



# SAINT JOHN'S CATHEDRAL

## **Vestry Meeting Minutes**

*November 27, 2017*

*Held at Saint John's Cathedral*

**Attendees:** Jennifer Allen, David Barr, 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, Broderick Greer, Katie Pearson

**By Phone:** Mary Frances Kelley

**Call to Order:** 6:05pm

Tom called the meeting to order. Richard led the group in an opening prayer.

The group shared their favorite part of this past Thanksgiving.

### **Summary of actions taken:**

- Approved a resolution to allow the President/Senior Warden, the Dean, and the officers of the corporation to sell and execute and deliver any and all documents necessary for the sale and conveyance of the Madison house.
- Approved the Conflict of Interest Policy and Guidelines.
- Appointed Stephanie Wood to Investment Committee.
- Approved a motion to allow the Cathedral, which is a joint owner of Dean Lawson's primary residence (the Leyden house), to fund acquisition and capital improvement costs per the Cathedral's Housing Policy, for up to 49% of \$1,026,020 (i.e., \$502,750). This amount represents a \$25,000 increase to the Cathedral's approved spending amount related to the Leyden house.
- Approved modified minutes from October 16, 2017 Vestry Meeting.

## **Reports**

### **Stewardship (Richard Lawson/Ned Rule)**

Richard provided the vestry with a summary of the stewardship campaign and the progress made so far. He explained the simplification of the campaign this year and the successful committee approach used to manage the campaign. Richard said the campaign was going well and he hoped to share some exciting results once the campaign concludes.

### **Sale of Madison House (Sun Devitt/Leo Carosella)**

Suni said the Madison house was originally listed at \$799,000. The Executive Committee approved a price reduction to \$760,000 and a full-price offer was made. Some items were identified in the inspection but Suni felt those could be resolved quickly. The closing on the property will be completed in the next few weeks. Tom thanked both Suni and Leo for all their work.



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Tom explained a resolution to allow the President/Senior Warden, the Dean, and the officers of the corporation to sell and execute and deliver any and all documents necessary for the sale and conveyance of the Madison house (including without limitation, purchase and sale agreements, deeds, settlement statements and affidavits). Leigh made the motion to approve the resolution. Neil seconded the motion. The motion was approved.

## **Action Items**

### **Conflict of Interest Policy and Guidelines (Mary Frances Kelley)**

Mary Frances explained the new Conflict of Interest Policy and Guidelines drafted by the Finance Committee. She said that the committee hoped the new policy would provide more transparency on potential conflicts of interest. This policy would clarify responsibilities around disclosure. Tom said that these policies and guidelines would be provided to vestry members and members of various committees and commissions. Becky said that a conflict of interest policy already existed for employees in the employee handbook.

Neil asked how this policy would apply to various committees and commissions. Tom said that the committee/commission leads would share this with their members. Leigh also asked that it be shared at the annual meeting. Tom asked for a motion to approve the Conflict of Interest Policy and Guidelines. Amy made the motion. Leigh seconded the motion. The motion was approved.

### **Recommendation to Appoint Stephanie Wood to Investment Committee (Tom Keyse)**

Tom explained Stephanie Wood's experience in the non-profit space in Denver and the recommendation from the Investment Committee to appoint Stephanie to the Investment Committee. Leo made the motion. Amy seconded the motion. The motion was approved. Don Wood abstained from the discussion and the vote.

### **Recommendation for Approval of 2018 Annual Endowment Distribution (Tom Keyse)**

Tom explained the work of the Investment Committee on calculating the endowment draw for the next fiscal year. The 5 percent draw is calculated based on the 13 quarter average of the total endowment value. Tom explained the various funds and investments that are involved when calculating the draw. The Investment and Finance Committees have recommended approval of the annual endowment distribution of \$1,227,644. Jane made the motion to approve the recommendation. Leo seconded the motion. The motion was approved.

### **Proposed capital improvements to Leyden house (Richard Lawson/Tom Keyse)**

Richard explained some of the improvements made and to be made to the Leyden house. The egress window installation and the basement renovation may be finished before Christmas. The second phase will include kitchen and floor renovations. Renovations have not been made in over 40 years. The renovations underway have been slightly over budget. However, the current



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contractor has worked well with the Lawsons and finding a new contractor who would offer lower costs is unlikely.

Richard and the other clergy left the room while the vestry discussed a motion to allow the Cathedral, which is a joint owner of Dean Lawson's primary residence (the Leyden house), to fund acquisition and capital improvement costs per the Cathedral's Housing Policy, for up to 49% of \$1,026,020 (i.e., \$502,750). This amount represents a \$25,000 increase to the Cathedral's approved spending amount related to the Leyden house.

Tom explained the work done so far and the planned projects. Leo also explained that some other projects were identified as necessary during the renovation. Tom said that kitchen renovations will be completed in approximately 2 months. Amy asked if these improvements would increase the value of the property. Leo said that these improvements would be significant assets for the property. Tom made the motion to approve. Amy seconded the motion. The motion was approved.

## **Discussion Items**

### **Dreaming Together Summary (Richard Lawson/Katie Pearson)**

Richard explained the Dream Together conference held in October 2017, the energy of the small groups, and the specificity of feedback received from parishioners. Katie presented a report that summarized the findings. She wrote the report and Seth provided graphic designing. Richard explained that the report would be published and provided to the congregation.

Katie brought a few specific topics to the vestry's attention including the feedback from the conference attendees that there should be fewer Sunday morning services (from 3 to 2 services). The participants believed that fewer services would build stronger community. Tom said that the recent "all parish" service when the new clergy were installed was very well received. Conference participants also expressed a desire to re-imagine the music program to better reflect who we are today. Katie said many also expressed a desire to not dwell on the past and past pain they experienced at the Cathedral. She also said that many wanted our practices and resources clearly aligned with our intention. Richard said that the overarching theme of the feedback was to create more time and space for relationships.

Richard said that the feedback from the Dream Together conferences, the house parties welcoming the new dean, and the past Renewal Works survey all assisted the new clergy to understanding the needs and desires of the congregation. Amy said past surveys showed that people expressed a desire for depth in Christian education. Richard had some concerns with how past data was used/interpreted but believed that those desires were represented in the Dream Together report.



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Tom asked for any feedback soon so it could be incorporated into the final product before Sunday, December 3<sup>rd</sup>. The dean's forum on Sunday, December 10<sup>th</sup> will be dedicated to giving an overview of the Dream Together report. Richard provided the timeline for aligning mission to the next fiscal year's budget.

## **Preliminary Review of 2018 Budget (Richard Lawson/Tom Keyse/Becky Beall-Moore/Mary Frances Kelley)**

Tom recommended that the budget discussion be moved to executive session. The vestry members agreed.

## **Information**

### **Dean's Report (Richard Lawson)**

Richard briefly explained the progress made with Faith In Action (FIA). He said the Gift Acceptance Process was incorporated into the FIA charter as well as the requests from the vestry at the October vestry meeting.

### **Other Clergy Reports (Broderick Greer/Katie Pearson)**

Katie was putting together a task force of those with social work experience to help her address some questions that have arisen from her pastoral care work. She will continue to inform the vestry on the input from this group and their recommendations. She said that a group was getting together on Monday, December 4<sup>th</sup> to write Christmas cards to parishioners in need. Katie also said many pastoral care opportunities were identified during the stewardship calls.

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

Tom did not have any additional comments.

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

Amy provided an overview of the Nominating Committee's work in accepting nominations for new vestry members. Vestry members discussed the timeline for publishing the profiles for those nominated for the new vestry class. Amy said the committee would start accepting nominations soon. Richard will check when the communication will go out to parishioners to ask for nominations. Several vestry members discussed the timeline for receiving nominations. Amy said that the Nominating Committee will establish a plan soon and share the information with the vestry. Leo and Amy both said that more information on methodology used to select nominees should be included when announcements are made.

Amy said the Grants Committee reviewed many good applicants for \$97,000 worth of grant funds available from Saint John's. She provided the vestry with information on the new grantees. The grantees will be notified in the next few weeks.



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## **Director of Finance & Administration and Treasurer's Report (Becky Beall-Moore/Mary Frances Kelley)**

Becky provided an overview of the financials from October. October pledges were down 26 percent compared to last month and down 11 percent YTD to budget. Non-Pledged giving is up 60 percent YTD to budget. Total YTD revenue on budget is at 105 percent due to non-pledged giving and funds released from restriction. Total expenses are below budget by 10 percent compared to last month and up 4 percent over budget YTD due to major facilities projects in process—principally roof, masonry, and electrical/lighting. Becky also said that there were two new bequests in Q3 of \$54,799 and \$750.

Leigh asked if there was national data or studies to help us better understand non-pledge giving. Richard said that new members may not pledge until a few years after they first join the church. Don also said a discussion at CEEP related to how Millennials are more interested in funding specific projects instead of giving to more broad goals. Becky said that she could provide more information on the financials to vestry members if they wanted more detail.

Becky said many projects were underway however the bandwidth to manage additional projects could be problematic. She gave an overview of several projects. She said the masonry work was completed. Prep work for Wi-Fi upgrades in the Cathedral was also completed. Work on the lighting and spotlights will be done in mid-December which will include the use of LED lights. A Cathedral work day is scheduled on Saturday, December 2<sup>nd</sup> to clean the chancel.

Work to address the mold issues in the basement as still on-going. The project involves a very complex scope of work and several logistical issues need to be addressed. Work on the elevator is still on-going. The kitchen deep cleaning is complete which includes cleaning drains, cleaning grease traps, and repairing gas leaks.

Planning for the work on the outside sewer line is on-going. Due to these repairs the chapel organ cannot be used. Repairs on All Souls Walk are also being addressed.

David asked about the mold in the basement and if this necessitated the relocation of the acolytes. Becky and Jack said that there was currently no immediate health threat for those in the basement. However, once work begins to fix several issues, individuals will need to be relocated.

## **Consent Agenda**

### **Approval of Minutes from October 16, 2017 Vestry Meeting**

Leigh mentioned some corrections to the October minutes. On page 12, she is mentioned in the discussion on the Wartburg lease proposal but was not in attendance at that meeting. Michael said that he would correct the October minutes. Tom made a motion to approve the minutes. Leigh seconded the motion. The motion was approved.