



SAINT JOHN'S CATHEDRAL

Vestry Minutes

June 8, 2015

Attendees: David Abbott, David Ball, Ashley Bracken, Andrew Britton, Jen Courtney-Keyse, Jack Denman, Tamra d'Estrée, Suni Devitt, Tim Dunbar, Larry Kueter, Mike McCall, Anna Pendleton, Jane Schumaker, Pat Malloy, Charles LaFond, Elizabeth Marie Melchionna, Jadon Hartsuff, Kim McPherson, Mike Orr, Stephen Tappe, Tara Williams

Absent: Ned Rule, Robert Hendrickson, Liz Costello

Guest: Tom Stoever

Call to Order: 6:13 PM Larry Kueter

Summary of Action Taken—Consent Agenda Item:

- Approved Buildings & Grounds Safety Policy.
- Approved Grants Committee Charter with the modification that there should be a 1-year “rest” period after a Committee member has served for 6 years before that person can rejoin the Committee, that the Committee report periodically to the Vestry about the grants made, and that the Committee members’ terms should be staggered.
- Approved the renewal of the bank line of credit and the addition of Elizabeth-Marie Melchionna as a signatory.
- Approved the Minutes from the May 11, 2015 Vestry meeting.

Stewardship: Tom Stoever described the advanced stewardship campaign, which is starting early this year with pledges for 2016 being sought now from the Vestry and Chapter followed shortly by requests from several circles of SJC leadership between now and September 20th. Vestry members were asked to submit their pledges by June 15th; six Vestry pledges were submitted at the meeting or were in the mail at the time of the meeting. The goal of the advanced campaign is to raise 50% of the 2016 pledge goal by the time this fall’s campaign kicks off on September 20th.

Transition Discussion: an email with the proposed membership of the transition committees was circulated to the Vestry a week or so before the meeting. All the committee co-chairs have been contacted and agreed to serve. The committee co-chairs were asked to call all their committee’s proposed members by June 15th to confirm the willingness of the proposed committee members to serve. Ashley Bracken, Jen Courtney-Keyse, and David Abbott were asked to meet with the committee co-chairs to explain the purposes and timing of each committee’s activities and their timelines. The names of the committee co-chairs are to be announced to the congregation this week. Ashley Bracken will prepare an abbreviated time-line for transition activities for the congregation that will be published along with the names of the committees’ membership. The Search Profile Committee should have a draft profile ready by the November Vestry meeting with the final version being submitted by the 2016 Annual Parish Meeting.



SAINT JOHN'S CATHEDRAL

Action Items:

Buildings & Grounds Safety Policy Statement: Suni Devitt described the draft Safety Policy Statement and attached Appendices A and B, which are on pages 27-55 of the June Vestry Agenda packet. This Policy was developed by Bill Finch, a former DPD officer. There is an increased understanding of what conduct is acceptable on Cathedral grounds and what is not. Appendix A is taken from the Denver Municipal Code. Appendix B is extracted from the Denver Municipal Code. The written policy will help with our interactions with the DPD when required. Mike Orr reported that building signage was revised to comply with Municipal Code. A motion to approve Safety Policy Statement made & seconded; unanimously approved.

Liz Costello is looking into ways to identify and help those people on the Cathedral grounds who need some form or help.

- **Grants Committee Charter:** Tim Dunbar reported that no grants were made in 2014. Formerly, grants were handled by the Urban and Social Affairs Committee from budgeted grant amounts. A committee consisting of Tim Dunbar, Sally Ann Brown, Tom Stoeber, Susan Chenier, and Robert Hendrickson drafted the proposed charter contained on page 56 of the June Vestry Agenda packet. These individuals, along with the Canon Missioner, when he arrives later this summer, will be the initial committee members. Discussion of the draft charter identified the need for a mandatory "rest" period between 6-year periods of service on the Grants Committee, for periodic reporting of grants made to the Vestry, and for staggered membership terms occurred. A motion was made to approve the Grants Committee Charter with the modification that there should be a 1-year "rest" period after a Committee member has served for 6 years before that person can rejoin the Committee and that the Committee members' terms should be staggered. The motion was seconded and unanimously approved.
- **Renewal of bank line of credit:** Andrew Britton reported that the Cathedral's bank line of credit was up for renewal and that the interest rate on this line of credit has been reduced. The details are on pages 62 to 75 of the June Vestry Agenda packet. Because Robert Hendrickson is currently in China, Elizabeth-Marie Melchionna is to be a substitute signatory in her capacity as Acting Sub-Dean. A motion to approve renewal of the line of credit was made, seconded, and unanimously approved.

Information:

- **Clergy/Staff Reports:**
 - Charles LaFond described the general concepts for major gift giving and solicitation. He suggested that requests for major gift projects be identified and reviewed by the Vestry annually and not be initiated whenever someone has an idea about one.
 - Tim Dunbar will be formally resigning as Junior Warden in August due to his responsibilities as a candidate for ordination.
 - The Diocesan Convention will be held October 1-3 in Colorado Springs. Vestry members and others interested in being Cathedral delegates should let Larry Kueter know of their interest.
- **Senior Warden's Report:** this report discusses the updated status of the Saint Francis Center Supportive Housing project.
- **Treasurer's Report:** Andrew Britton noted that:
 - The Finance Committee reviewed the Cathedral's insurance coverage in May.



SAINT JOHN'S CATHEDRAL

- The housing policy for clergy is being developed for presentation at a future Vestry meeting.
- **Financial Dashboard:** Tara Williams reviewed the Dashboard included in the June Vestry packet focusing on the expense report this month. The Dashboard is intended to provide a readily understandable overview of the budget and year-to-date revenues and expenses. Next month's discussion will focus on the year-to-date presentation. Tara and Andrew continue to welcome suggestions for improvement.
- **Personnel and Operations Committee:** moved to the Executive Session
- **Vestry Meeting organization and timing:** Larry Kueter noted that the June meeting started earlier with a working dinner beginning at 6 PM, that those Vestry members who could were asked to attend the 5:30 Mass, and that no formation time was scheduled. Larry asked that Vestry member's thoughts on the organization and timing of vestry meetings should be discussed with him.

Consent Agenda Items:

- Approved the Minutes from the May 11, 2015 Vestry Meeting.

Closing Prayer: Elizabeth Marie Melchionna

Regular Meeting Adjourned: 7:41 PM

Executive Session: Vestry and Pat Malloy only

Call to order 7:43 PM

- Modifications of the Letters of Agreement for the clergy, Robert Hendrickson, Elizabeth Marie Melchionna, Jadon Hartsuff, Charles LaFond, and Liz Costello are now ready to be signed; motion to approve, seconded, and unanimously approved.
- A motion was made to terminate as of June 30, 2015 the appointment of Robert Hendrickson as Acting Dean and Elizabeth-Marie Melchionna as Acting Sub-Dean that was passed by the Vestry on January 31, 2015 effectively returning them to the positions of Sub-Dean and Canon respectively; seconded and unanimously approved.
- A motion was made acknowledging and thanking Robert Hendrickson and Elizabeth-Marie Melchionna for their service as Acting Dean and Acting Sub-Dean for the past 5 months; seconded and unanimously approved.
- A Motion was made to approve the Letter of Agreement with Pat Malloy as Interim Dean; seconded and unanimously approved.
- **Personnel and Operations Committee:** Jane Schumaker, Suni Devitt, and Andrew Britton summarized their transition interviews with the Chapter and Senior Staff. The comments made during interviews were very candid, which was appreciated. Pat Malloy offered a few thoughts on how he intended to proceed on what was learned. Further executive session Vestry meetings and meetings of the Vestry, Chapter, and Senior Staff may be needed this summer to help understand and resolve the serious issues arising from these interviews so that we can move forward in a positive way.

Adjourned: 9:10 PM

Respectfully submitted,

David M. Abbott, Jr.
Clerk to the Vestry