



SAINT JOHN'S CATHEDRAL

Vestry Meeting Minutes

August 22, 2017

Attendees: Jennifer Allen, Neil Burris, Leo Carosella, Amy Davis, Kathleen DeMars, Jack Denman, Suni Devitt, Leigh Grinstead, Tom Keyse, Ned Rule, Jane Schumaker, Elizabeth Springer, Michael Vente, Don Wood, Becky Beall-Moore, Richard Lawson, Katie Pearson

Absent: Mary Frances Kelley, John Putnam, Seth Reese, Stephen Tappe

Call to Order: 6:08pm

Tom called the meeting to order as well as a meeting of the Clarkson Corporation. Dean Lawson provided the opening prayer. Tom welcomed Dean Lawson and Mother Katie to their first official vestry meeting. Vestry members shared their stories from today's eclipse.

Adjourn Clarkson Corporation meeting and reconvene vestry meeting: 6:38pm

Summary of Actions Taken:

- Approved public service easement (during Clarkson Corporation meeting)

Discussion

Proposed reduction in building hours (Becky Beall-Moore/Richard Lawson)

Becky began the discussion regarding the hours of operation for the Cathedral. She said it was not sustainable to keep the Cathedral's current hours due to staffing needs. The new proposed hours would have the Cathedral campus closed on Thursdays and Fridays at 4:30pm and all day Saturdays. Music rehearsals (Thursdays) and youth (on first Fridays) will not be impacted and will have the responsibility for arming the alarm. Scheduled concerts, weddings, and funerals will not be affected. Liturgical groups needing access to prepare for services would not be negatively affected. Regular meetings would need to be held sometime Sunday through Wednesday. Becky said that this will streamline the schedule and save some operating costs. Leigh said the plan may also help Cathedral better utilize its space.

Michael asked if this proposal caused the yoga group to discontinue its practice at the Cathedral. Dean Lawson said the yoga schedule change was unrelated to the proposed hour changes and had more to do with problems in certain rooms and staffing challenges. Amy asked how this would impact the recovery groups and their schedule. Dean Lawson said all the groups met on Tuesdays and should not be impacted by the possible hour changes. He also said that recovery groups were vitally important to the Cathedral's mission.

David and Leo had some concerns about the Cathedral being closed and the message that sent to the community. Becky said many parishes struggled with this issue and that this proposal would help streamline the event/meeting schedule. Leo hoped that some services could still be offered in Saint Martin's chapel during the week. Dean Lawson said that more discussions could be held in the future on offering those types of services once these changes have been



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instituted. Amy hoped that this streamlined schedule could facilitate a more organized touring schedule for the Cathedral. Jack said that a balance needed to be found between the practical needs and the message a closed Cathedral would send to the community.

Kathleen asked if some information could be available on the doors directing those who need services to the right locations especially once it gets colder outside. Mother Katie and Audrey have been working on ways to empower the Welcome Center volunteers with information on the various services available. The clergy are also available to talk with individuals if that is needed.

Dean Lawson and Becky appreciated the feedback and will use the vestry's input to craft an informed proposal on hour changes.

Safeguarding Training for Vestry Members (Becky Beall-Moore)

Becky informed the group that all vestry members needed to take the Safeguarding God's Children and Safeguarding God's People trainings through the diocese. Michelle will need to receive proof of these trainings by the end of the year. Michael will work with Michelle and the diocese to get information on the process for completing these trainings. He will send that information to the vestry.

Information

Dean's Update (Richard Lawson)

Dean Lawson was grateful for the warm welcome his family has received since arriving in Denver. He said the integration parties have been extremely successful. The parties provided a less formal setting for the Lawsons and parishioners to get to know each other. The parties have largely been intergenerational and well attended.

Regarding stewardship, Dean Lawson said that David Ball was taking a leadership role on the stewardship commission. Dean Lawson, Ned, and Seth will be taking a more active role. Audrey also provides support to stewardship as well. Tom said that pledges were in a good place for the year. Some of the printed materials are already going out to parishioners.

Regarding Christian education, Dean Lawson thanked Jennifer for all her work. He reminded the vestry that Andrea will be leaving soon and a temporary employee will be hired to help with Christian education and support for Jennifer's committee.

Senior Warden's Report (Wartburg) (Tom Keyse)

Tom said that representatives from Wartburg reached out regarding building problems at the Kimberly. The lease with Wartburg was coming up for renewal in April 2018. A meeting was held with Wartburg representatives with Dean Lawson, Tom, Becky, Don, Suni, and others. The joint taskforce (comprised of Saint John's and Wartburg representatives) has not been active for some time but both parties showed interest in reviving that group. Discussions will continue with Wartburg representatives.



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Suni said that the Kimberly property offered the Cathedral with many options and all those options should be considered. Leo and Amy said that possible redevelopment should be considered. Suni and Don said that there were many options to be considered but long-term plans for the area around the Kimberly should drive the decision. Currently, there are 34 apartments at the Kimberly.

Don asked who would be driving a new master plan for Cathedral North. Tom said that Ray Stranske, who has worked on many low income development projects, is involved. Tom also said that future discussions will continue with Wartburg and that the Building and Grounds Committee will be included in those discussions.

Junior Warden's Report (All Parish Retreat recap and vestry orientation update) (Amy Davis)

Amy thanked Jennifer for her work on the logistics for the All Parish Retreat. Leigh enjoyed the weekend immensely and was able to meet with parishioners whom she had had not met before. Amy said the feedback was outstanding and the planning committee will begin planning for next year. She said that there were great intergenerational interactions during the weekend.

Friday, September 22nd and Saturday, September 23rd will be the mini-vestry retreat at Cathedral Ridge. Amy will look into possible transportation options including carpooling. The September vestry meeting may be moved to coincide with the weekend.

Clergy/Staff Reports

Mother Katie has enjoyed her first month thoroughly. She said that people have been incredibly warm and welcoming. She is particularly interested in continuing to build on pastoral care. She recently met with the Pastoral Care Commission to plan for the future. She envisioned the group being largely lay led with clergy support when needed. Sarah Butler Berlin will hold a training for parishioners interested in getting more involved with the goal of building a more caring community.

Mother Katie also informed the vestry on the current condition of former Interim Dean Bert Womack. She has visited him many times and has tried to visit at least once a week. Michael said he would send out the contact information on former Interim Dean Womack for those interested in visiting him. Mother Katie said she wants to make herself available for all pastoral care needs and encouraged all parishioners to reach out to her with any pastoral needs.

Treasurer's/Cathedral Administrator's Report (including Finance and Investment Committee Updates and Capital Projects Update) (Becky Beall-Moore)

Becky gave an overview of June and July financials. The June financials reflected the Cathedral's share of the purchase of the dean's home. The Cathedral also received an invoice for the recently completed audit. The July financials reflected a change in the balance sheet which removed the negative endowment figure. Becky said that the deposit for masonry repair work on north arch was made. A deposit was also made for work in the nave. Jack noted the low pledge figures in these statements. Tom said that those pledges may pick up in the fall.



Becky gave an overview of the most recent investment committee meeting. Currently, approximately \$20 million is in various investment funds. Returns year to date for the funds are 7.3% which is above the benchmark. Tom thanked the committee for their work.

Becky outlined various capital projects currently underway. Work on the electrical lighting projects will start next week once necessary parts have been fabricated. Masonry work will start on September 29th and will necessitate the moving of some pews. Regarding the elevator, final determinations are forthcoming from fire department to see if the current mechanical room setup (where some of the elevator's controls are kept) is grandfathered in with new codes and rules. Regarding possible mold in the basement, a report a year ago showed no mold. However, one employee is exhibiting reactions to something in the environment in the basement. A specialized firm will conduct sophisticated testing to assess the current status of the basement environment. Previous tests have not found any measurable issue and there has not been any documentation of mold/fungus but more significant testing will assess the current status of the basement.

Jack informed the vestry that lead testing was conducted on the high windowsill stone by the stained glass. Some moderately elevated levels were found. The Cathedral does not fall under regulations for this type of lead presence but a plan was devised to remediate the problem. Tom said that this would cause a very moderate adjustment to the project's price.

Becky outlined needed repairs to the steam pipe under the Nave floor. The problem has caused some of the floor to be weakened in the back of the Cathedral. Temporary steel beams will need to be put in for the current masonry and ceiling project. Possible replacement of the entire steam pipe system will need to be assessed later next year.

Kathleen and Leo wanted to make sure that parishioners see the good things happening at the Cathedral in terms of repairs, especially during stewardship season. Amy and Dean Lawson said that many of these projects will be very visible and progress can be shown from one week to another.

Personnel Committee Report (Jane Schumaker)

Jane provided an outline for the upcoming meeting of the personnel committee. The committee will discuss exit interviews from employees that recently left the Cathedral, continue its work on creating a charter for themselves, and discuss the possible implementation of a social media policy for employees and staff.

Buildings & Grounds Committee Update: (Don Wood)

Don thanked Suni for all the work she put into the potential projects list. He hoped the list template could be used for future projects as well. Currently, there are a number of projects on the list with a combined cost of \$2.1 million. Don said the Building and Grounds Committee would work to prioritize projects and identify cost savings if possible.



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Amy asked if the Personnel Committee should be involved in drafting of procedures for staff when dealing with items found on the Cathedral grounds. Dean Lawson said that he along with senior staff would work on putting those procedures in place.

Stewardship Update (Ned Rule)

Ned reiterated the comments made by Tom earlier in the meeting relating to the stewardship campaign. He said that the advance campaign has begun and that the new energy at the Cathedral bodes well for stewardship this year. Recipe cards will be going out soon and Jack and Rae will feature some of the recipes on Wednesday evening Cathedral Night dinners.

Faith In Action (FIA) and Pastoral Care Commission Updates (Amy Davis/David Barr)

Amy gave a brief update from FIA. She said that Loaves and Fishes was bigger and better this year compared to years past. She also said FIA will be meeting with Dean Lawson and Bishop O'Neil in September regarding faith in action with the diocese. Amy also thanked Jennifer for being included in the development of the fall education topics.

David gave a brief update on the Pastoral Care Commission and echoed Mother Katie's comments from earlier in the meeting. He was excited about the growth of pastoral care at the Cathedral and looked forward to more growth in the coming months.

Christian Formation Transition Plan Update (Jennifer Allen)

Jennifer said she was thankful to the entire committee that worked on Christian formation and education. After many meetings over the summer, the new programming year's schedule has been set. She appreciated the balanced themes from week to week. She and the committee will work closely with Mother Katie going forward. She also said there may be a Godly Play training this fall at the Cathedral and she would let the vestry know when and if that will be held.

Cathedral Learning Garden Update (Elizabeth Springer)

Elizabeth gave an update on the Cathedral Learning Garden. She said many work days in the garden are being planned. Currently, the team is waiting for a fence to be manufactured and installed in the garden. Elizabeth also wanted to talk more with the vestry and clergy about the MOU with Metro Caring on who oversees and manages new garden. Tom and Dean Lawson offered whatever resources Elizabeth needed. Elizabeth said that a final report on the project will be presented in October including financials.

Saint John's Day Update (Michael Vente)

Michael gave an overview of plans for this year's Saint John's Day (Sunday, September 10th). He has been working with John and Mother Katie for the past few months on logistics for the event. During the discussions, two major goals were identified.

- 1) Welcome Dean Lawson, Mother Katie, and their families to the parish.
- 2) Kick-off the new programming year.



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With these in mind, Michael and John put together a general idea of what this will look like. Breakfast tacos from Torchy's and coffee options will be provided. Michael will also work to make sure there are vegetarian and gluten-free options. By doing breakfast tacos, the event becomes much simpler and allows for people to move around more easily.

A ministry fair will also be held during the event. John has reached out to all the heads of the various Cathedral ministries to see if they'd like to have a booth. Each booth will have games or some type of interactive activity. Michael will also talk with John and Michelle about set-up and breakdown logistics.

Consent Agenda

- Approved of Minutes from June 19, 2017 Vestry Meeting
- Approved of Minutes from June 19, 2017 Executive Session
- Approved of Minutes from June 22, 2017 Executive Committee Meeting
- Approved of Minutes from July 13, 2017 Executive Committee Meeting
- Approved of Minutes of Executive Committee Actions on July 20 and 31, 2017

Adjourn to Executive Session: 8:49pm

Mother Katie provided the closing prayer