



# SAINT JOHN'S CATHEDRAL

## **Vestry Minutes**

*April 11, 2016*

**Attendees:** David Abbott, David Barr, Andrew Britton, Amy Davis, Jack Denman, Tamra d'Estrée, Suni Devitt, Leigh Grinstead, Tom Keyse, Mike McCall, Jane Schumaker, Patrick Malloy, Liz Costello, Robert Hendrickson, Charles LaFond, Jadon Hartsuff, Stephen Tappe

**Absent:** Neil Burris, Ned Rule, Elizabeth Springer, Elizabeth-Marie Melchionna, Kim McPherson

**Guests:** Bishop Robert O'Neill

**Call to Order:** 6:12 PM Tom Keyse

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

- Approved the revised Statement of Investment Policy and Guidelines
- Approved the revised Statement of Endowment Policy.
- Approved the revised Investment Committee Charter.
- Approved the Colorado State Bank Corporate Resolutions on signature authority for the line of credit naming the Interim Dean, the Senior Warden, the Treasurer, and the Finance Administrator as having signature authority on the line of credit account. Note the motion authorizes the specified position holders to have signature authority while the specific bank resolution contains the present office holders' names.
- Approved the Colorado State Bank Corporate Resolutions on changed signature authority for other accounts.
- Approved the minutes of the March 14, 2016 Vestry meeting.
- Approved the minutes of the March 14, 2016 Vestry Executive Session meeting.

### **Discussion with Bishop O'Neill:**

Following introductions, everyone was asked to share how he/she was feeling about the state of the parish one year into the transition process. Although the past year has been difficult, most people felt more relaxed and noted an increased level of openness, honesty, and trust. The current Cathedral staff has flawlessly kept the parish running.

The process of selecting a new dean is taking longer than expected a year ago but this is not unusual or a sign of difficulty, particularly for a parish of our size. The question for now is to reflect on what God is calling us to do to move forward. What sort of Dean do we really want? What sort of congregation do we want to be? Taking time to answer these questions is important.

Because Patrick Malloy is leaving in mid-June, discussion occurred about whether another interim Dean should be appointed. The general feeling was that having another interim Dean would be appropriate because it will likely be another 9-12 months before a new Dean can be selected and installed.



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There was also discussion of whether a “short” list approach should be taken for the search. This approach involves having Bishop O’Neill approach and pre-screen potential applicants to identify a small number of well-qualified candidates thus cutting down the number of applicants that would have to be reviewed, vetted, and (possibly) visited.

## Action Items:

- Revised Investment Committee documents: (i) Statement of Investment Policy and Guidelines, (ii) Statement of Endowment Policy, and (iii) Charter of the Investment Committee: approval moved, seconded, and passed unanimously.
- Colorado State Bank Corporate Resolutions on signature authority: moved that the Interim Dean, the Senior Warden, the Treasurer, and the Finance Administrator have signature authority on the line of credit account. Note the motion authorizes the specified position holders have signature authority while the specific bank resolution contains the present office holders’ names. Moved, seconded, unanimously approved.
- Colorado State Bank Corporate Resolutions on changed signature authority for other accounts: moved, seconded, and unanimously approved.

## Information:

- **Spring phonathon:** Suni Devitt, Amy Davis, and Charles LaFond described the planned phonathon to all members of the parish. The point is not to raise money but rather to ask how parishioners are doing, what they are concerned about, etc. The idea is to have the vestry be among the key calling groups. The Chapter will be available for follow-up pastoral calls as needed. The suggestion was made that the Search Interview Committee also be asked to make calls. A sign-up sheet was passed to the attending Vestry members to indicate their ability to participate in this phonathon.
- **Public Phase of Raising Money for the Antiphonal Organ:** The public phase of this campaign will commence during the choral evensong on April 17<sup>th</sup>, which will be followed by a reception. Stephen Tappe noted that the antiphonal organ is not a new organ but rather is a Kimball organ manufactured at the same time as our main organ. This will allow good physical and sound coordination between the two instruments.
- **Senior Warden’s Report:** Tom Keyse has met with a number of parish committees and with the Bishop and with Father Patrick on a number of issues. He has met with the firm that will temporarily perform the CFO functions while a permanent replacement for Tara Watkins is sought.
- **Treasurer’s Report:** Tara Watkins’ last day was Friday, April 8<sup>th</sup>. Suni Devitt of the Personnel Committee conducted an exit interview with her. The Finance Committee recommended retention of a temporary firm to fill the CFO function while a permanent replacement is recruited and a firm has been retained. The Senior Warden, Carolyn McCormick, and Mary Francis Kelley have been appointed as the committee to interview and select the permanent Financial Administrator.

The Finance Committee discussed revenue generation possibilities at its last meeting.



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Wartburg lease: additional repairs, particularly for plumbing problems, are needed with an estimated cost of \$270,000. Wartburg would like a 2-year lease extension to address these added costs. This will require additional discussions with the diocesan office and Father Patrick. We are in the process of reviewing the bids and visiting with B&G about the work needed on the Kimberly Apartments. Further, since the request includes an extension of more than 1 year on the lease, we will work with Standing Committee at the Diocese for their approval once we have a plan

The Deanery will be listed for sale in the next couple of weeks.

- The **Buildings and Grounds Commission** has applied for a grant for various needed projects on the grounds of the Cathedral complex. The grant money will supplement already budgeted funds.
- **Personnel Committee:** Jane Schumaker reported that the Employee Handbook has been reviewed by employment counsel and is the final stages of completion. A final version is expected to be provided to the Vestry for formal acceptance at the May meeting.
- **Draft Parish Profile:** a draft of the parish profile has been released to the Vestry and Profile Committee for comments. Comments should be made by April 24<sup>th</sup>. Concerns about the draft Profile should be discussed with Tom Keyse. There will be an additional Vestry meeting, possibly on the afternoon of April 24<sup>th</sup> to discussion the status of the Profile.

## **Consent Agenda:**

- Approved the minutes of the March 14, 2016 Vestry meeting.
- Approved the minutes of the March 14, 2016 Vestry Executive Session meeting.

**Adjourn:** 9:22 PM

Closing prayer: Patrick Malloy