



## **Vestry Minutes**

*June 13, 2016*

**Attendees:** David Abbott, David Barr, Andrew Britton, Neil Burris, Amy Davis, Jack Denman, Tamra d'Estrée, Suni Devitt, Mary Francis Kelley, Tom Keyse, Mike McCall, Ned Rule, Elizabeth Springer, Patrick Malloy, Robert Hendrickson, Jadon Hartsuff, Elizabeth-Marie Melchionna, David Fellows, Kim McPherson, Seth Reese

**Absent:** Leigh Grinstead, Jane Schumaker, Charles LaFond, Stephen Tappe

**Guests:** Bishop Robert O'Neill, Fr. Ron Pogue

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

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

- Approved the authorization of the Interim Dean or the Senior Finance Officer to make draws on the Line of Credit for 2016 up to \$1,000,000. The Finance Committee and Vestry will be informed of all withdrawals and the current balance of the line of credit in the monthly financial reports. The amount drawn will be based on the balance of the operating checking account at the end of each month and cash flow forecasts. Moved, seconded, unanimously approved.
- Accepted Andrew Britton's resignation as Treasurer of Saint John's effective at the end of the meeting. Moved, seconded, unanimously approved.
- Appointed Mary Frances Kelly as Treasurer of Saint John's effective at the end of the meeting. Moved, seconded, unanimously approved.
- Approved the appointment of Andrew Britton as a Vestry member of the Finance Committee. Moved, seconded, unanimously approved.
- Approved the changes in account signature authority required by staffing changes and authorized the signing of the relevant bank documents. Moved, seconded, unanimously approved.
- Approved the sale of Cathedral Housing currently occupied by Robert Hendrickson following his departure for Tucson. Moved, seconded, unanimously approved.
- Approved the minutes of the May 9, 2016 Vestry meeting.
- Approved the minutes of the Vestry's Executive Committee's meeting on May 18, 2016.

### **Clarkson Corporation Action Items:**

- Approved the following changes to the signature authority for the Clarkson Corporation accounts: replace Andrew Britton with Mary Frances Kelly as Treasurer, replace Patrick Malloy with Ronald Pogue as Interim Dean, and add David Fellows to select accounts. Moved, seconded, unanimously approved.
- Accepted Andrew Britton's resignation as Treasurer of the Clarkson Corporation effective the end of the meeting. Moved, seconded, unanimously approved.



- Appointed Mary Frances Kelly as Treasurer of the Clarkson Corporation effective at the end of the meeting. Moved, seconded, unanimously approved.

**Action Items from the Executive Session:** inclusion of these items in the regular minutes was approved during the adoption process.

- Approval of the Employee Handbook. Moved, seconded, unanimously approved.
- Approval of the Compensation Report. Moved, seconded, unanimously approved.
- Approval of a Compensation Task Force to inform the staff about the compensation changes and make appropriate recommendations and adjustments. Moved, seconded, unanimously approved.
- Approved spending under the 2016 Budget for the rest of the year. Moved, seconded, unanimously approved.
- Approved a goal for the 2017 Budget to have a projected deficit of no more than \$100,000. Moved, seconded, and approved with one nay vote.

**Senior Warden's Report:** Tom Keyse noted that Amy Davis is finishing the OTM and that the graphics for the Parish Profile should be completed shortly. Even without these documents, an announcement of the Dean vacancy is on the Episcopal Church website. The goal is to issue a call for the new dean by Christmas. The ceremonial groundbreaking for the St. Francis Apartments was a great success and received good media coverage.

**Action Items:**

- Spending approval for 7/1/16 through 12/31/16 deferred to the Executive Session
- Approved the authorization of the Interim Dean or the Senior Finance Officer to make draws on the Line of Credit for 2016 up to \$1,000,000. The Finance Committee and Vestry will be informed of all withdrawals and the current balance of the line of credit in the monthly financial reports. The amount drawn will be based on the balance of the operating checking account at the end of each month and cash flow forecasts. Moved, seconded, unanimously approved.
- Accepted Andrew Britton's resignation as Treasurer of Saint John's effective at the end of the meeting. Moved, seconded, unanimously approved.
- Appointed Mary Frances Kelly as Treasurer of Saint John's effective at the end of the meeting. Moved, seconded, unanimously approved.
- Approved the appointment of Andrew Britton as a Vestry member of the Finance Committee. Moved, seconded, unanimously approved.
- Approved the changes in account signature authority required by staffing changes and authorized the signing of the relevant bank documents. Moved, seconded, unanimously approved.
- Approved the sale of Cathedral Housing currently occupied by Robert Hendrickson following his departure for Tucson. Moved, seconded, unanimously approved.



# SAINT JOHN'S CATHEDRAL

## **6:29 PM Adjournment of the Vestry Meeting and Opening of the Clarkson Corporation meeting**

- Approved the following changes to the signature authority for the Clarkson Corporation accounts: replace Andrew Britton with Mary Frances Kelly (as Treasurer), replace Patrick Malloy with Ronald Pogue (as Interim Dean), and add David Fellows to select accounts. Moved, seconded, unanimously approved.
- Accepted Andrew Britton's resignation as Treasurer of the Clarkson Corporation effective the end of the meeting. Moved, seconded, unanimously approved.
- Appointed Mary Frances Kelly as Treasurer of the Clarkson Corporation effective at the end of the meeting. Moved, seconded, unanimously approved.

## **6:30 PM Adjournment of the Clarkson Corporation Meeting and Re-opening of the Vestry meeting**

### **Information**

**Stewardship Report:** Mike McCall reviewed the Stewardship Commission's plans, which were set out in detail in Charles LaFond's report in the Vestry packet. He noted that the "thank you" calls to parishioners need to be started and completed prior to the commencement of the annual campaign. Call packets are in the Welcome Center. The current number of pledging units is about 560. Saint John's needs to increase its membership in order to maintain its financial viability. The pictures to be used in the Story by Story campaign for this fall were distributed. More parishioners are needed to do the work of the Stewardship Commission.

**Fr. Patrick Malloy gave a prayer for the Bishop and the LGBT community** as the Bishop left to participate in a Parents, Families, and Friends of Lesbians and Gays vigil at Cheesman Park.

**General Discussion of Cathedral Spending:** the attending clergy and senior staff were asked for their specific comments on future spending priorities.

- Elizabeth Marie Melchionna described the work of the Missioner-in-Residence during the past year and urged that the position be continued as either full-time or part time.
- Robert Hendrickson described the need for a communications director, the success Seth Reese has had as interim communication director, and urged that the position be converted to a permanent position.
- Jadon Hartsuff described the shifts in duties resulting from Ian Thompson's reassignment to liturgical support. He described the need for a liturgically literate support person for the Wilderness Service in order keep the Service's liturgy fresh, relevant, and consistent with Episcopal theology. He noted that the reduced number of clergy will require a return to the previous practice of having parishioners help with adult formation citing Greg Robbins, our Canon Theologian, and DU Chaplin Gary Brower as specific examples. Youth ministry has been a topic of specific concern, particularly for middle and high school youth. Jadon urged consideration of having a part-time Youth Ministry leader as a possible solution. Alternatively, the youth ministry duties might be combined with others such as faith-in-action duties in a full-time position.



# SAINT JOHN'S CATHEDRAL

- David Fellows suggested that the Vestry set a spending goal for the clergy and staff that would guide the examination of spending priorities. In this way the Vestry will take supervisory control of the budget.

**Treasurer's Report:** Andrew Britton noted that a new auditor has been retained and thus the audit has not been completed. The Financial Dashboard was also not completed in time for the meeting. Generally, revenues this year are flat and expenses are mostly under budget amounts. The deficit for the year, although still substantial, will be less than originally projected.

**Personnel Committee:** discussion of the Employee Handbook and the Compensation Report were deferred to the executive session.

**Buildings and Grounds:** Suni Devitt reported that the B&G Commission's report and recommendations are in the 2016 Strategic Initiative report in the June Vestry packet beginning on PDF page 33. This included identification and estimated costs of current maintenance deficiencies, which total \$2,544,000 for the balance of 2016 and 2017 through 2020. The Cathedral roof's hail-damaged slate is to be replaced with cheaper and stronger material that looks like slate. Most of the cost is being covered by an insurance claim. Judy Allison is acting as the project manager for the various B&G projects that are underway.

**Action Items from the Executive Session:** inclusion of these items in the regular minutes was approved during the adoption process.

- Approval of the Employee Handbook. Moved, seconded, unanimously approved.
- Approval of the Compensation Report. Moved, seconded, unanimously approved.
- Approval of a Compensation Task Force to inform the staff about the compensation changes and make appropriate recommendations and adjustments. Moved, seconded, unanimously approved.
- Approved spending under the 2016 Budget for the rest of the year. Moved, seconded, unanimously approved.
- Approved a goal for the 2017 Budget to have a projected deficit of no more than \$100,000. Moved, seconded, and approved with one nay vote.

**Consent Agenda:**

- Approved the minutes of the May 9, 2016 Vestry meeting.
- Approved the minutes of the Vestry's Executive Committee's meeting on May 18, 2016.

**Adjourn:** 8:11 PM to go into Executive Session

**Closing prayer:** Robert Hendrickson