

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

MINUTES OF DECEMBER 20, 2010 VESTRY MEETING

PRESENT:

The Rev. Paul Stephens	Lynn Bryan	Joellen Murphree
Fred Page, Sr. Warden		Peg Oakes
Cathy Fitzpatrick, Jr. Warden	Susan Hyatt	Fredda Robinson
Albert White, Treasurer		Rhonda Saunders
Mary Lou Parks, Ass't. Treasurer	Kevan Kirkpatrick	Ann Springfield
Tommie Moore, Clerk	Smokey Livingston	Vicky Vance

ABSENT: Kaye Cannon, Stephen King

VISITORS: George Booth, Lloyd Gray, Jessica Nelson

The Rev. Paul Stephens opened the Vestry meeting with a prayer at 6:35 p.m.

CHECK-IN

ADDITIONS TO THE AGENDA:

Proposal from the Organ Task Force
Staff Christmas Bonuses

REVIEW OF MINUTES:

The November Vestry minutes were reviewed.

MOTION: (Murphree/Robinson)

Approve November Vestry minutes as submitted.

APPROVED.

TREASURER'S REPORT:

Treasurer, Albert White, reviewed our operating budget financial status for the month ending November 30, 2010. He reported that \$7,500 was transferred from Pre-Paid Pledges to the operating account in November. He stated that our total revenue is at 95.6% of budget year-to-date, before the Pre-Paid Pledges were transferred. Albert noted that expenses are at 93.4% of budget year-to-date. He stated that the balance of the Pre-Paid Pledges in the amount of \$8,242.00 will be transferred to the operating account by the end of December. Albert projected that pledge collection will be near 95% of budget by December 31, 2010. It was noted that as of November 30, 2011 pledges have been pre-paid in the amount of \$3,675. Albert reported that we have reduced the principal on our Capital Campaign loan balance by \$85,000 in 2010.

MOTION: (Vance/Saunders)

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 she continues to monitor our HVAC units for issues and is seeing progress being made in the resolution of these issues.

SR. WARDEN REPORT

Sr. Warden, Fred Page, advised the Vestry that the Chapel Columbarium has been ordered and niches will go on sale in early 2011.

Fred reminded the Vestry that Lynn Phillips-Gaines ordination has been set for Saturday, January 15, 2011 at St. Andrew's Cathedral in Jackson. He said that a cottage has been reserved at Gray Center for All Saints' parishioners that would like to go down the night before.

On behalf of the Nominating Committee, Fred reported that 6 candidates have agreed to stand for election to the Vestry at the Annual Meeting in January. He asked the Vestry to approve four additional names as possible candidates should they be needed.

MOTION: (Livingston/Springfield)

Approve four additional names as possible candidates for election to the Vestry as submitted.

APPROVED.

Fred continued his report by advising the Vestry that the Stewardship Committee has been contacting parishioners who have not turned in their pledge card for 2011. Fred asked the Vestry to participate in calling parishioners in order to complete the 2011 Pledge Drive before the end of the year. A list of parishioners that have not made a pledge for 2011 was circulated among the Vestry.

RECTOR REPORT:

Paul advised the Vestry that a check in the amount of \$5,000 has been received from the Toledo Ohio Community Foundation designated for Saints' Brew.

Paul reported that he has been working with our Chancellor, Reed Hillen, finalizing the Columbarium's "Rules and Regulations". He stated that he hopes to have the final draft for the Vestry to approve in January.

Paul also reported that he is working on a graph of average Sunday attendance over several years and will be emailing it to the Vestry when he has it completed.

Paul gave a brief overview of upcoming calendar events:

Thursday, December 23 Saints' Brew Christmas dinner

Friday, December 24 Christmas Eve services at 5:30 and 10:45 p.m.

Saturday, December 25 No service

Sunday, December 26 1 service at 9:30 a.m. Christmas Lessons & Carols

Sunday, January 2, 2011 1 service at 9:30 a.m.

Wednesday, January 5, 2011 Eve of Epiphany Eve service

BUSINESS

Recommendation from Organ Task Force

Chair of the Organ Task Force (OTF), Lloyd Gray, opened the discussion by giving a brief history of the work the task force has done thus far. The generous gift to All Saints' by Dr. Allen Cooley created an opportunity for long delayed work on the organ to be completed. In late 2009, the Vestry established priorities for the use of the Cooley gift; \$110,000.00 was initially earmarked to fund organ repair and renovation. Soon thereafter the OTF was created to explore the scope of the work that might be undertaken, gather and study bids and to otherwise make recommendations to the Vestry on how best to proceed.

Chaired by Lloyd Gray and with the very capable assistance of Dr. Stephen Schaeffer, Organist and Director of Music at Cathedral Church of the Advent, Birmingham, Alabama, the OTF identified several needs relative to the organ, including (1) performing long needed deferred maintenance work to the console and chamber elements and upgrading the console to solid state circuitry; (2) minimizing or overcoming sound egress problems; (3) correcting the inadequate physical configuration of the wind chests; and (4) increasing the tonal variety of the instrument. Two trips to listen to rebuilt/renovated organs were made by the OTF. Bids from three (3) organ builders/rebuilders were obtained. References were obtained and checked. A bid to modify the reredos was also obtained.

Lloyd then gave a report of the Organ Task Force's recommendations concerning the work on our organ. He stated that the Organ Task Force (OTF) unanimously recommended that the Vestry approve the proposal submitted by Greg Koziel (an organbuilder in Memphis) for general repairs, reconditioning and rebuilding of the Moller Organ Opus 8496, originally built in 1952 and relocated to All Saints' in 1992. The OTF unanimously recommended that Mr. Koziel's bid in the amount of \$141,516.00 (plus applicable taxes) be accepted. Pursuant to his bid (and in general terms), the scope of the work to be undertaken is as follows:

- Rebuild, recondition and refinish the organ console, including the installation of Peterson ICS 4000 control system
- Perform general repairs, mechanical renovations and rebuilding of components in chamber, including:
 - Remove existing grill cloth and replace with new "acoustically transparent" fabric
 - Reconfiguration of existing shades; install new sections of shades
 - Install new electric shade motors
 - Install blowers in sound proof boxes
- Alter (i.e., correct) the physical placement of pipes in Swell, Great and Choir chests
- Add tonal additions via a Walker digital package

Additionally, the OTF recommended that approximately 60 square feet of brick on each side of the reredos be removed so as to allow sound to speak more directly to the congregation. Lynn Bryan estimates that the cost of such modification will be between \$2,800 and \$3,500.

It was noted that Mr. Koziel's bid was approximately \$40,000 less than two other bids that had been secured. It is estimated that the cost of component parts necessary to undertake the work detailed in Mr. Koziel's bid may increase by between \$2,000 and \$5,000 effective January 1, 2011. This price

increase may be avoided if a contract is approved and signed and a deposit of approximately 25% of the contract price is paid in 2010.

Project Cost. The cost of this project is as follows:

Contract with Mr. Koziel	\$141,516.00 (plus applicable taxes)
Consultant Fee to Dr. Schaeffer	\$ 1,415.00
Bid re Reredos modification	<u>\$ 3,500.00</u>
Total	\$146,431.00

Project Payment. Funds to pay the project costs include:

Cooley Gift "set aside" for organ	\$110,000.00
Excess after church/chapel renovation	\$ 19,478.00
Excess uncommitted funds	<u>\$ 16,953.00</u>
Total	\$146,431.00

It is hoped that the work to the organ would be completed by All Saints' Sunday, 2011. After a discussion and question and answer period, the following motion was made:

MOTION: (Springfield/Vance)

Accept Organ Task Force's recommendations to contract with Greg Koziel to complete the scope of the work detailed in the OTF's recommendation in the amount of \$141,516.00 plus applicable tax. Further, accept the bid of \$3,500 for the modification of the Reredos. Authorize payment of \$1,415.00 to Dr. Stephen Schaeffer, as our consultant.

APPROVED.

The Vestry expressed its sincere gratitude and appreciation to the members of the OTF (Lloyd Gray, George Booth, Peg Oakes, Albert White, Art Chambers, Jessica Nelson and Father Paul, ex officio) for their work.

Discussion of proposed amendments to By-Laws

Sr. Warden, Fred Page, offered the following amendments to our By-Laws for approval by the Vestry.

1. Article IV, Section 1 is hereby amended by adding the following sentence:

"Members of the same family (e.g., spouses, parent/child or siblings) may not serve on the vestry at the same time."

2. Article VI, Section 1 is hereby amended as follows:

Strike "and shall serve until a successor is chosen" and in its place substitute the following: "The Parish Treasurer may be elected to no more than five consecutive one year terms and shall be ineligible for one year for reelection to that office after having served five consecutive years in said office."

3. Article VI, Section 3 is hereby amended as follows:

The following sentence shall be added at the end of said section: "Assistants to the Parish Treasurer, if any, each may be elected to no more than five consecutive one year terms and shall be ineligible for one year for reelection to that office after having served five consecutive years in said office."

4. Article V is hereby amended by adding the following Section thereto:

“Section 3. The Rector shall designate, and the Vestry confirm, chairs of the various committees, task forces and working groups of the Parish. The Rector and/or the Vestry may require such reports from said committees, task forces and working groups as may assist the Vestry in its work. In order to encourage broad participation of diverse members of the Parish and to discourage the concentration of responsibility in a few members, the Vestry shall set term limits for those serving as chairs of committees and task forces.

Paul stated that once approval of the amendments is given by the Vestry, approval must be given by the Bishop. Once the Bishop’s approval is secured, the amendments to the By-Laws will be submitted to the Parish for final approval.

MOTION: (Kirkpatrick/Saunders)

Approve amendments to the By-Laws as submitted.

APPROVED.

Adopt Accountable Reimbursement Policy for 2011

Paul reminded the Vestry that in December, 2010, they adopted an Accountable Reimbursements Policy, which formalized the practices that All Saints’ already has in place. Paul asked the Vestry to adopt the policy for 2011 with the only change being: *“5. For calendar year, 2011, \$7,725.00 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/Kirkpatrick)

Adopt the Accountable Reimbursements Policy for 2011 with the only change being: *“5. For calendar year, 2011, \$7,725.00 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.

Approve Rector’s Housing allowance for 2011

MOTION: (Bryan/Murphree)

Whereas, the Reverend Paul J. Stephens is compensated by All Saint's Episcopal Church exclusively for the services as a minister of the gospel; and

Whereas, All Saints' does not provide Fr. Stephens with a rectory,

Therefore, it is hereby

Resolved, that of the total compensation paid to Fr. Stephens for calendar year 2011 \$29,850 is hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$29,850 as a housing allowance shall apply to calendar year 2011 and all future years unless otherwise provided.

This housing allowance is so designated in the official minutes of the Vestry of All Saints’ Episcopal Church.

APPROVED.

Re-appoint Parish Officers

Fred explained that each year the officers of the church need to be reappointed by the Vestry. The officers of the church are: Clerk, Tommie Moore, Chancellor, Reed Hillen, Assistant Treasurer, Mary Lou Parks and Treasurer, Albert White.

MOTION: (Livingston/Saunders)

Reappoint the officers of the church: Clerk, Tommie Moore, Chancellor, Reed Hillen, Assistant Treasurer, Mary Lou Parks and Treasurer, Albert White.

APPROVED.

Discuss moving January Vestry meeting to January 18

Fred advised the Vestry that the next Vestry meeting is scheduled for Monday, January 17. He noted that the office will be closed that day in observance of Martin Luther King, Jr. Day and asked the Vestry to consider moving the Vestry meeting to January 18.

MOTION: (Kirkpatrick/Murphree)

Move the January Vestry meeting to January 18, 2011.

APPROVED.

Staff Christmas Bonuses

Upon the recommendations of the Rector, the Vestry unanimously approved the payment of Christmas bonuses to all returning staff (\$100/staff) and nursery workers (\$50/worker). The Vestry conveyed its sincere thanks and appreciation to the staff and nursery workers for their dedicated service to the parish.

MOTION: (Vance/Oakes)

APPROVED.

CHECK-OUT

With no further business the Vestry meeting was adjourned and The Rev. Paul Stephens closed with a prayer at 7:50 p.m.

Submitted by Tommie Moore, Clerk of the Vestry

ATTACHMENTS TO MINUTES OF THE NOVEMBER MEETING:

General Fund and Capital Campaign Financial Reports 11/30/10

2011 Accountable Reimbursements Policy

2011 Rector Housing Resolution

Organ Task Force Executive Summary