



# SAINT JOHN'S CATHEDRAL

## **Vestry Meeting Minutes**

March 19, 2018

Held at Saint John's Cathedral

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

**Absent:** David Barr, Kathleen DeMars, David Rote, Michael Vente

**Guest:** Susan Chenier

**Call to Order:** 6:00pm

Tom Keyse called the meeting to order. Richard provided the opening prayer. With Michael Vente's absence, Tom appointed Leigh Grinstead as Clerk Pro Tem.

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

- Appointed Jennifer Allen and Neil Burris to Vestry Executive Committee
- Appointed Elizabeth Springer and Mark Wherry as Vestry members of Finance Committee
- Appointed Jason Weekly as a non-Vestry member of the Finance Committee
- Appointed Leigh Grinstead and David Rote as Vestry members of the Personnel Committee
- Appointed Hannah Alexander as a non-Vestry member of the Investment Committee
- Approved Personal Property Disposal Policy
- Approved Parish-Wide Art Show Proposal
- Approved minutes from February 3, 2018 Vestry Meeting

### **Love Denver Day update (All and Susan Chenier)**

Susan provided an explanation of Love Denver Day and the various service projects that are held throughout the city. She also explained Saint John's involvement this year. This is the first year of the citywide event but they hope it will be successful enough to have a number of Love events—Love Aurora, Love Lakewood, etc. A variety of service opportunities will be held on April 28. Susan hoped that next year other Episcopal churches could join Saint John's in organizing activities. Susan said there were many ways to get involved. Information was distributed at the Wilderness and Susan has made a presentation on Wednesday night at well. There will be weekly articles or updates in the Voice. She hoped that all those who participate will share their experience with others so that there can be even more involvement next year.



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## **Action Items**

### **Appoint Jennifer Allen and Neil Burris to Vestry Executive Committee**

This action was completed by email vote February 23-24. Both Jennifer and Neil were appointed to the Vestry Executive Committee.

### **Appoint Elizabeth Springer and Mark Wherry as Vestry members of Finance Committee**

Tom Keyse asked for a motion to appoint Elizabeth and Mark as Vestry members of the Finance Committee. Leo made the motion. Don seconded the motion. The motion passed.

### **Appoint Jason Weekly as a non-Vestry member of the Finance Committee**

Richard made a motion to appoint Jason Weekly as a non-Vestry member of the Finance Committee. Tom seconded the motion. The motion passed.

### **Appoint Leigh Grinstead and David Rote as Vestry members of the Personnel Committee**

Amy made a motion to appoint Leigh and David Rote as Vestry members of the Personnel Committee. Bryant seconded the motion. The motion passed (Leigh recused herself).

### **Appoint Hannah Alexander as a non-Vestry member of the Investment Committee**

Jennifer made a motion to appoint Hannah Alexander as a non-Vestry member of the Investment Committee. Mark seconded the motion. The motion passed.

### **Consider Personal Property Disposal Policy (Becky Beall-Moore)**

Becky provided a brief explanation of the policy. She said that the Finance Committee has already approved the policy. The policy allows staff to manage the process of cleaning out and articulating what we do with personal property. Bryant made a motion to approve the policy. Mark seconded the motion. The motion passed.

### **Consider Parish-Wide Art Show Proposal (Leo Carosella)**

Leo explained the proposal to hold a parish-wide art show. This proposal has come from Arts and Architecture Committee. Leo said it was an attempt to bring people together and have some fun by displaying artwork. He said there shouldn't be any expense to Saint John's and that there will be an entry fee. He believed it could be one step in building community. No 3D items will be accepted, just 2D. It is planned for the fall and other welcome back activities. It is also timed to be during the Vergers National Conference here at the Cathedral and might have an opening in conjunction with Saint John's Day. The group did go through the vetting process and gift acceptance policy. Leo said that the clergy were in favor.

Bryant asked what the criteria will be for entries. Leo said it would likely be representative art. Clergy and staff as well as the Arts and Architecture Committee could veto entries. The number of pieces that are accepted will depend on the size of the event. Many vestry members found the idea to be fun and interesting. Artists will provide a release on the value and liability for the pieces that are entered. Bryant made a motion to approve the proposal. Leo seconded the motion. The motion passed.



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## **Discussion Items**

### **Capital Projects Review and Proposed Procedure (Don Wood)**

Don passed around two documents relating to the Capital Construction Planning Process and Capital Planning Document. Don said that efforts are being made to incorporate a capital improvement process into an annual budgeting process.

On the spreadsheet, lines 77-105 represented approximately \$2.4 million of unfunded projects. Don said that the goal was to create a five-year spending plan for these projects. He said it was important to look at mid-range needs when deciding which projects to work on first. Don also said that the next time he presents this to the Vestry it will be identified by years and completed projects and dollars available.

Don said that the Building and Grounds Committee wanted to have the people on the ground act like first responders to identify needed projects. Possible projects will be documented. At the first of the year, the Building and Ground Committee will start the process of identifying needs and available funds. By November of each year, a report will be provided that will be added into the budgeting process so the numbers are set into the budget annually. Don explained that the Capital Construction Planning Process has definitions and priorities as well as proposed processes.

Mark suggested laying out the definitions into three areas of maintenance (extending the life, paint, carpet etc.), sustainment, and construction (more along the lines of building a wing.) He also said that there should be a dollar amount (especially for major projects) to help plan if the project can be absorbed in the normal budget. Mark said that he and potentially Tom Barbour may send some language changes or suggestions to Don.

### **Cathedral North (Tom Keyse)**

Tom said that the Finance Committee will be receiving Request for Information (RFI) responses in the spring and summer. The Finance Committee will review the proposals and make recommendations to the Vestry. Don added that financial stress tests on potential projects could take 3-6 months to do a full financials stress analysis for each potential projects. Tom said that the Vestry will need to adjust or replace the income lost from Cathedral North for 2019. He also said that the diocese and their timeline will come into play here as well. Tom said he can work to put together the path of decision making and the timeline for these actions. Tom said that Dianne Barrett is spearheading the RFI process. There will be a period of time when the revenue ceases and before buildings are up on the Cathedral North property.

## **Information**

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

Richard provided an overview of the various activities occurring at the Cathedral during the Easter season. On April 1, services will be held at 7:30am, 9:00am, 11:00am and 6:00pm. Confirmations and baptisms are happening during the Holy Vigil. Broderick will be in charge of the liturgy. Information on reinstalling the hearing loop has been received and work on that project may be completed soon.



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Richard explained the work he has been doing with the music department. He said that Michie Achin is currently a halftime employee and Lyn will serve fulltime throughout the interim. There will be a search committee for a new music director. Richard has asked Tom Keyse to chair the search committee. Several other potential committee members included Leanna Hill, Chuck Thompson, and three other members of the parish and the choir. Broderick will be the staff liaison on the committee. Advertisements for the position will go out around the first of next year. It was suggested that the search committee invite someone from the Wilderness Service to serve.

Richard said that he is working with the Personnel Committee, the Finance Committee and the Cathedral administration on Saint John's organizational structure as well as technology needs. He said that Tom Barbour has been helpful in that process. Richard said that he will continue to include the Personnel Committee and the Vestry in these processes. A plan will be provided to the Vestry in the summer with an implementation plan in the fall.

Richard gave a brief update on the search for the new Bishop of Colorado. Jay Swope, Jack Finlaw, and Angie Thompson are serving on the committee representing Saint John's. The election of the new bishop will occur on the last Saturday in October at Saint John's.

Richard sensed that the new service times are going very well. The parish has really embraced the change so gracefully. He feels moved by how gracefully we've adapted. People are staying from the 8:00am and coming for 9:15am education hour. No one has said anything about the parking. They've added handicapped spaces. The credit union is now  $\frac{1}{4}$  to a  $\frac{1}{2}$  full on the south side. Jay Swope said it was half full after 10:30am. There have also been new children participating in Godly Play.

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

Katie reported that Eucharistic Visitor (EV) training was held at Saint John's recently. Thirty-five people attended the training with 25 people from Saint John's. Newly trained volunteers will be plugged into making visits soon.

Welcome Gatherings have switched from Wednesday nights to Sunday mornings. With the service time change they did a trial run at the coffee hour. It felt pretty lively and they had good questions.

Katie said that she has been working with Seth on managing communications for the Cathedral by implementing new procedures and processes. A website committee has been formed to help inform changes to the Saint John's website. The new website should go live in September. The new website is going to interface real time with departments, Facebook, Instagram etc. It will also connect to the calendar.

Broderick said that between Palm Sunday and Easter there will be 17 services. All those involved in these services (verggers, acolytes, alter guild, etc.) are involved in planning. Barbara Gillett will



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hold a lector training in the fall. Broderick also said that new materials used for weddings, funerals, and baptismal information will be refreshed. Happy Hours for the 20s and 30s are attracting approximately 15 people each event. Mile High Theology is going very well. Regarding consumption of Facebook content, Broderick said that Fran Trujillo's video on volunteering at St. Francis has about 2,400 views. After the service on April 22<sup>nd</sup>, a meeting for a men's group with a retreat and prayer time will be discussed.

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

Tom Keyse said that it would be nice to have some Vestry members as part of this year's stewardship campaign. He said that if any one feels called they should contact Richard. The workload is heaviest Fall-February. David Ball will chair the stewardship campaign again this year.

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

Amy said that Faith In Action (FIA) is deepening relationships with partners we already have such as with the Women's Homeless Initiative and St. Francis Center Apartments. Fran is developing volunteer opportunities at the Saint Francis Center Apartments. Amy also said that the Grants Committee is looking for new members. Michelle Vieira will be collecting applications for those interested in serving on the Grants Committee. The Grants Committee is looking for those with experience with non-profits and grant making. The committee meets through October.

Amy also said that the all-parish retreat committee is meeting now. All are welcome to participate in that committee if they are available.

Amy shared that Aims McGuinness will be stepping down as co-chair of FIA. The previous FIA co-chair, Marilyn Stranske, is continuing as chair. Vestry members expressed appreciation for Aims' work and service.

## **DFA and Treasurer's Reports (Becky Beall-Moore/Tom Barbour)**

Becky briefly explained the two months of financials provided in this month's Vestry meeting packet. Becky said that the Finance Committee will be working with her and Tom Barbour on ways to create some management reports to evaluate budget expenditures throughout the year. She said that the Finance Committee has many new members with deep roots to the Cathedral. Becky also said that auditors are beginning their work on the Cathedral's annual audit.

Tom Barbour expressed an interest in looking closer at income and recurring income for the Cathedral. Tom Keyse said that he has a list of potential income opportunities drafted by the Finance Committee in 2016 and will share that with Tom Barbour.

Regarding mineral rights, Becky said that the Cathedral currently owns the mineral rights on five properties. Two potential purchase offers on mineral rights for one of the properties are being considered with the intention to obtain a signed agreement with one of the parties to move forward soon. Then the purchaser can begin their due diligence part of the process.



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## **Abatement Update (Becky Beall-Moore)**

Becky said that asbestos abatement has begun in several areas at the Cathedral. Work on the first phase will take 4 weeks. Once the current phase is completed, work will move to the east side of the parish building hall which will take an additional 4 weeks to complete. She said that Jack Denman has been incredibly helpful and put in many hours on this project. The clergy and Vestry expressed great appreciation for Jack's efforts. Becky also said that work in the music basement will be the next project, along with both the kitchen hood vent/MAU and the sewer line projects will follow.

## **Consent Agenda**

- Approved minutes from the February 3, 2018 Vestry Meeting

The consent agenda items were approved.

**Adjourn:** 9:00pm