



# SAINT JOHN'S CATHEDRAL

## **Vestry Minutes**

*November 9, 2015*

**Attendees:** David Ball, Andrew Britton, Jack Denman, Tamra d'Estrée, Suni Devitt, Larry Kueter, Mike McCall, Anna Pendleton, Charles LaFond, Jadon Hartsuff, Stephen Tappe, Tara Williams, Kim McPherson, Pat Malloy, Ned Rule, Elizabeth-Marie Melchionna

**Absent:** David Abbott, Jen Courtney-Keys, Andrew Brittan, Jane Schumaker, Robert Hendrickson

**Guests:** Ray Stranske, Bruce Likoff

**Call to Order:** 6:10 PM Larry Kueter

**Opening Prayer:** Mike McCall

### **Summary of Actions Taken and Consent Agenda Items:**

- Housing Policy Approved
- Approval of September 14, 2015 minutes deferred to December Vestry meeting

### **Saint Francis Center Discussion**

Bruce Likoff discussed the Argonaut lease Amendment status. Issues are related to Argonaut's product and need for convenient parking. There is tension between immediate need for the Saint Francis Center and the needs for future development. Saint John's Cathedral rejected Argonaut's request for a direct agreement with Blueline, the Saint Francis Center developer, but the Cathedral will include construction staging language in the lease amendment. Saint John's Cathedral has agreed that the amendment will survive if the Saint Francis Center project does not go forward. The amendment will include a net decrease of 11 spaces, two additional option terms of 5 years each, and an assurance for Argonaut of a future minimum number of at grade spaces, which is feasible but may have some consequences for later development. The key positions of the Cathedral are for non-exclusive use of the parking with Argonaut, creating a parking management plan, and no permanent easement for Argonaut for its loading dock. Ray Stranske informed the Vestry that all city and state approvals are received and the Saint Francis Center received higher credits than expected.

Bruce Likoff discussed the key ground lease terms with the Saint Francis Center: 55 year lease with no option to renew; nominal rent: tenant bears all construction, operating, and maintenance costs; tenant is required to carry casualty and liability insurance; use restrictions for supportive housing stay in place after the CHFA agreement expires; the Cathedral has construction and alteration approval rights; the Saint Francis Center has an obligation to maintain the improvements in good condition; the developer



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will provide a completion guarantee for the improvements; and the building becomes the property of the Cathedral at the end of the lease term.

It was discussed that the Vestry will be asked to approve both the Argonaut Lease Amendment and the Saint Francis Center Ground Lease at the December Vestry meeting, so they will need to forward any questions they may have in advance of that meeting so that they can be responded to or addressed.

## **Personnel Committee Report and Employee Handbook:**

Suni Devitt gave a brief report on the status of the committee. The committee has requested that the Vestry establish an "ad hoc compensation committee" to review clergy and lay employee compensation standards, with the goal to have a recommendation in place by spring of 2016. Included in the Vestry packet is a draft of a revised Employee Handbook for Vestry review and comment. The handbook will also be sent to the Diocese for review and the Cathedral's Chancellor for legal review.

**Clergy Housing Policy:** Larry Kueter reported that the Diocesan Office has reviewed and approved the proposed Clergy Housing Policy and the Finance Committee recommended approval at its November 16, 2015 meeting. A motion was made by Tamra D'Estree and seconded by Jack Denman and unanimously approved to approve the Clergy Housing Policy as presented to the Vestry in the Meeting Packet with amendments to 1) clarify that the Diocesan policy is that cash stipends are reduced by 25% when clergy live in church provided housing, and 2) revise the review of the policy from "It is highly recommended that the vestry review..." to "The Vestry will review the Clergy Housing Policy every five years".

**Stewardship Report** Charles LaFond reported that the 2016 stewardship campaign is on track. Seventy percent of the members have increased their pledge, compared to a national average of 10%. In 2016 there will be a focus shift to planned giving and major gifts.

The Vestry went into Executive Session to discuss the 2016 budget.

**Consent Agenda:** the approval of the minutes of the September 14, 2015 Vestry meeting were deferred.

**Adjourned:** 9:00 PM

Respectfully submitted,

Larry Kueter

Senior Warden, in the absence of David Abbott, Clerk to the Vestry