

1 **Monteagle Sunday School Assembly**
2 **Minutes of the Board of Trustees**

3
4 September 1, 2012

5
6 The regular meeting of the Board of Trustees of Monteagle Sunday School Assembly was called to order
7 by President Pat Wildman at Harton Hall on September 1, 2012 at 9:00 A.M.

8 P. Wildman opened the meeting with prayer.

9 Members present: K. Ballow, M. Buffington, D. Clements, A. Cox, H. Haney, C. Hudgins, M.S.
10 Kennedy, N. Kunkel, J. Malone, G. Maloof, B. Monfore, B. Moody, D. Pilcher, A.
11 Shayne, A. Short, F. Smith, A. Spickard, P. Wildman, A. Worthen

12 Members absent: E. Billington, B. Flatley, L. Frank, C. Hornaday, B. Watson

13 Parliamentarian: S. Smith

14 Visitors: Oliver Jervis

15 The minutes of the meeting July 27, 2012 were approved as amended. (Attachment #1).

16 The minutes of the meeting on July 28, 2012 were approved as amended.(Attachment #2).

17 **President's Report**

18 President Wildman first welcomed the new board members: K. Ballow, E. Billington, B. Monfore, M.
19 Buffington, D. Pilcher, B. Moody, G. Maloof, B. Watston, N. Kunkel, and H. Haney

20
21 She then made several announcements:

22
23 Scott May's application for a certificate of discharge was agreed upon by the IRS. General Manager
24 Parrish has researched all of the Assembly leases, and to his knowledge, there are no other existing liens.
25 A. Worthen and B. Monfore have been asked to draft a conflict of interest statement for review by the
26 board.

27
28 Lisa Hammett has announced that the 2013 Season will be her last as Platform Director. C. Hudgins, is
29 going to chair the search committee. Other committee members are K. Ballow, Cecil Coleman, and Pat
30 Wildman.

31
32 On September 29 there will be a board meeting, board training, lunch, and committee training.

33
34 The Executive Committee last year was used as a sounding board for the president. They will serve a
35 similar role this year, but an agenda will be distributed and minutes taken.

36
37 **General Manager's Report**

38 General Manager S. Parrish reported on the following issues:

39
40 The pool has experienced a water quality problem, resulting in the pool closure during the Season this
41 year and during Labor Day weekend. Madison Pools from Nashville has evaluated the pool and indicated
42 that the pump purchased four to five years ago was not the correct pump, confirmed that the water quality
43 was poor and suggested corrections.

44

1 The Mason Bridge was damaged by an apparently healthy tree falling and a utility pole being unearthed.
2 He is accepting quotes for its repair, has filed a claim with the insurance company and is waiting on the
3 insurance adjuster.

4
5 Coyotes have been seen on the grounds. Security is monitoring this.

6
7 The health insurance renewal rate was a 15% increase. He is negotiating and looking at options to reduce
8 the rate, targeting an increase of 10%. A recommendation will be presented to the treasurer.

9
10 He has conferred with Dean of Students Hartman and Associate Dean Alexander Bruce about behavior in
11 the Assembly during Sewanee Parents Weekend being in line with behavior expectations at the
12 university. Eight areas will be jointly addressed. Dean Hartman and possibly Vice-president Fisher will
13 write a letter to our renters of record reminding them of their responsibility to be good social hosts and
14 guests of the Assembly.

15
16 The Harton Hall survey outlined in the Annual Membership meeting was emailed/mailed last week.
17 Responses are due September 21.

18
19 Following his report, there were several questions. In response S. Parrish said the bids to repair the Mason
20 Bridge are in the \$10,000 to \$15,000 range. Our insurance policy has a \$5,000 deductible. There have
21 been no deer sitings. The raw results of the Harton Hall survey will be ready by September 29.

22 There were also some suggestions. K. Ballow suggested that the Assembly look into an “Alert
23 Now” system to communicate emergency information. N. Kunkel suggested the possibility of Sewanee
24 security assisting in the Assembly on Sewanee weekends. P. Wildman warned members of aggressive
25 dogs on the west side of the Assembly.

26 27 **Treasurer's Report**

28
29 In C. Hornaday's absence, S. Parrish delivered the Treasurer's Report. The July financials arrived the day
30 prior to the meeting and have not been reviewed. The Treasurer's Report will be mailed to the board. Gate
31 receipts for the 2012 Season were under \$193,000 (Budgeted amount was \$210,000.). The breakdown
32 was Auto \$19,725, Gate \$166,362, and Pets \$6,700. There is no increase in the 2012-2013 budget for
33 health insurance. We have a high deductible plan to save on premiums, the majority of which the
34 Assembly pays for its employees. He has shopped three companies to get bids for health insurance, and
35 they are all similar. Our provider is Blue Cross/Blue Shield.

36 37 **Committee Reports/Motions**

38 39 **Architectural Review Committee**

40
41 Oliver Jervis brought the following motions from the ARC:

42
43 The ARC moves that the Board of Trustees approve the Wildman cottage #118 modifications which
44 consist of moving the screen door from its current West side of the screen porch to the South side above
45 the current concrete steps. (1st Vice-President K. Ballow handled this vote.) The motion passed
46 unanimously.

47
48 The ARC moves that the Board of Trustees approve the Reed cottage #50 modifications as drawn by their
49 architect to their roof on the rear elevation (East side). The motion passed unanimously.

1
2 **Long-Range Planning**
3

4 K. Ballow reported that the committee would like to hire a consultant to assist the Assembly in
5 developing a long range strategic plan. They are considering several individuals/firms and will obtain
6 bids. The process would take nine months to a year and would build on previous work done at the
7 Assembly delineating our vision and analyzing our strengths and weaknesses and potential opportunities
8 and threats. One estimate for the project is \$20,000, which is considered competitive for this type of
9 work. Some Assembly members may be interested in donating funds to support the project.
10

11 **Membership**
12

13 There is an individual, Pat Snyder, who is interested in purchasing a leasehold. Anne Dennington, chair of
14 the committee, has written a letter to the board indicating that the committee is unable to recommend her
15 for membership at this point, as she is not currently known personally by any Assembly member, and her
16 application does not have two letters of reference by Assembly members. P. Wildman asked the board to
17 consider the possibility of having two members who live near the applicant in Louisiana to meet and
18 interview her and then write the reference letters. There is some precedent for this approach. Discussion
19 followed. S. Parrish read Pat Snyder's application and the reference letter from her minister.
20

21 M. S. Kennedy moved that we allow two of our members living in Pat Snyder's area meet and interview
22 her to determine if they are willing to write a letter of recommendation. The motion was seconded. The
23 **motion** passed unanimously.
24

25 D. Pilcher moved that we accept the reading of Pat Snyder's application and the letter of reference from
26 her minister as a first reading, pending the receipt of the two letters of reference to complete the
27 application. The motion was seconded. The **motion** passed with 17 for and 1 opposed.
28

29 **Leasehold Transfers**
30

31 S. Parrish reported the following leasehold transfer requests:
32

33 Scott F. May assigns unto Agnes May Short 50% undivided interest in cottage 119 leaving Agnes May
34 Short with a 100% undivided interest in Cottage 119, subject to release of federal tax liens within sixty
35 days. B. Monfore moved to approve the transfer. The motion was seconded. The **motion** passed
36 unanimously.
37

38 The Estate of Helen Elizabeth Polk Wolf assigns unto John Clopton Stuart Wolf a 25% undivided interest
39 in cottage #171 and unto Elizabeth Polk Wolf-Zucchero a 25% undivided interest in cottage #171. D.
40 Pilcher moved to approve the transfer. The motion was seconded. The **motion** passed unanimously.
41

42 Norman H. Blake III assigns unto Corinne Burch Blake a 24% undivided interest in Cottage #114. B.
43 Monfore moved to approve the transfer. The motion was seconded. The **motion** passed unanimously.
44

45 **Property**
46

47 The Property Committee will meet September 8 regarding work needing to be done. In the chair's
48 absence, S. Parrish requested a motion that the board approve a \$10,000 expenditure for the purchase of a
49 new pump and two chlorinators for the pool. Discussion followed regarding the various options and the
50 life and maintenance of the new pump. G. Maloof moved that \$10,000 be transferred from the

1 Consolidated Capital Fund to purchase a five horsepower pump and two chlorinators. The motion was
2 seconded. The **motion** passed unanimously.

3 4 **Platform**

5
6 C. Hudgins reported that the hiring committee for the platform superintendent consists of Cecil Coleman,
7 K. Ballow, Pat Smith and herself. The deadline for submission of applications is October 15. The hiring
8 decision will be made by Feb. 1, and the new superintendent will work with Lisa Hammett next spring
9 and summer. This position is hired by the board.

10 11 **Technology**

12
13 S. Parrish and S. Smith make up the technology committee. They are studying technology to allow board
14 members to attend remotely. They are looking at using Skype, with multiple microphones and a speaker
15 system.

16 17 **Cottage Rental**

18
19 S. Parrish distributed the list of cottages, according to the number of bedrooms, available for rental.

20 21 **Additional Reports**

22
23 P. Wildman distributed a list of the committees for this year and their job descriptions. Some committees
24 have been revised and updated.

25
26 S. Smith provided a report on caucus concerns and recommendations. (Attachment #3)

27
28 G. Maloof presented the motions from the Annual Meeting held July 28, 2012. (Attachment #4) D.
29 Clements, M. Buffington and he had been asked to review the motions from the meeting. Discussion
30 followed about proper acknowledgment of and response to member concerns.

31
32 Several members have requested copies of board minutes. S. Smith explained the procedure for doing this
33 according to Roberts Rules of Order. After a request is made by a member to receive minutes, the board
34 approves the request, and the approved minutes are distributed. Judith Humphreys had requested that
35 minutes be sent to her. N. Kunkel moved that J. Humphreys receive the minutes. The motion was
36 seconded. The **motion** passed unanimously.

37 38 **Old Business**

39 M.S. Kennedy inquired about the expenditures, thus far, to the architecture firm working on the Dining
40 Hall renovation. S. Parrish reported that \$14,500 has been paid to them so far.

41 42 **New Business**

43 A. Cox would like for the Assembly to look into having a nurse on staff during the Season.

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45 The meeting was adjourned at 11:35 A.M.

46

- 1 Respectfully Submitted,
- 2
- 3
- 4 Mary Susan Kennedy
- 5 Secretary
- 6
- 7 Board minutes September 1, 2012. Attachments #1, #2, #3, #4