (approximately \$33,000) have been applied to the principal on the Capital Campaign loan.

Paul reported that he has been working with the new chair of the Servant Ministry committee, Yvette Slocum, to broaden the scope and membership of the committee. He also stated that he has asked the Servant Ministry committee to look at how we might respond to the housing/sleeping problems that the homeless population faces.

Paul reported that the Executive Committee will be considering recommendations from Sheriff Jim Johnson that were noted during his security audit of our buildings.

The Organ Task Force met with the consultant, Stephen Schaffer to continue their work on the repairs/reconditioning of our organ. Paul stated that the committee will be making visits to other churches to look at workmanship and listen to components of certain organs that they are considering. The committee hopes to have recommendations for the Vestry by the November meeting.

Paul distributed a letter from Bishop Gray regarding racial reconciliation and asked the Vestry to review the letter and offer input.

Paul offered an overview of the "Established Priorities" regarding the disbursement of the Allen Colley bequest.

Paul stated that he is looking at ideas and gathering input from the Parish about our Wednesday Night Dinner/Programs. There were approximately 35 in attendance September 15.

Paul advised the Vestry that *"In accordance with Title IV, Canon 13, Section 2(a) of the Canons of the Episcopal Church in the United States (2006), notice is hereby given that The Rt. Rev. Duncan M. Gray,*

III, have remitted and terminated the suspension of The Rev. Paul Gillespie Pradat, Presbyter, from whom a Voluntary Submission to Discipline was agreed upon on March 22, 2005, under Title IV, Canon 2(a), Section 1 of the Canons of The Church.” Without objection, Notice of Termination of Suspension was recorded as an exhibit to the Vestry minutes.

BUSINESS

Update on Columbarium project

Paul reported that since the August Vestry meeting, the Executive Committee met twice with Wayne Averett, chair of the Columbarium committee, to review documents and items concerning the project. He noted that the documents sent to the Vestry are intended for review by the Vestry at this point; they are not expected to vote on any of the issues at this meeting.

Wayne Averett opened the discussion by reminding the Vestry that the committee was researching two sites for columbariums; one in the Chapel and one on the Madison Street side of our property. He presented a drawing of the Chapel columbarium which would contain 30 niches. Wayne then displayed sample components of the columbarium which included a niche, urn, and several face plates. He advised that the Columbarium committee is recommending a charge of approximately \$2,000 per niche. The following documents, obtained from various Columbarium providers and churches, were distributed to the Vestry and are official attachments to these minutes. They are meant to be used as a guideline for All Saints’:

Columbarium Financial Analysis, Columbarium Information and Instructions, Certificate for Use of a Niche, Columbarium Inurnment Order, Columbarium Niche Application, Columbarium Rules and Regulations.

Approve 2009 Audit

Treasurer, Albert White submitted the completed 2009 Audit for review and approval by the Vestry.

MOTION: (Bryan/Livingston)

Approve 2009 Audit as submitted.

APPROVED.

Proposal Janitorial/Sexton services

Paul noted that our current sexton, William Kitchens, will be retiring this year after 12 ½ years of service to All Saints’. He expressed his appreciation for William’s time and work here. He noted that William said he would be flexible and work with the church during the transition period. Paul reported that currently William’s responsibilities include cleaning the Church, Chapel and youth space, setting up for programs and events, various light maintenance around the church including changing filters in our HVAC systems, as well as mowing and edging the grounds. He noted that William works 19 hours weekly. Paul stated that we currently have a contract with North Mississippi Cleaning Services to clean the program facility. He reported that 2 bids were received for cleaning the program facility, Church, Chapel and youth space and 1 bid was received for the additional charges in cleaning the Church, Chapel and youth space from North Mississippi Cleaning Services. Paul stated that he had two evaluations of alternatives to offer the Vestry. The first alternative would be to increase the sexton’s hours from 19 to 25 weekly. With the additional hours increasing over 20 per week, the church would be responsible for paying pension payments at 9% of the sexton’s salary. Including continuing the existing cleaning contract with North Mississippi Cleaning Services, this would add an additional \$6,851.79 to the 2010 budget (on an annualized basis).

The 2nd alternative would be to outsource the cleaning and yard maintenance and reduce the Sexton's hours to 5 weekly. He stated that Landscape Services would charge \$10,356.00 yearly to maintain our grounds, which would include, mowing, edging, weeding the beds, pruning of all shrubs and fertilizing. After considering the cleaning quotes, Paul suggested that we continue our relationship with North Mississippi Cleaning Services and consider their quote, which was the lowest of the three companies that quoted, for cleaning all inside areas of our facilities at \$17,976.00. He further suggested that we hire a Sexton to work approximately 5 hours per week, to handle duties such as setting up for programs/events, changing filters in the HVAC units, etc. This would add an additional \$4,371.95 to the 2010 budget, but only \$2,072.60 would be needed for the remainder of the year, assuming an October 1, 2010 start date for the yard maintenance and cleaning services. After a brief discussion, the following motion was made:

MOTION: (Oakes/Saunders)

Approve hiring Landscape Services at a cost of \$10,356 yearly; North Mississippi Cleaning Services at a cost of \$17,976.00 yearly; hire a Sexton to work 5 hours weekly at \$14 per hour.

APPROVED.

Discussion of copier repair/replacement

Paul began the discussion by advising the Vestry that the Sharp copier needed repairs and parts with a cost of approximately \$1,000. He stated that the copier currently has 620,000 copies on it. It was the consensus of the Finance Committee that a new copier be purchased. Paul stated that quotes were requested and received from Copywrite, J.T. Ray and Toshiba for black/white/color copiers. The lowest quote was \$7,700.00. He continued by saying that parishioner, Chris Winders, suggested a Hewlett-Packard black and white laser jet copier that would meet all of our copying needs and a Xerox color copier that would allow economical color printing/copying. The cost of these machines would be \$3,961.00 plus shipping and handling. Paul reported that Hewlett-Packard would finance the purchase at 4.9% interest. On behalf of the Finance committee, Paul suggested that either the Capital Campaign or the Allen Cooley Bequest finance the purchase of the copiers at 4% interest. After a discussion, the following motion was made:

MOTION: (Bryan/Vance)

Approve purchase of Hewlett-Packard black and white laser jet copier and a laser phaser Xerox color copier at a cost of \$3,961.00 plus shipping and handling. Finance the purchase from the Capital Campaign funds at 4% interest for 24 months with repayment to begin in January, 2011 on a monthly basis through the office budget.

Discussion of funding Flower Guild projects

Joellen Murphree reminded the Vestry that the Flower Guild is in need of storage and work space and at their last August meeting, she presented options in the Church and the Parish Hall that would address this problem. The Vestry referred the matter to the Finance Committee to explore and recommend funding options for the project. Joellen stated that the Finance Committee recommended funding the Parish Hall project at a cost of \$648.00 plus tax from budget line #8030, Money Market Interest Earned.

MOTION: (King/Livingston)

Approve funding the Parish Hall project at a cost of \$648.00 plus tax from budget line #8030, Money Market Interest Earned.

APPROVED.

She continued her report by advising that the Church project (building a storage closet and work area in the transept area) has been estimated to cost \$2,289.09. The Finance Committee has recommended that the Flower Guild and the Altar Guild split the cost of the project. It was suggested that ECW might be willing to contribute some funds toward this project.

MOTION: (King/Livingston)

Accept Finance Committee's recommendation that funding for the Church Flower Guild project be split equally between the Flower Guild and the Altar Guild.

APPROVED.

Fr. Paul and Joellen will contact chairs of the Flower and Altar Guilds to obtain consent to this financing solution.

Report from Budget, Nominating, Compensation Review Committees

On behalf of the Wardens, Sr. Warden, Fred Page, submitted the following names to fill the open membership slots on the Budget, Nominating and Compensation Review Committees:

Budget Committee for 2010: It was suggested that the Finance Committee serve as the Budget Committee for 2010. For the additional open slots: 2 Vestry members: Smokey Livingston, Stephen King. At least 3, but no more than 5 parishioners at large: Wayne Slocum, David Alford, Charlie Bean, Bud Nelson, Ken Murphree.

Compensation Review Committee for 2010:

The 2 Vestry members from the Budget Committee: Smokey Livingston, Stephen King

1 of the parishioners at large from the Budget Committee: David Alford

2 parishioners at large, neither coming from the Vestry or Budget Committee: Lloyd Gray, Kim Sistrunk

Nominating Committee for 2010:

ECW President – Ann Springfield

2 parishioners selected by the Vestry: Betty Lee Marshall, Natalie Sparks Bullock

MOTION: (Vance/Robinson)

Approve membership for open slots on the Budget, Nominating and Compensation Review Committees as submitted.

APPROVED.

Approve acceptance of donation of furniture

Paul advised the Vestry that a parishioner would like to donate an antique rolltop secretary desk, a small table and 2 pictures to the church. The Property Committee has viewed the items and has recommended that the Vestry gratefully accept the donation.

MOTION: (King/Vance)

Accept donation of furniture as stated above subject to written receipt of executed document giving the property to the church.

APPROVED.

Approve new co-chairs of Altar Guild

Paul submitted the names of Mary Lou Parks and Annis Newell as co-chairs of the Altar Guild. With deep gratitude, Paul, the Vestry and staff offered their sincere appreciation for Cathy Sparks and her leadership of the Altar Guild.

MOTION: (Vance/Saunders)

Approve Mary Lou Parks and Annis Newell as co-chairs of the Altar Guild.

APPROVED.

CHECK-OUT

With no further business the Vestry meeting was adjourned and Lynn Phillips-Gaines closed with a prayer at 7:56 p.m.

Submitted by Tommie Moore, Clerk of the Vestry

ATTACHMENTS TO MINUTES OF THE SEPTEMBER MEETING:

General Fund and Capital Campaign Financial Reports 09/30/10

Notice of Remission and Termination of Suspension Following the Voluntary Submission to Discipline
Allen Cooley Bequest overview

Columbarium Financial Analysis, Columbarium Information and Instructions, Certificate for Use of a Niche, Columbarium Inurnment Order, Columbarium Niche Application, Columbarium Rules and Regulations.

2009 Audit

Evaluations of Janitorial/Sexton/Yard services

Letter from Bishop Gray re: Racial Reconciliation

Property Committee recommendations re: donation of furniture