

ALL SAINTS' EPISCOPAL CHURCH
608 JEFFERSON STREET
TUPELO, MISSISSIPPI 38804
MINUTES OF DECEMBER 19, 2011 VESTRY MEETING

PRESENT:

Wayne Averett, Sr. Warden	Lynn Bryan	Joellen Murphree
Cathy Fitzpatrick, Jr. Warden	Kaye Cannon	Sandra Perkins
Albert White, Treasurer	Julian Carroll	Fredda Robinson
Mary Lou Parks, Ass't. Treasurer	Susan Hyatt	Wayne Slocum
Tommie Moore, Clerk	Stephen King	Ann Springfield
		Josh Westmoreland

ABSENT: Paul Stephens, Kevan Kirkpatrick

Kaye Cannon opened the Vestry meeting with a prayer at 6:07 p.m.

CHECK-IN: Sr. Warden, Wayne Averett advised that the Rev. Paul Stephens was away attending funeral services for Ruth Spivey Gray in Jackson.

ADDITIONS TO THE AGENDA None

REVIEW OF MINUTES:

The November 14, 2011 Executive Committee minutes were reviewed.

MOTION: (Carroll/Springfield)

Approve November 14, 2011 Executive Committee minutes as submitted.

APPROVED.

The December 12, 2011 Executive Committee minutes were reviewed.

MOTION: (Slocum/Robinson)

Approve December 12, 2011 Executive Committee minutes as submitted.

APPROVED.

The October 17, 2011 Vestry minutes were reviewed.

MOTION: (Westmoreland/Perkins)

Approve October 17, 2011 Vestry minutes as submitted.

APPROVED.

TREASURER'S REPORT:

Treasurer, Albert White gave an overview of our financial status as of November 30, 2011. He stated that pledges are 96% of budget. No Pre-Paid Pledges were used in November and there is a remaining balance of \$21,205. Albert reported that expenses are 100% of the year-to-date budget. He projects a deficit budget of \$27,645 by the close of the year.

MOTION: (Robinson/Springfield)

Approve Treasurer's report as submitted.

APPROVED.

CHRISTIAN GROWTH COMMISSION: Convener, Kaye Cannon gave an oral report. A new adult Catechesis of the Good Shepherd class will begin in January, led by Mary Howard King.

CHRISTIAN SERVICE COMMISSION: No report

CHRISTIAN STEWARDSHIP COMMISSION: Stewardship chair, Wayne Slocum gave an oral report updating the Vestry on the 2012 Pledge Drive. He stated that as of December 19, 2011, 121 pledges have been received for a total of \$405,421.09. After a discussion, the Vestry was given names of parishioners who have not yet made a pledge for 2012 and were asked to call or visit them before the end of the year.

JR. WARDEN REPORT:

Cathy Fitzpatrick reported that all issues with the HVAC units have been resolved. She also reported that Siemens is working on a quote for software that would allow units to be programmed from a computer.

SR. WARDEN REPORT:

Sr. Warden, Wayne Averett reported that there are 11 open slots on the Sunday flower chart for 2012. He stated that if any Vestry members would like to give flowers on a particular Sunday to sign up on the chart soon.

RECTOR REPORT: No report

BUSINESS

Approve 2010 Audit

Albert White opened the discussion by advising that Eaton, Babb and Smith, Certified Public Accountants had completed work on the 2010 audit. Copies of the audit and the accompanying letter from Eaton, Babb and Smith were distributed. Albert gave an overview of the audit work, noting several deficiencies in All Saints' internal control to be material weaknesses:

Accounting and Financial Reporting: During the audit, they noted that some essential accounting functions were not being performed. An example was given that some bank statements were not properly reconciled to the general ledger, some capital asset transactions were not recorded, and certain transactions such as bank transfers were improperly recorded, and material adjustments were necessary to properly report unrestricted and restricted net assets.

Lack of Segregation of Duties: Albert noted that accounting duties performed by the bookkeeper are not adequately segregated. As the bookkeeper is authorized to sign checks, make cash transfers and payments, make and post journal entries and records these transactions, that person should not reconcile the bank statements. This deficiency creates an opportunity for the misappropriations of assets and subsequent concealment.

Lack of Adequate Documentation: Albert reported that Eaton, Babb and Smith noted that the church did not maintain adequate documentation to support expenses related to the 2010 Annual Council. He stated that they consider this deficiency in internal control to be a significant deficiency.

After Albert's overview was complete, a discussion followed and the following motion was made:

MOTION: (Bryan/Robinson)

Approve 2010 audit as submitted to be sent to the Diocese of Mississippi.

APPROVED.

Discussion of Servant Ministry percentage for 2012 (currently 4.8%)

Wayne Averett reminded the Vestry that at their October meeting, they began a discussion regarding the Servant Ministry percentage pledge for 2012. The 2011 percentage of our net disposable budgeted income allocated for local outreach was 4.8%. A discussion followed concerning the current status of the 2012 Pledge Drive. During the discussion, it was noted that Servant Ministry allocates money to different local agencies in the Tupelo area and that ECW has also been allocating funds to some of the same agencies. After the discussion, the following motion was made:

MOTION: (Westmoreland/Carroll)

Decrease Servant Ministry percentage for 2012 to 4%.

APPROVED. For: 12 Opposed: 1

It was suggested by the Vestry that the chair of the Servant Ministry committee, Yvette Slocum, and the incoming 2012 President of ECW work together on allocating funds from both groups to local agencies to avoid duplication of disbursements.

Discussion of Seminary 1% for 2012

Wayne Averett advised the Vestry that while not a requirement of the Canons, it is customary for churches to send 1% of their net disposable budgeted income to a seminary of the Rector's choosing. After a brief discussion, the following motion was made:

MOTION: (Bryan/King)

Allocate 1% of our 2012 net disposable budgeted income to a seminary.

APPROVED.

Leave the seminary designation of 1% of our net disposable budgeted income to the discretion of Paul Stephens.

Set 2012 Annual Meeting date

Wayne Averett advised that each year the Vestry must set the date for the Annual Parish Meeting. He stated that it was recommended that the Annual Meeting be held on Sunday, January 22, 2012 at 9:30 a.m.

MOTION: (Bryan/Westmoreland)

Set January 22, 2012 as the Annual Parish Meeting date.

APPROVED.

Re-appoint officers of the church (Treasurer, Assistant Treasurer, Clerk of the Vestry, Chancellor)

Wayne Averett advised that each year the Vestry must appoint the Parish officers. The following names were submitted for re-appointment in 2012:

Treasurer – Albert White

Assistant Treasurer – Mary Lou Parks

Clerk of the Vestry – Tommie Moore

Chancellor – Reed Hillen

MOTION: (Bryan/Springfield)

Approve Parish officers for 2012 as submitted.

APPROVED.

Adopt Rector's housing allowance

Wayne Averett offered the following resolution for approval by the Vestry:

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 2012 \$29,850.00 is hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$29,850.00 as a housing allowance shall apply to calendar year 2012 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.

MOTION: (Slocum/Robinson)

Approve Rector's Housing Allowance as submitted.

APPROVED.

Adopt Accountable Reimbursement policy

Wayne reminded the Vestry that each year they must adopt an Accountable Reimbursements Policy, which formalizes the practices that All Saints' already has in place. After a discussion, the adoption of the Accountable Reimbursements Policy was tabled until January, 2012, due to the fact that the amount of funding of 2012 accountable expenses for the Rector was not available.

Approve committee chair

Kaye Cannon submitted the name of Kathryn Watkins to serve as the new Nursery chair.

MOTION: (Westmoreland/Springfield)

Approve Kathryn Watkins as chair of the Nursery.

APPROVED.

Acceptance of gift to church

Wayne Averett advised the Vestry that as part of an EYC project, Ariel Alexander has written a prayer and would like to have it framed and give it to the church. He stated that as part of the gift acceptance policy the Vestry adopted, they would need to approve this gift.

MOTION: (King/Carroll)

Accept gift from Ariel Alexander of framed prayer.

APPROVED.

Discussion of moving next Vestry meeting to January 17

Wayne Averett advised that the next Vestry meeting is scheduled for Monday, January 16, Martin Luther King, Jr. Day, a day which the office is closed. He suggested moving the meeting to Tuesday, January 17, 2012.

MOTION: (Fitzpatrick/Perkins)

Move next Vestry meeting to Tuesday, January 17.

APPROVED.

Staff Christmas bonuses

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

MOTION: (Springfield/Slocum)

APPROVED.

CHECK-OUT

With no further business the Vestry meeting was adjourned and Kaye Cannon closed with a prayer at 8:00 p.m.

Submitted by Tommie Moore, Clerk of the Vestry

ATTACHMENTS TO MINUTES OF THE DECEMBER MEETING:

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

2010 Audit

Rector's Housing Allowance

Accountable Reimbursement Policy