



# SAINT JOHN'S CATHEDRAL

## Saint John's Cathedral 2016 Annual Meeting Minutes

*January 22, 2016*

Senior Warden Larry Kueter called the meeting to order at 10:18 AM.

A quorum was declared to exist on the basis of the number of members present and the number of ballots previously received.

**Minutes of the 2015 Annual Meeting:** Because the minutes were not forwarded to staff for posting, the approval of the minutes of the 2015 Annual Meeting was deferred

**Introductions:** Fr. Patrick Malloy welcomed everyone. He announced that Larry Kueter is ending his service as Senior Warden and that new Senior and Junior Warden appointments will not be made until after the Vestry Retreat on February 5<sup>th</sup>-7<sup>th</sup>.

**Vestry Election:** Larry Kueter introduced the members of the Vestry who will continue their service in 2016. He also introduced and thanked retiring Vestry Members David Ball, Anna Pendleton, and Jen Courtney-Keyse for their service. Suni Devitt is running for another term on the Vestry.

Seven members of the parish are standing for election to four positions on the Vestry and were introduced: David Barr, Neil Burris, Suni Devitt, William McMechen, Elizabeth Springer, Thomas Stoever, and Michael Vente.

Those who had not previously voted were asked to fill out ballots and turn them in. Voting for the new Vestry members closed at the end of the meeting and the newly-elected Vestry Members will be announced in this week's Cathedral Voice.

**Dean Search Update:** Dr. Mary Laird Stewart reviewed the participants and organization of those involved in the search process including the Bishop, the Canon Missioner, the Vestry, and the following committees: Profile Committee, Search Interview Committee, Hospitality Committee, and Integration Committee. She then reviewed the search process timeline indicating that we are currently about on track for the process. The Profile Committee has largely completed its work and the draft profile should be ready for the review and approval by the Vestry sometime in February. The Profile must also be reviewed and approved by the Bishop prior to its distribution nationally.

**Supportive Housing Project with the Saint Francis Center:** Larry Kueter noted that an amended lease with the Argonaut was approved by the Vestry this past week that will allow the project to proceed.

**Budget Process:** Larry Kueter noted that this year the Vestry looked at the cumulative results of the 2013 decision that called for deficit spending in the first years following fully staffing the Chapter and Senior staff positions. In 2016, the Vestry is looking hard at our financial situation. Spending has only been authorized through June 30<sup>th</sup>.



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**Tara Watkins** presented revenue and spending results from the past several years. Revenues have only grown 2% since 2010. Essentially, we're back to where we were in 2010. During the same period, expenses have grown by 29%, primarily due to staffing up. Personnel costs are a combination of salaries and benefits. Saint John's is now providing equal benefits to both clergy and staff and there have been national church-mandated and recommended benefits increases during this period. Repairs and maintenance on our aging campus have been deferred for years and were only partially relieved by the capital campaign of several years ago. This deferral is catching up with us. Capital reserves don't exist to provide funds for the periodic big-ticket maintenance we know will occur. The Dean Search and Transition Process in 2015-16 requires some additional spending for travel and events not normally part of the budget. The 2015 deficit is \$824,922 and the cumulative deficit is approaching \$2 million.

**Andrew Britton** noted that the Finance Committee and Vestry are taking the time to fully and carefully look at all aspects of our financial status and tweak those items that can be tweaked. This started last year with exit interviews with the Clergy and Senior Staff following Dean Eaton's departure. This has resulted in a compensation review and the drafting and adoption of a housing policy. The Vestry established a Personnel Committee, chaired by Jane Schumaker, to look at and establish personnel policies and procedures, something we've never had. The Finance Committee and Tara Watkins have developed a financial dashboard, a monthly summary of our financial and budgetary positions that will be posted on the Cathedral's website starting this month. The Investment Committee looks after the endowment. The Buildings and Grounds Committee, chaired by Suni Devitt, is developing an ordered list of maintenance items that can no longer be ignored. For 2016, an employee handbook is in the final stages of development and review. Staffing levels are being examined and may be adjusted after June. On the revenue side, while the average pledge rose after Fr. Patrick's sermon on the subject, we still need increased growth and we need to examine new sources of revenue. In the end, we must strategically match our resources and the services we are able to provide. We can't do everything. We also are focusing on transparency so that everyone can know what's happening. The Vestry minutes are posted on the website regularly and will be accompanied by the financial dashboard, and other communications.

**Questions & Answers:** Fr. Patrick noted that the slides presented at the meeting will be posted on the website this week. Next Sunday, there will be sessions for questions and answers on items presented at this meeting following both the 9:00 and 11:15 services. This gives everyone several days to review the material presented and to focus their questions. Fr. Robert was thanked for taking over the communications duties following Mike Orr's departure for the Diocesan office. Finally, on May 22<sup>nd</sup>, there will be a mid-year parish status review meeting.

**Adjourned:** 11:20 AM

Respectfully submitted,

David M. Abbott, Jr.

Clerk to the Vestry