



# SAINT JOHN'S CATHEDRAL

## Vestry Meeting Minutes

*June 19, 2017*

**Attendees:** Jennifer Allen, Neil Burris, Leo Carosella, Amy Davis, Jack Denman, Suni Devitt, Leigh Grinstead, Mary Frances Kelley, Tom Keyse, Jane Schumaker, Elizabeth Springer, Michael Vente, Becky Beall-Moore, Evelyn Hornaday, Kim McPherson, Ron Pogue, John Putnam

**Absent:** Kathleen DeMars, Ned Rule, Don Wood, Charles LaFond, Seth Reese, Stephen Tappe

**Guests:** Richard Lawson, Jill Korenek, Chuck Thompson, Judy Allison

**Call to Order:** 6:05 PM

Tom called the meeting to order and welcomed Father Richard Lawson as a guest. Father Lawson led the group in an opening prayer.

Since this vestry meeting was Evelyn's last, the vestry members and staff in attendance shared their favorite interactions with Evelyn.

### Summary of Actions Taken:

- Approved the auditor's report for 2016
- Approved several capital projects including:
  - Electrical and lighting upgrades in the Cathedral
  - Video enhancement upgrades in the Cathedral
  - Ceiling restoration in the Cathedral as well as cleaning of the interior walls of the Cathedral and narthex
- Approved the revised 2017 budget
- Approved the minutes from May 15, 2017 Meeting
- Approved the minutes from May 15, 2017 Executive Session

### Action Items:

#### **2016 Audit (Mary Frances Kelley/Becky Beall-Moore/Jill Korenek/Chuck Thompson)**

Becky introduced Jill Korenek and Chuck Thompson to the vestry. Jill outlined the findings of the audit. She made note of an opinion outlined in the audit regarding the accounting for fixed assets and the recording of depreciation. Although such accounting is required in order to be in conformity with generally accepted accounting principles, this practice is not followed by many, if not most, religious organizations. Since the creation of such records would be extremely difficult and time consuming, the Audit Committee did not recommend a change to this existing accounting practice.

The staff of the Cathedral fully cooperated with the audit. Jill said that no errors, fraud, or non-compliance with regulations were found. Jill also said that the assessment of financial controls was part of the audit. No adjustments to current policies were recommended.



Neil asked where the policies and processes regarding financial controls and other administrative practices resided. Becky said the policies were kept internally and used by all staff. Becky said that standard processes for non-profit groups and parishes are used at the Cathedral.

Chuck provided insight into the Audit Committee. The Audit Committee is composed of Charles Thompson, Chairman, Tom Barrett and Jay Swope. Chuck also provided some of his insights into the audit's findings. The audit does have a qualification regarding fixed assets. Chuck said the process was common among many churches in the diocese. Chuck said there were no disagreements with the auditors but the auditors noted several significant events in 2016, including the way that pre-paid pledges were recorded, the renegotiation of Argonaut lease, and the withdrawal from endowment fund.

Chuck said the Cathedral was in good hands with Becky's leadership. Mary Frances made motion to accept the audited financial statements for 2016 as presented. Leigh seconded the motion. The motion was approved.

#### **Capital Projects (Mary Frances Kelley, Becky Beall-Moore, Judy Allison)**

Before the vestry started their conversation on capital projects, Tom outlined the process and reasoning used for the withdrawal of endowment funds last year. He said that many potential capital projects were identified through Suni's work with the Building and Grounds Committee. These projects were compiled into a spreadsheet. Becky outlined the spreadsheet which included deferred maintenance needs. She provided some updated estimates on costs for these projects and funds already spent on repairs.

Judy provided the vestry with a summary sheet of several capital projects for the vestry to consider. These projects came from the work done by Suni and the Building and Grounds Committee as well as some additional projects that could be added. Judy worked with a few different companies to identify the proposed projects. She outlined each of the proposed projects.

The first set of projects involved upgrades to the electrical and lighting systems in the Cathedral. Judy said many of the needs for the electrical and lighting systems were addressed with this proposal. Some upgrades included the rewiring of the breaker panel as well as new switches to prevent wear and tear, upgrades to the chancel lighting with LED lights, and a nave ceiling retrofit to allow for the 500 watt bulbs go through breaker panel. These upgrades bring many of the systems up to code.

Judy also explained some add-on items that could be part of this project. These projects include ambient lighting for several areas including the wooden statutes near the high altar, altar perimeter lighting, overhead reading lamp for the Bishop's seat, reading lamps for the lecture seat, choir seat lighting, sainted glass lighting, and side aisle lighting. She also discussed video enhancement projects such as 3<sup>rd</sup> column lighting and a DMX control panel. The addition of DMX capability would also require upgrades to the control panel.



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Judy then outlined the proposal for Cathedral masonry cleaning and ceiling restoration including complete cleaning of the interior walls, narthex cleaning, and ceiling restoration. She explained the process of acid washing as well as latex peeling. The prep and clean-up of the latex peeling was more efficient. Additionally, the acid washing erodes the stone that is being treated. Judy said that some savings in lift costs could be realized by doing these projects in tandem.

Suni said that the plans for these projects were exciting however she believed critical items needed to be addressed first. She believed that the cleaning of interior walls could be delayed until more critical needs are addressed. Amy also believed that the critical projects needed to be addressed first. Tom shared Don Wood's thoughts in his capacity as chair of the Building and Grounds Committee. Don believed that there were three options for the vestry to take: Do nothing, repair items to address safety concerns, or address safety concerns and aesthetic concerns. Don was in favor of a focus on projects with critical safety needs. Mary Frances shared the insights from the Finance Committee. She said that the committee favored all basic deferred maintenance projects, all basic electrical projects (with no additional lighting), and the masonry/cleaning projects.

Leo said that it was important to address the aesthetic needs to preserve the Cathedral's beauty for future generations. Judy provided her opinion as a parishioner on what should be included in these projects. She said that leaving stains and other aesthetic problems may send the wrong message to parishioners and visitors. She felt embarrassed by these aesthetic issues and felt the optional items should be included in the project. Leigh and Jack said that the optional video projects were important elements to attract newcomers and generate interest in the Cathedral by streaming sermons or other events. Neil said some of the optional lighting issues were not as important as the DMX control panel upgrade. Elizabeth believed that tackling some of the optional items in house in the future may allow for more time for the vestry to decide if they are necessary.

Tom asked if some of these items should be included in a capital campaign. Becky said that projects like the stained glass and bell maintenance were more exciting projects for a capital campaign and would not be included using the \$2 million withdrawal. In addition to the projects outlined by Judy, Mary Frances and Suni mentioned the possible needs for other major projects such as a new roof on The Kimberly.

After a brief break, Tom made a series of motions on the proposed capital projects. The first motion was to accept the electrical and lighting upgrades as outlined in the summary sheet and explained by Judy. Jack seconded the motion. The motion passed.

The second motion was to accept the ambient lighting optional add-on as outlined in the summary sheet and explained by Judy. Leigh seconded the motion. The motion failed.



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The third motion was to accept the stained glass lighting and side isle lighting proposal as outlined in the summary sheet and explained by Judy. David seconded the motion. The motion failed. Some members expressed interest in these projects being completed in-house at a later date.

The fourth motion was to accept the proposal for video enhancement in the Cathedral as outlined in the summary sheet and explained by Judy. Leo seconded the motion. The motion passed.

The fifth motion was to accept the proposed ceiling restoration as outlined in the summary sheet and explained by Judy. The motion passed.

The sixth motion was to accept the proposed cleaning of the interior walls of the Cathedral and narthex. The motion passed.

In total, capital projects totaling approximately \$566,000 were approved.

## **Diocesan Convention Delegates (Amy Davis)**

Tom and Amy said that the discussion regarding Diocesan Convention delegates will be taken up by the Executive Committee during their July conference call.

## **Information:**

### **Interim Dean's Update (Ron Pogue)**

Ron provided draft charters to the vestry for the various new committees and commissions that have been established. Tom asked that any feedback be directed to Ron.

### **Christian Formation Transition Plan Update (Jennifer Allen)**

Jennifer outlined the report provided to the vestry regarding Christian formation after Kim's departure. She also read a letter from Kim which outlined Kim's hopes, concerns, and ideas for the future of Christian formation at the Cathedral.

### **Saint John's Day Update (Michael Vente)**

Michael gave a brief overview of potential ideas for this year's Saint John's Day in September. Since this will be Father Lawson's first Saint John's Day, the programming could focus on welcoming him and his family to the Cathedral as well as reintroducing Saint John's to parishioners who have been away during the interim period. Tom recently met with the Dean Search Integration Committee and said they had some ideas about Saint John's Day programming. Michael said he would reach out to the co-chairs of the Dean Search Integration Committee as well other interested in helping plan the event. He will continue update Tom, Amy, and the rest of the vestry on his progress.

### **Faith in Action and Pastoral Care Commission Updates (Evelyn Hornaday and David Barr)**

Evelyn and David did not have anything new to report on the Pastoral Care Commission. She said the the Pastoral Care Commission will meet again in August. The Pastoral Care



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Commission is reading Sarah Butler Berlin's book, *Contemplative Compassion: Creating a Culture of Care in Faith Communities*.

Regarding the Faith in Action Commission, Amy said that the Loaves and Fishes project will continue and expand. Loaves and Fishes will last until the final Sunday in July (July 30<sup>th</sup>). She also said that tours of Metro Caring will be available to those who are interested in participating.

## **Cathedral Learning Garden Update (Elizabeth Springer, Evelyn Hornaday)**

Elizabeth gave an update on the work on the garden. She will continue to work with our various partners to complete the project. She will be meeting with the Landscape and Gardens Committee to choose plants to be planted in the next couple of weeks.

Elizabeth explained some ideas being discussed regarding the maintenance of the garden. Some believed that Saint John's gardeners would be responsible for the gardeners but Elizabeth felt that it would be more appropriate for Metro Caring to coordinate all gardeners involved in the Cathedral Learning Garden. The vestry supported Elizabeth's plan. Tom said that the Executive Committee could provide Elizabeth more guidance and support during their July conference call.

## **Treasurer's/Cathedral Administrator's Report (including Finance and Investment Committee Updates and 2017 Budget Update) (Mary Frances Kelley/Becky Beall-Moore)**

Becky and Mary Frances outlined the updated 2017 budget and updates from the Finance and Investment Committees. Mary Frances noted that the Cathedral had a balanced budget. One area of savings has been in salaries due to the staffing changes over the past few months. Leigh made a motion to approve the revised budget. Jack seconded the motion. The motion passed.

Mary Frances and Becky said that the renewal payment for the Noble energy lease was received and a gift for legal fees for the St. Francis Center apartments was made. The Finance Committee will continue their work over the summer.

## **Personnel Committee Report (Jane Schumaker)**

- No reports offered beyond what was in the June Vestry packet.

## **Stewardship Update**

- No reports offered beyond what was in the June Vestry packet.

## **Buildings & Grounds Committee Update (Don Wood)**

- No reports offered beyond what was in the June Vestry packet.

## **Clergy/Staff Reports**

- No reports offered beyond what was in the June Vestry packet.



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## **Junior Warden's Report (Amy Davis)**

Amy provided an update of the orientation held for new vestry members. She said that Becky did an excellent job in providing insights into operations at Saint John's. Another orientation will be held in February. A mini-retreat will be held for the vestry September 22-23. Amy also said that the All Parish Retreat was almost full. She encouraged anyone interested in participating to reach out to Jennifer and herself.

Amy also said the Grants Committee needed three new members. Anyone interested should contact her.

## **Senior Warden's Report (Tom Keyse)**

Tom outlined the many departures that will be taking place over the next several weeks. Evelyn's last Sunday is June 25<sup>th</sup>. Kim's last Sunday is July 2<sup>nd</sup>. Ron's last Sunday is July 9<sup>th</sup>. He encouraged all vestry members to take part in the celebrations for these members of our Cathedral community.

Tom also stated that Richard's first day at Saint John's will be July 17<sup>th</sup>. The Dean Search Integration Committee will be hosting smaller and larger gatherings to introduce Richard to the parish.

## **Consent Agenda**

- Approved the minutes from May 15, 2017 Meeting
- Approved the minutes from May 15, 2017 Executive Session

Tom said that he will add some additional details and clarifications to the May Meeting minutes regarding the resolution adopted during the May Executive Session on the housing policy. He will provide those additions to Michael and the Executive Committee.

Evelyn provided the closing prayer.

**Adjourn to Executive Session: 8:49pm**

## **Summary of Actions Taken during Executive Session:**

- Approved letter of agreement with Mother Katie Pearson
- Approved letter of agreement with Mother Sarah Butler Berlin
- Approved the co-ownership agreement for the Lawsons' home
- Approved a motion to allow an exception to the existing co-ownership limits that would allow the Cathedral to be a joint owner of Dean Lawson's primary residence, and fund capital improvements approved per the Cathedral's Housing Policy, for up to 49% of \$975,000 (i.e., \$477,750)