



ST JOHN'S CATHEDRAL

Vestry Meeting Minutes

May 21, 2018

Held at Saint John's Cathedral

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

Absent: David Barr, Amy Davis

Guests: Chuck Thompson, Jill Korenek

Call to Order: 6:05pm

Tom Keyse called the meeting to order. Richard shared the news of Dr. Wallace Clift's passing and the group read a passage from his book *How to Make Love and Other Godly Thoughts*. Vestry members reflected on their memories of Dr. Clift and his wife, Jean.

Summary of action taken:

- Approved the auditor's reports for the 2017 financials
- Approved modified RFI considerations
- Approved minutes from April 30, 2018 Vestry meeting

Action Items

Audit Reports

Becky introduced the guests, Chuck Thompson (Chair of the Audit Committee) and Jill (from JDS Professional Group). Becky explained the audit process and the importance of performing an annual audit. Chuck explained the work of the Audit Committee and the work done on auditing the 2017 financials for the Cathedral. He noted several significant changes including the increased earnings generated from the endowment. He also noted that there were no internal control deficiencies found. No changes were recommended by the auditors. Chuck specifically noted the fantastic work done by Becky over the course of the previous year. Jill explained the work her firm conducted to ensure that documented procedures were followed in practice. She also said that management was very cooperative during the audit process.

Don asked how the depreciation of fixed assets was handled by the auditors. Jill and Becky explained how the Cathedral handled that each year. Tom Keyse relayed a question from Amy Davis regarding the amount for which Cathedral Ridge is insured. Chuck said that Cathedral Ridge was purchased for \$2.6 million and he felt the property was insured for at least that



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amount. The biggest insurance expense was for liability insurance. Tom asked for a motion to accept the auditor's reports for the 2017 financials. Leigh made the motion. Don seconded the motion. The motion was approved.

Proposed RFI Considerations

Tom Keyse explained the RFI considerations outlined in the Vestry packet from the Finance Committee. Tom recapped the discussion from the April 2018 Vestry meeting regarding Vestry input when the Finance Committee evaluates the RFI received. Tom asked if the considerations provided enough input on future requirements for the Cathedral North property.

Neil mentioned that revenue generation was not sufficiently covered in the considerations. He felt that positive cash flow and a sustainable revenue stream that met our financial needs needed to be considered. David Rote appreciated the focus on community fit of any new development. Leo felt that calling out low income/affordable housing as a priority may be premature and may cause certain proposals to be eliminated. Elizabeth felt that ideas around low income/affordable housing and parking structures were too specific. Tom recommended separating guiding principles from specific projects. Don recommended including the possibility of selling the property in the considerations. Neil had some concerns about specifically mentioning potential sale as an option. Bryant recommended ordering value statements first and potential options second. Mark suggested removing any specific options for the property and specific keep ideas internally. Kathleen asked what other cathedrals have done with their property. Becky said a parish in Seattle leased their land and a 30 story building was built with some offices for the church and market rate rent.

Richard noted that he supported any decision of the Vestry but said that he had some concerns that considerations too broad may limit creative ideas that meet several goals for the property. Elizabeth had some concerns about being too prescriptive and ideas stated in the RFI may not include thoughts from other parishioners.

Tom Keyse recommended revisions to the RFI Cathedral Considerations at page 51 of the vestry packet which included keeping the items in the suggested order, deleting item 6, and revising item 3 to read: "Development to enhance and complement the recently completed supportive housing units on Cathedral property at 1450 North Washington." Leigh made the motion. Neil seconded the motion. The motion passed with two dissensions.

Information

DFA and Treasurer's Reports

Tom Barbour gave an overview of the April 2018 financials for the Cathedral. He noted very good revenue for the first third of the year. He noted several revenue generating opportunities including using underutilized space in the main Cathedral building. Those discussions could take



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place as soon as the next Finance Committee meeting. Tom Barbour said revisions were being made to the Finance Committee's charter to act as a deliberative body which provides ideas and options for Vestry approval. He summarized action taken by the Investment Committee to increase exposure into international equities.

Major Projects/Abatement Update

Becky gave a brief update on major projects going on at the Cathedral including progress on abatement. She said that work in the crawlspace under the sacristy was completed and that several other projects were completed. She also said that the Dagwell Hall floor and a portion of the Wellspring Center floor were being replaced. This may give the option of installing heating and cooling in those areas. Staff will get more information on those options. Don said that HVAC could also be installed in the nave and encouraged staff to explore the feasibility of that project. Air conditioning in the nursery and common room was also an option. The scope of work for repairs and remediation in the music basement is being developed. Leaking water from the garths is causing the problems in the music basement so a general contractor will fix those issues. Work on the elevator is done and a last walkthrough is required. Additionally, the kitchen hood vent and roof top unit (RTU) has been installed with some final punch list items to complete.

Regarding the re-installation of the hearing loop in the Cathedral, staff received a bid totaling \$18,000. Staff will get other bids for the re-installation. Software updates to the sound system will be made every six months to ensure the system is in proper working order.

Mineral Rights Sale Update

Tom Barbour gave an update on several projects related to mineral rights owned by the Cathedral including the sale or leasing of properties. He will continue to update the Vestry on developments.

Dean's Report

Richard said that he was asked to chair the committee involved in ordaining the new bishop. Broderick will also play a role on the committee. Richard also said he will be leading a father and son retreat for the diocese.

Other Clergy Reports

Katie said that many funerals have been held recently at the Cathedral. The death and funerals have been for those with some type of affiliation to Saint John's. They include Paul Towner, Joanna O'Neill, Richard Van Glan, Jack London, Stephen Manro, Wallace Clift, Charles Bishop Jr., Ruth Keesling, Florence Yandrofski, Millie Grant, Edward Close, Hugh Hatcher, and Susan Lochmiller.



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Broderick shared a brief update on the search for the new Director of Music for the Cathedral. He hoped the committee would meet in July. The last Mile High Theology for the year took place recently and will continue in the next programming year. Broderick also shared plans for several Pride related events in June including Pride themed Wilderness services, marching in the Denver PrideFest parade, helping staff a booth at PrideFest, and another Big Pride Brunch.

Senior Warden's Report

Tom Keyse said that the search for a new music director will continue. He will also help with creating opportunities for more volunteers in the choir.

Nominating Committee Update

Leo said there will be eight delegates to the Diocesan Convention from the Cathedral. More details will be available soon. Richard said that a potential requirement for being a delegate would be to attend a walk-about for the bishop candidates.

Amended Gift Acceptance Policy Update

Leigh provided an updated version of the policy based on the discussion after the last Vestry meeting and gave an overview of the changes. Becky suggested adding reference to record retention requirements as outlined by the national church. Tom Keyse said that additional changes will be made and the final version will be provided to the Vestry in next month packet.

Consent Agenda

- Approval of Minutes from April 30, 2018 Vestry Meeting

The consent agenda was approved.

Adjourn to Executive Session: 8:19pm