

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

**MINUTES OF
TUESDAY, JUNE 20, 2023
VESTRY MEETING**

PRESENT:

The Rev. Becca Walton, Curate	Alice Alexander	Joellen Murphree
Cathy Fitzpatrick, Sr. Warden		Richard Pate
Stephen King, Jr. Warden		Margaret Anne Robbins
Mike Fitzpatrick, Treasurer		Ann Springfield
Tommie Moore, Clerk		Donna Timmons

ABSENT: The Rev. Phillip Parker, Carol Alvis, Sue Ann Averett, Caleb Bedillion, Karen Dieckmann, Leila Keel, Grant Smith,

The Rev. Becca Walton opened the meeting with a prayer at 6:08 p.m.

CHECK IN

ADDITIONS TO THE AGENDA:

- Gutter repair
- Tree removal

PROGRESS REPORTS FROM VESTRY AND CLERGY

Vestry goals/objectives:

- Be intentional about engagement with parishioners or newcomers (personal connection, lunch, coffee, etc.); Share social media posts
- Help to communicate liturgy explanations to the Parish.
- Increase Vestry attendance at services, events, programs, classes.
- Start each Vestry meeting by reviewing goals and reporting on specific progress.

The Vestry objectives were reviewed. Several members noted ways in which they were intentional about engaging with parishioners and/or newcomers by introducing themselves to our visitors. The majority of the Vestry members helped with Vacation Bible School in some capacity.

Clergy goals/objectives:

- Clergy to communicate goals set at the Vestry Retreat.

- Publish journal of ongoing activities such as outreach in the community, broad pastoral care matters (no names or specifics) using Bishop Seage’s published Journal in the Mississippi Episcopalian as a guide.
- Educate congregation about liturgy, terms, actions, etc.
- Coordinate efforts among clergy in responding to pastoral care matters.
- Each clergy member should retain a spiritual director and a therapist. Schedule one mental health day per month (not tied to vacation time or sick days).

Phillip is away serving on staff at Camp Bratton-Green Special Session 2. Becca submitted a written report which has been attached to these minutes.

CONSENT AGENDA:

May 2023 financial reports

May 15, 2023 Vestry minutes

Christian Growth Commission report - written

Christian Service Commission report - written

Christian Stewardship Commission report - written

Curate’s report - written

MOTION: (Timmons/Pate)

Approve Consent Agenda as submitted.

APPROVED.

BUSINESS:

Treasurer’s report

A written report giving an overview of our financial status as of May 31, 2023 was submitted and is attached to these minutes. Mike reported that “Total Revenue” year-to-date is \$256,405.16 against a year-to-date budget of \$222,947.80. Year-to-date “Total Expenses” as of May 31, 2023 were \$233,561.60 against a year-to-date budget of \$256,182.67. He noted that Saints’ Brew and the Concert Music Series both received generous donations from the estate of Peg Oakes.

Mike reported we have approximately \$160,000 in cash in the Capital Campaign account, which amounts to approximately ten months of loan payments. He advised we would need to conduct another Capital Campaign beginning in January 2024.

MOTION: (Pate/Timmons)

Approve Treasurer’s report as submitted and reviewed.

APPROVED.

Tree removal

Stephen King reported that during a recent storm, part of one of our trees on the Madison Street side of our campus fell. There was no structural damage to that side of our campus. As the remaining part of the tree posed a safety hazard, Stephen called a tree removal service to take down the remainder of the tree. The cost of the removal was approximately \$1,400 and the tree was removed late in the week of June 12.

Gutter repair

Stephen reported that upon inspecting our gutters around the campus it was discovered that many of the gutters are in need of repair with some needing to be replaced. He noted that the gutters have only been cleaned and repaired once since 2007. He has one quote for the project and is working to obtain others.

Pest control

Stephen advised he is working to eradicate the squirrel problem in the attic of the Chapel. The squirrels have caused some damage to the wiring, but it is not as much damage as he originally thought. He is researching options for eradication.

Discussion of replacement of Nursery deck / Discussion of Pathway Montessori School rent

To recap, the nursery deck was demolished in January 2023 due to the warpage of the composite deck boards. Stephen has been working to find a suitable and affordable replacement option since that time. He determined the most affordable and suitable option for replacement was to build the deck with treated lumber and purchase a shade to help shield the deck from the excessive heat. On June 8, two inspectors with the Mississippi Department of Health visited Pathway Montessori School to measure the deck area. They were told by the owner of Pathway, Marsha Kiste, about the deck problem and what was being done to replace it. At that time, the inspectors told Marsha she had two weeks to get the deck built or she would have to reduce her student number from 24 children to 18 children. In the meantime, Stephen King was continuing to talk with an engineer to find the best possible solution in resolving some of the drainage issues in that area and rebuilding the deck.

All Saints' Chancellor, Reed Hillen contacted the legal counsel for MSDH to discuss the matter and to ask for an extension for Pathway, considering All Saints' was in the process of discussions about rebuilding the deck. The MSDH legal counsel, Cassandra Walter noted it seemed unreasonable to expect that the issue could be resolved within two weeks. Ms. Walter is to resume discussions with Reed on June 21, once she has had a chance to review all of the documents.

Stephen reported he has contacted four contractors to bid on the project. The engineer he is working with is drawing up a scope of work to give to the contractors. There will be some work to be done to address the drainage issue. Stephen noted he is to receive the scope of work from the engineer on June 21. At that time, he will send the scope of work to the contractors with a deadline for bidding set for Monday, June 26 5:00 p.m. He also stated that he has told the contractors that work will need to start within one week of acceptance of the bid. Once the bids are in, the Vestry will be asked to vote by email which bid to accept, and the work will start soon after approval is received.

The discussion then turned to Pathway's rent. Currently, Pathway's rent is \$640 per month, with a scheduled increase due on August 1, 2023 to \$672 per month. If All Saints' is not granted an extension to get the deck built and Pathway must reduce the number of students from 24 to 18, Pathway's income revenue will be affected. A discussion followed. It was suggested that if Pathway loses part of its income revenue due to the deck issue, the rent should be waived for the period of time the student count is reduced.

MOTION: (King/Murphree)

In the event Pathway must reduce its student count due to the deck issue, the rent should be waived for the period of time the student count is reduced while the deck issue is resolved.

APPROVED.

Approve Bookkeeper position salary

Cathy advised that Angela Brice has been hired as our new bookkeeper. She began her work with us on June 20. Cathy reported that Angela is self-employed and will be a 1099 employee of All Saints'. She will be working approximately 10 hours per week. Cathy asked the Vestry to consider a yearly salary of \$20,700. After a brief discussion, the following motion was made:

MOTION: (Timmons/Pate)

Approve the Bookkeeper's salary of \$20,700 yearly.

APPROVED.

Discussion of Choirmaster job description and salary

Cathy opened the discussion by advising that after discussions with Phillip, they agreed it would be beneficial to combine the positions of Music Director and Organist. She stated the job description for the combined positions has been written outlining the responsibilities. The combined job description was included in the Vestry's packet for the June meeting. Cathy asked the Vestry to consider the job description and a yearly Choirmaster salary of \$30,000. She noted that once Phillip returned from Camp Bratton-Green, they will move forward with discussions regarding a candidate for the position. After a brief discussion, the following motion was made:

MOTION: (Timmons/Pate)

Approve Choirmaster job description with a salary of \$30,000 per year.

APPROVED.

Approve new chalice bearer

Tommie asked the Vestry to consider recommending Mark Swanberg for licensing as a chalice bearer by Bishop Seage.

MOTION: (Timmons/Alexander)

Recommend Mark Swanberg to Bishop Seage for licensing as a chalice bearer.

APPROVED.

CHECK-OUT

Cathy advised the Vestry will be responsible for hosting the July 26 potluck dinner. She will be in touch with the details as we get closer to the July potluck.

CLOSE: With no further business, Becca dismissed the Vestry meeting with a prayer at 7:29 p.m.

Submitted by Tommie Moore, Clerk of the Vestry.

ATTACHMENTS TO THE MINUTES OF THE JUNE MEETING:

- May 2023 financial reports
- May 15, 2023 Vestry minutes
- Christian Growth Commission report - written
- Christian Service Commission report - written
- Christian Stewardship Commission report - written
- Curate's report - written
- Choirmaster job description