



Vestry Meeting Minutes

June 18, 2018

Held at Saint John's Cathedral

Attendees: Jennifer Allen, Neil Burris, Leo Carosella, Amy Davis, Bryant Harris, Tom Keyse, Elizabeth Springer, David Rote, Michael Vente, Mark Wherry, Don Wood, Becky Beall-Moore, Broderick Greer

Absent: David Barr, Tom Barbour, Kathleen DeMars, Jack Denman, Leigh Grinstead, Richard Lawson, Katie Pearson

Call to Order: 6:06pm

Tom Keyse called the meeting to order and provided the opening prayer. Vestry members shared their favorite memories and experiences with Becky Beall-Moore as this was her final Vestry meeting.

Summary of action taken:

- Approved proposed Request for Information for property on Cathedral Square North
- Approved the revised Gift Acceptance Policy
- Approved a motion to engage JDS Professional Group for the 2018 audit
- Approved minutes from May 21, 2018 Vestry meeting
- Approved minutes from May 21, 2018 Executive Session

Action Items

Proposed Request for Information (Tom Keyse)

Tom Keyse presented the revised proposed Request for Information for the potential Cathedral Square North redevelopment. Neil wanted to confirm the timelines outlined in the document. He felt the timeline was somewhat compressed. Tom said that Diane Barrett felt confident that timeline was reasonable given her experience in this sector. Mark believed that the timeline would motivate companies to respond to the RFI.

Don asked if the Finance Committee expected a cash offer for the property. Mark, Becky, and Tom believed at least one cash offer would be received. Don said that any redevelopment for the property would take time and an extended timeline might allow for other uses for the property in the interim. Tom asked for a motion to approve the proposed RFI. Amy made the motion. Leo seconded the motion. The motion was approved. Tom and Vestry members expressed their sincere thanks for all the work done on this project.



Revised Gift Acceptance Policy (Neil Burris/Leigh Grinstead)

Neil provided an overview of the policy and explained some of the revisions made to the document including changes to the document retention policy. Tom said that Leigh expressed to him support for the revised policy. Tom asked for a motion to approve the revised policy. Neil made the motion. Amy seconded the motion. The motion was approved.

Engage auditors for the 2018 audit (Becky Beall-Moore)

Becky explained the proposal to use JDS Professional Group for the 2018 audit. The firm has completed the audit of the Cathedral's financials for the past three years. Becky anticipated many accounting changes next year and felt that using a firm already familiar with the Cathedral's accounting practices would be beneficial. Additionally, Becky felt that having a firm with whom the Cathedral has worked previously would make the process smoother especially with Becky's departure from the Cathedral.

Tom Keyse said the Finance Committee believed that having continuity with auditors would be good, especially in times of transition, and therefore recommend working with JDS Professional Group again for the 2018 audit. Tom Keyse Tom asked for a motion to engage the auditors for the 2018 audit. Amy made the motion. Bryant seconded the motion. The motion was approved.

Information

DFA and Treasurer's Reports (Becky Beall-Moore)

Becky said that Tom Barbour sent his regrets for his absence. Becky provided an overview of the financials for the last quarter. She said that Kris was working to reconcile several items before Becky's departure. Becky said that she would be working to file all necessary covenants for the Cathedral's line of credit before her last day.

Becky noted some fluctuation around pledged giving during the previous quarter as well as a dip in plate giving. However, she said that expenses were tracking better than budget. She also said that the payments for asbestos abatement and for Dagwell Hall and the Wellspring Center flooring were processed.

Major Projects/Abatement Update (Becky Beall-Moore)

Becky said that the asbestos abatement was done for now. Some damage was done to the wiring under the Wellspring Center during the abatement process. She is working with contractors on how best to handle repairs. Work on the 2nd floor of the Roberts building remains but won't be done until work is completed on the music basement.

Regarding the music basement, much of water damage is due to leaks from the garths. A scope of work for repairs to the garths will be developed and general contractors will bid on the



project. However, this process will take time and work on music basement won't start until the garths are fixed.

Both the kitchen hood vent and rooftop unit (RTU) are done but some minor work is still needed before the projects are complete. The sewer repair is done, but there was some collateral damage on the blower for the organ in the chapel. The required pieces to repair the blower are not built anymore. The organ in the chapel will not be functional until those repairs are made. Work on the 3rd floor women's bathroom is complete. Becky said there were several other projects that Steve was managing. She said he was doing a great job interacting with various contractors.

Jennifer asked if the 2nd floor abatement was confined to the flooring. Becky said that the work would be confined to the flooring because the other work was already completed. Don asked how responsibilities would be covered with Becky's departure. Tom said that Richard would share those plans with the Vestry at a later time.

Mineral Rights Sale Update (Tom Keyse)

Tom gave a brief update on the work done to identify ownership of mineral rights by the Cathedral. Ownership of those rights has been uncertain and more work was being done to determine who holds those rights.

Dean's Report (Tom Keyse for Richard Lawson)

Tom provided a brief report from Richard. Sarah Wolf will be at the Cathedral from July 11th-13th to assist with Becky's transition. She will also help to design some new processes. Kris and Tom Barbour will be taking on additional work with Becky's departure. The transition from Razor's Edge to ACS is in progress. Richard wished everyone a good summer.

Other Clergy Reports

Broderick said that over 300 people attended the conversation with Austin Channing Brown. He hoped to hold more substantive conversations in the future. Denver PrideFest was successful with several members of Saint John's taking shifts at the Episcopalians and Lutherans Welcome You booth as well as marching in the Pride parade. There will be Pride themed Wilderness services over the next few weeks which will hopefully attract more people.

Senior Warden's Report (Tom Keyse)

Tom said that the search for a new music director continues. A search committee will be launched soon. Broderick has been working to develop a draft profile which reflects input from various stakeholder groups. Tom hoped a call for a new music director could be made in the first quarter of next year.



Tom noted that there has been more lay involvement in the choir and more volunteers are welcome. David Rote said it was very nice to have the small choir group singing at the 8am service.

Junior Warden's Report (Amy Davis)

Amy said that Faith In Action would be taking the summer off and reconvene in fall. The group is currently working on the Loaves and Fishes food drive. She said that the deadline for grant submissions to the Grants Committee is October 1st. She also said that planning continues for the All Parish Retreat in August.

Nominating Committee Update (Leo Carosella)

Leo said that nominations for the diocesan convention are open until July 15. Richard will be announcing updates to that process at the various services and it will be included in written communications as well.

Consent Agenda

- Approved minutes from May 21, 2018 Vestry Meeting
- Approved minutes for May 21, 2018 Executive Session
 - Tom asked that Vestry members review the executive session minutes and provide Michael with any feedback by June 30th. If no feedback was received, the minutes would be approved.

Discussion

Bryant asked if the changes to the Finance Committee's charter were completed. Tom Keyse will ask Tom Barbour to provide an update at the next Vestry meeting.

Tom Keyse noted that the Vestry would discuss the Mutual Ministry Review during the next Vestry meeting (August 20th). He also said that the Vestry may be able to tour the Cathedral and see the various completed projects during the August meeting.

Becky shared some parting words with the Vestry. She said that she was called to help with all the recent transition at the Cathedral and provide the new dean with a soft landing. She felt blessed to be given the chance to combine her unique experience and background to various projects at the Cathedral. She looks forward to seeing the impact of all the initiatives going-on at Cathedral.

Adjourn: 7:26pm