



Vestry Meeting Minutes

November 26, 2018

Held at Saint John's Cathedral

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

Absent: David Barr, Bryant Harris

Call to Order: 6:09pm

Richard provided the opening prayer. Vestry members shared their Thanksgiving stories from their time with families and friends last week.

Summary of action taken:

- Approved the proposed endowment draw for the 2019-2020 fiscal year.
- Approved a proposal to budget 5 percent of actual pledge and plate funds for the work of FIA and the Grants Committee.
- Approved the increase to the Cathedral's share of Broderick Greer's rent.
- Approved minutes from October 22, 2018 Vestry Meeting.
- Approved minutes from November 8, 2018 Executive Committee Meeting.

Stewardship Update (Richard Lawson)

Richard shared an update on the stewardship campaign. He said that calls were being made to those who have made a pledge in past years but not yet this year. As of mid-November, 334 pledges have been made totaling \$931,710.60. He felt the campaign was going well. This campaign had a shorter public phase, but more work will be done behind the scenes which will include personal calls from Richard. The campaign will end in January. Richard said that technology was leveraged this year to ease the administrative burdens, but it did require significant start-up time before the launch.

Broderick said that an intentional push was made to link young adults to the stewardship campaign. He said that using the new Realm technology helped with that effort. Broderick also said that the ministry minute speakers this year were tailored to the specific service they attend. Audrey said that the automatic giving option was going well. Jack asked if more outreach will be done to get more people to participate in the pictorial directory. Richard said that more outreach will be made to get more individuals and families to use the directory but work over the next few months will focus on getting in 2017 pledges before the end of the year.



Action Items

Proposed 2019 Endowment Draw (Tom Keyse)

Tom Keyse outlined the planned endowment draw for the 2019-2020 fiscal year. The draw will be approximately \$1.2 million. The Investment Committee and Finance Committee have reviewed and recommended the draw. Tom Keyse asked for a motion to accept the recommended endowment draw amount as consistent with the Endowment Policy. Leo made the motion. Leigh seconded the motion. Neil said he was glad that cash holdings were being excluded from the draw calculation. The motion was approved.

Grants and FIA Budget Proposal (Richard Lawson and Tom Barbour)

Richard provided an overview of a proposal to give more funding to organizations outside of Saint John's. Under this proposal, Faith In Action (FIA) and the Grants Committee will work very closely together to identify groups for funding to further the Cathedral's mission. The added funding will help cover some of the operating costs for FIA and enhance the funds available to the Grants Committee. Tom Barbour said the 5-year budget document helped to inform this process.

Don asked if this would happen annually. Tom Barbour said that this action will only be for one year (2019) but that similar action could be taken in future years. Amy asked for assistance in the logistical and administrative work in calculating the 5 percent actual amount. Audrey said that she would assist Amy in that process. Kathleen asked if any other cathedrals have adopted a similar proposal. Leo was not aware of any other cathedrals taking similar action. Several Vestry members had technical budget questions around how the 5 percent will be identified in the budget. Richard and Audrey walked through those specifics for the group. Kathleen asked if the parish will be informed of this action. Richard said that an announcement of this proposal will be made at the annual meeting and will show that money given to the Cathedral will go to outside groups that reach Coloradans in need. Don suggested that "in-kind" contributions should also be included in totals of what the Cathedral contributes to the wider Denver community.

Tom asked for a motion to approve 5 percent of actual pledge and plate funds for the work of FIA and the Grants Committee as outlined in the proposal. Neil made the motion. Elizabeth seconded the motion. The motion passed.

Broderick Greer Rent Increase (Tom Keyse)

Tom provided an overview of clergy rental assistance policy. Audrey explained that Broderick's rent has been increased to \$2,119 (a \$50 increase). The Cathedral's share would be \$1,050.50 (under the maximum \$1,500 Cathedral share as outlined in the clergy rental policy). Leigh made a motion to approve the increase to the Cathedral's share of Broderick Greer's rent. David seconded the motion. The motion passed.



Discussion

2019 and 5-Year Budget Update (Richard Lawson)

Richard and Audrey provided an overview of the 5-year budget document that provided some projections of future budgetary trends. Richard believed the projections were conservative and that non-pledged giving could be higher than projected. Tom Barbour asked that increased healthcare costs be added to the projections. Don said that the projections showed a deficit in years 2020 – 2023, and asked what could be done to close those gaps. Tom Barbour said that potential revenue from the redevelopment of the Kimberly property and mineral leases owned by the Cathedral could help close those gaps. As details for those potential projects are developed in 2019, more information will be provided to the Vestry on how to close projected budget gaps.

RFI/Kimberly Appraisal/Wartburg Update (Leo Carosella/Elizabeth Springer)

Leo provided an overview of the Finance Committee's work on the RFI responses received regarding the redevelopment of the Kimberly property. He said the committee was still in the information gathering phase on the received proposals. Tom Barbour said that the appraiser provided data around the value of the Kimberly property and the potential options for redevelopment. Audrey said she could sit down with any Vestry member to go over the analysis from the appraiser. Elizabeth said that the proposals were interesting and could help close budget gaps in future years. Kathleen said that Saint John's is a place of love, belonging, and hope for many individuals and it was vitally important to continue that outreach.

Wartburg Lease Addendum

Richard reported that, upon Saint John's counsel Bob Bach's and the Vestry Executive Committee's review and approval, Saint John's has signed:

- On October 29, 2018: A contract with Real Property Management to rent and manage the Kimberly from January 1 – June 30, 2019, with an option to extend to December 31, 2019.
- On November 9, 2018: An addendum to the Wartburg Lease. The amendment allows Wartburg to transfer the existing tenants in the Kimberly to Saint John's Cathedral as of January 1, 2018. The amendment also stops charges to Wartburg for rooms they are no longer using and eliminates one of Wartburg's parking spaces, bringing to five their new total number of parking spaces.

Cathedral Ridge Request (Mark Wherry)

Mark provided an overview of the work of the Cathedral Ridge *ad hoc* group which includes Richard Lawson, Jennifer Allen, David Ball, David Rote, Elizabeth Springer, and Tom Barbour.



The group received from Jay Swope - chair of Cathedral Ridge board - the information that they requested, and have now reviewed the following from Jay:

1. list of Cathedral Ridge board members
2. 5 year plan & financials
3. the report from the consultant regarding a path sustainability for Cathedral Ridge
4. master plan for facilities/campus
5. capital campaign status (including new plan for cabins at Cathedral Ridge)

Additionally, the group reviewed the "Agreement to Restructure Relationship, Including Cancellation of Debt, Termination of Loan Agreement and Conveyance and Leaseback of Property" (dated August 31, 2013). The *ad hoc* group requested from Richard (and Audrey) the Lease Agreement between the Cathedral and Cathedral Ridge (also dated August 31, 2013), and the *ad hoc* group now has this lease to review. The group will take a break for the holidays and then meet again in February.

Information

DO and Treasurer's Reports (Audrey Chapman/Tom Barbour)

Audrey provided an overview of the financials for the Cathedral. She said that expenses and revenue were tracking well against the budget. Tom Barbour appreciated the work done to provide more simplified format for the financial documents and welcomed any additional questions.

Major Projects (Richard Lawson)

Richard said that a bid for the work necessary on the garths has been received. Steve is still working to get the appropriate permits from the city to start work. Richard said that it will likely take 7 weeks to complete work on the garths and an additional 5 weeks to do remediation necessary downstairs. The work could start in January but would need to be completed before Holy Week and the consecration of Bishop-elect Kym Lucas.

Dean's Report (Richard Lawson)

Richard provided the Vestry with information on how some retired clergy members will be assisting with services at Saint John's. Al Halverstadt (retired rector of Saint Barnabas) will assist with Communion on some Sundays. Sarah Berlin will occasionally help with early morning services. George Berlin assists with Wednesday services.

Other Clergy Reports (Broderick Greer/Katie Pearson)

Broderick said that the monthly 20s and 30s brunches and Mile High Theology podcasts were going very well with 20-30 individuals attending events. He was very pleased with the individuals who have been guests on Mile High Theology. Katie appreciated Broderick's efforts on the podcasts. Broderick said that the Director of Music search was going well. Zoom



interviews with the remaining candidates will begin soon. Broderick said that a lector and acolyte training will be held next week. He was very excited about all the events in the upcoming church season.

Katie provided an overview of several events at Saint John's including:

- Sorge interment
- Fisher interment
- Carpenter interment
- Murane funeral and internment
- Smedley funeral and interment
- Bartick interment
- Funeral for a stillborn baby
- A wedding
- 3 baptisms

Katie is organizing a Christmas card signing event on Thursday, November 29th from 2pm – 6pm. Cards will go to volunteers and individuals who cannot attend services. Katie also said that a special service of healing and wholeness will be held in Saint Martin's Chapel on December 12th. She said that these types of services are sometimes referred to as a Blue Christmas Service. She said that Father Oja is recovering well and that Richard has been assisting at the Sudanese services. Katie shared several events that the youth group is working on including a lock-in, Advent prep, and a ski trip.

Senior Warden's Report (Tom Keyse)

Tom Keyse did not have any additional information to share.

Junior Warden's Report (Amy Davis)

Amy gave an update on the Grants Committee. She was very pleased with this year's committee and potential grantees. She also appreciated the continued discussions with FIA around the proposal discussed earlier in the meeting.

Nominating Committee Update (Leo Carosella)

Leo said that the nominaitons for the new Vestry class were going well. Information about those on the slate will be going out to the parish soon.

Consent Agenda

- Approval of Minutes from October 22, 2018 Vestry Meeting
- Approval of Minutes from November 8, 2018 Executive Committee Meeting

The consent agenda was approved.

Check Out



Leigh invited Vestry members to the evening prayer service held before Vestry meetings. She also appreciated the work of the Finance Committee, Tom Barbour, and Audrey on all things related to the budget. Audrey said that the Events Committee was working on Christmas decorations for Dagwell Hall. Kathleen said that the men's group was very well attended and appreciated that the group has been created for those interested. Tom Keyse appreciated that the Vestry can have difficult conversations in a respectful way and thanked everyone for their service.

Katie provided the closing prayer.

Adjourn: 8:35pm