



SAINT JOHN'S CATHEDRAL

Vestry Meeting Minutes

February 3, 2018

Held at Saint John's Cathedral

Attendees: Jennifer Allen, Tom Barbour, David Barr, Neil Burris, Leo Carosella, Amy Davis, Kathleen DeMars, Jack Denman, Leigh Grinstead, Bryant Harris, Tom Keyse, David Rote, Elizabeth Springer, Michael Vente, Mark Wherry, Don Wood, Becky Beall-Moore, Broderick Greer, Richard Lawson, Katie Pearson

Guest: Ray Stranske

Call to Order: 10:03am

Richard welcomed all attendees to the meeting. Current and new Vestry members introduced themselves, shared how long they've attended Saint John's, which of the new service times they would be attending, and (at Katie's suggestion) shared stories about their mother's mother.

Richard thanked everyone for sharing their stories. He also shared his view of how the Vestry can represent the views and mood of the parish as a whole. He hoped the group could build good relationships with one another during their shared work. He valued each member's contribution and insights.

Summary of Actions Taken:

- Elected Tom Barbour as Treasurer of the Cathedral and Michael Vente as Clerk of the Cathedral.
- Approved the 2018 budget.
- Updated signature cards on Saint John's bank and foundation accounts to reflect Tom Barbour as the new Treasurer.
- Approved the Episcopal Relief & Development (ERD) Annual Giving Campaign Proposal.
- Approved the Faith In Action (FIA) charter.
- Approved the Advocacy Policy.
- Approved a Request for Information (RFI) process for property owned by the Cathedral in and around Cathedral Square North.

Treasurer & Clerk Nominations (Tom Keyse)

Tom explained the bylaws related to the election of a Treasurer and Clerk to the Vestry. Tom Keyse said that Tom Barbour agreed to serve as Treasurer. Tom Keyse also said that Michael Vente agreed to continue to serve as Clerk. He then asked for a motion to elect Tom Barbour as Treasurer of the Cathedral and to appoint Michael Vente as Clerk of the Cathedral. Leigh made



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the motion. Kathleen seconded the motion. The motion passed and Tom and Michael were elected.

New Vestry members and Committee assignments (Tom Keyse)

Tom welcomed the new officers and members to the Vestry (Tom Barbour, Bryant Harris, David Rote, and Mark Wherry) and explained how Vestry meetings are usually organized. Tom also explained the roles of the Finance and Personnel Committees. He said that Leo expressed interest in continuing to serve on the Finance Committee. He said that others interested in serving on any committee are invited to attend the next committee meeting. Tom said that the Personnel Committee will probably meet less often now that the Cathedral has new staff in place. He welcomed input from Vestry members who would like to serve on these committees.

Year End and 2018 Budget (Becky Beall-Moore)

Becky provided the group with an overview of the recent Finance Committee meeting minutes and materials related to the financial operations of the Cathedral in the Vestry members' packet. She also outlined projects that have been recently completed over the course of 2017.

Becky also explained how 2017 pledges impacted the budget and noted increased non-pledge giving at the end of 2017. The proposed and final legislation at the federal level related to tax reform may have influenced increased giving at the end of 2017 but Becky said that it was difficult to gauge the direct impact of the changes on charitable giving. She said it may take several years to see the full impact of those changes. Regarding the sale of the Madison Street house, Becky said that the proceeds from the sale will go back to the endowment.

Richard provided a high-level overview of several factors affecting the creation of the 2018 budget. He said that total pledges for 2018 currently stood at \$1.255 million (at least 6 percent higher compared to last year). He also said that more pledges came in over the course of January 2018. The 2018 budget includes a deficit \$175,000 that could be covered by the use of working capital. He also said that any additional pledges that are received during January 2018 would go to reduce the deficit. Richard believed that this budget was very clear and conservative. The budget includes a 5 percent discount on pledges for 2018 to better reflect actual historical collection of pledge payments.

Richard welcomed input from all Vestry members as the Cathedral begins to discuss the 2019 budget. Tom Barbour said that carefully growing current programs will help offset potential cuts for 2019. Tom Keyse said that projections for non-pledge giving over the course of 2018 were very conservative which could help when planning for 2019. Richard said that 2017 was a very good year for non-pledge giving.

Becky gave an overview of several line items in the proposed 2018 budget. Don asked what sources contributed to rental income. Becky said that funds from the use of the Kimberly and



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Argonaut parking contributed to that line item. Tom Barbour asked why the endowment draw was reduced for 2018. Becky explained factors that impact the annual endowment draw and the requirements for restricted portions of the endowment. She also said that property assets were not included in the endowment draw. Tom Keyse also noted the decrease in the endowment's corpus due to the Vestry's action to make a one-time withdrawal from the endowment for critical capital improvements and repairs and the retirement of debt in early 2017.

Don asked if the use of working capital would impact the Cathedral's operations. Becky said that it should not impact Cathedral operations but cautioned the Vestry that this action can only be used for one year. Becky also explained that \$50,000 was taken out of the Building and Grounds budget (down to \$150,000) to help offset the deficit. Richard said that the over \$200,000 surplus in the 2017 budget would also help offset the 2018 deficit. Additionally, changes to music and concert operations would help offset the 2018 deficit. Richard hoped that a Friends of Concerts group composed of individuals outside of the parish could help support concerts at the Cathedral. Neil asked if there were any requirements from bequests to the Cathedral that free concerts be provided to the public. Becky said that the Cathedral was not required to offer free concerts but is required to provide concerts "to the public". Kathleen asked how many people have started coming to Saint John's because of their attendance at a concert. Katie said that anecdotally she noticed that about 25 percent of parishioners say they started coming to Saint John's because of a concert. Don, Bryant, and Leigh asked that more information be provided to the Vestry and parish about the various budget and endowment restrictions.

Richard asked for a motion to approve the 2018 budget. Neil made the motion. Don seconded the motion. The motion was approved.

Capital projects (Becky Beall-Moore)

Becky noted that some asbestos remediation needed to be done in November related to work on the chapel organ blower in preparation for sewer work. She said the project was under control and is following all regulations. Jack said the work was similar to other work in 2013. He hoped that better document retention would help give historical perspective on various projects. Becky also said that all facilities staff will be receiving asbestos awareness training and that Vestry members are welcome to attend.

Becky outlined the lighting upgrades in the chancel. The \$185,000 project had about \$11,000 in savings. There were still some dark areas by the choir seats. A strip of LED lights will be placed above the last row of seats by the choir. An additional \$25,000 was needed for more uniform lighting for the choir. These funds would come from the \$11,000 savings and the endowment draw. Richard asked for a motion to approve the additional lighting upgrades. Jack made the motion. Leigh seconded the motion. The motion was approved. Katie said she has received a great deal of positive feedback on the lighting upgrades.



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Kathleen asked about the re-installation of the hearing loop to assist those with hearing aids during the services. Richard said that Ian is receiving bids to re-install that loop. Don said he will be bringing to the Vestry a new process for capital expenditures which prioritizes the existing list of projects.

Signature cards for bank accounts (Tom Keyse)

Tom Keyse explained that Mary Francis Kelly needed to be removed as Treasurer on several of the Cathedral's bank accounts. He asked for a motion to remove Mary Francis and add Tom Barbour as the new Treasurer on the signature cards for those accounts. Leigh made the motion. Amy seconded the motion. The motion was approved.

Gift Acceptance Process and Episcopal Relief & Development (ERD) Annual Giving Campaign Proposal (Richard Lawson)

Richard outlined the proposed Gift Acceptance Policy and walked through potential scenarios where the policy would be used.

He also outlined the Episcopal Relief & Development (ERD) Annual Giving Campaign Proposal. This proposal would add four Sunday plate offering collections per year for ERD donations. Richard said that this would have no material change to budget. Kathleen mentioned that ERD provided services during the floods in Boulder a few years ago. Don encouraged more children's collection to ERD. Amy said that idea was included in the proposal in addition to other initiatives.

Richard asked for a motion to approve the ERD Annual Giving Campaign Proposal. Elizabeth made the motion. Leigh seconded the motion. The motion was approved.

Faith In Action (FIA) Charter & Advocacy Policy (Richard Lawson)

Richard explained FIA's new status as a permanent commission and the updates to its charter including new membership with term limits. Richard thanked Jennifer and Elizabeth for their work in helping FIA craft the new charter. He also explained how new initiatives from FIA would move through the Gift Acceptance Process. Neil asked when an initiative would fall under FIA's purview. Amy said that FIA had a desire to be more involved in the community including service projects but would not take over current projects. Richard used the recent volunteer opportunities at the new Saint Francis Apartments and the work of Fran Trujillo as examples of how FIA would interact with new initiatives. Kathleen said that FIA would provide a bridge for Saint John's parishioners to volunteer in the community. Tom Keyse made a motion to approve the FIA charter. Leigh seconded the motion. The motion was approved.

Richard explained the Advocacy Policy and hoped the policy would provide a framework for statements from the Cathedral related to public policy. He believed the policy would provide



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space for the dean and the FIA policy subgroup to take a stand on potential issues on which the entire Saint John's community may not agree. The group discussed several scenarios and past instances where this policy would be used. Don and Leigh said that any position needed to be backed-up by elements of faith and a scriptural basis for action. Neil and Bryant appreciated the establishment of a process and felt that the policy would enable some at Saint John's to speak on important issues even if the Vestry could (or would) not take a position on behalf of the entire congregation. Kathleen believed the desire to take a stand on issues through this group came from prayerful discernment. Jennifer identified a few corrections and citations that needed to be made to the policy. Richard said that he and Amy would address those changes. Bryant made a motion approve the Advocacy Policy as amended. Neil seconded the motion. The motion was approved.

Request for Information (RFI) for the Kimberley (Tom Keyse)

Tom Keyse explained the history of the development on Cathedral Square North to meet the Cathedral's mission and the work that Ray Stranske did in that process. He also said that any future development needed to reflect financial needs of the Cathedral, as well. Tom also explained the use of the Kimberly building by Wartburg College, the necessary upgrades for the building, and the non-renewal of the lease with Wartburg College after December 2018. Tom said that Diane Barrett had offered to lead a Request for Information process with the City of Denver on future uses of the property.

Richard said that the RFI would not require the Cathedral to take any action but would provide the Vestry with all the possible scenarios for the property. He also said that Diane had offered to cover administrative costs associated with the RFI but that the process is free through the city using the city's methodology. He believed the RFI would provide a starting point for possible development and conversations over the course of the year.

Don suggested that all areas in Cathedral Square North (including the Kimberly building, Dominic Park, and the Argonaut parking lot) should be part of the RFI. Becky said there may be some restrictions if Dominic Park was redeveloped. Ray said that parking needs should be part of any ideas on future development. He also encouraged incorporating Dominic Park into ideas. However, Ray said it was important to keep the history of that area in mind before making decisions.

Tom Keyse asked for a motion to allow the RFI process to begin and include all Cathedral owned property in Cathedral Square North (including the Kimberly building, Dominic Park, and the Argonaut parking lot) in the discussion. Jack made the motion. Amy seconded the motion. The motion was approved.

Timeline for the Vestry Year and Executive Committee (Becky Beall-Moore, Richard Lawson, Tom Keyse)



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Richard explained key dates throughout 2018 for Vestry meetings and retreats. Becky briefly explained possible scenarios of conflicts of interest for Vestry members and said members with a conflict must notify the Senior Warden if those arise.

Tom Keyse explained the role of the Vestry's Executive Committee in taking up business on behalf of the Vestry if immediate action is needed. The Senior and Junior Wardens are part of the committee as well as members of the senior Vestry class. He asked that any senior Vestry class members interested in serving on this committee reach out to him.

Approval of Minutes from December 18, 2017 Vestry Meeting (Tom Keyse)

Tom provided the minutes for the December 2017 Vestry meeting to all the members. He asked that members provide him feedback if necessary prior to approval.

Adjourn: 2:12pm