

Vestry Meeting Minutes

October 22, 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

Guests: David Ball

Call to Order: 6:02pm

Richard provided the opening prayer. Vestry members shared their impressions and experiences of the recent Colorado bishop search walkabouts across the state.

Summary of action taken:

- Approved general recommendation regarding use of unrestricted earnings from COEF funds.
- Approved minutes from September 24, 2018 Vestry Meeting.

Stewardship Update (David Ball)

David Ball provided the Vestry with an update on the current stewardship campaign. David said that the Stewardship Committee spent a great deal of time reflecting on the lessons learned from last year's campaign. This year, the committee met early and often throughout the year to plan and find efficiencies to the process, including changes to fundraising software (Realm). He said that use of new software would provide more accessibility and functionality for parishioners including an updated directory for pictures and enhanced communications options for parishioners.

David said that the kickoff to this year's campaign ("Pic and Pledge") was well attended and was delivered at a reduced cost compared to last year. Additionally, David said that the public phase of the campaign would last four weeks (instead of eight weeks for last year's campaign). Richard said that the campaign would end sometime in the new year so that additional gifts in early 2019 can be included in the annual budget.

David said that last year's campaign raised almost \$1.2 million. The committee has set a goal to raise approximately 5 percent more compared to last year's total. David asked for support from the Vestry and flexibility as the committee implements several changes. He said that he and Cathedral staff are available to assist anyone with questions or problems. After David's presentation, Vestry members signed up for shifts to make calls to parishioners who pledged last year but not this year. Calls to those individuals will likely start in mid-November.

David gave special thanks to Audrey for all her help and support in the development of the campaign. Richard also gave thanks to Audrey for the work she did in cleaning-up contact lists for parishioners and to David for all his work on the stewardship campaigns.

Action Items

General recommendation regarding use of unrestricted earnings from COEF funds (Tom Barbour/Audrey Chapman)

Tom Barbour explained unrestricted earnings that were identified from the Colorado Episcopal Foundation (COEF). Tom and Audrey have been working with the auditors to ensure that accrued gains from those funds could be used for this year's budget.

Don asked if the Vestry would take this action annually for the earnings on the accounts. Audrey and Tom said that this action would catch-up the Cathedral for four years of unrealized gains. Don believes that policies may need to be revised around these types of actions and more work should be done to investigate the possibility of liquidating certain restricted funds. Don also asked that additional options around closing budget shortfalls be presented to the Vestry when approving the next year's budget. Tom Keyse said that the Finance Committee would provide some additional recommendations around potential policy changes. Tom Keyse asked for a motion to approve the general recommendation regarding use of unrestricted earnings from COEF funds. Leigh made the motion. Leo seconded the motion. The motion passed.

Discussion

Grants Committee Request (Richard Lawson)

Richard provided an overview of a proposal to allocate a percentage of the annual budget to groups outside of the Cathedral. He said that this proposal would bring the Grants Committee and Faith In Action (FIA) closer together in their work with outside organizations. He said the Grants Committee, FIA, the Finance Committee, and the Vestry would be involved in the amount of an allocation. Amy said that the Grants Committee looks forward to working more with all the stakeholders in this process. Richard and Tom Keyse said that more information would be provided to the Vestry as the plans become more developed.

RFI/Kimberly/Wartburg Update (Richard Lawson/Tom Keyse/Tom Barbour)

Tom Barbour explained the work done by various individuals to allow six-month leases for units at the Kimberly. He hoped that this would generate revenue for the Cathedral while plans for the property are still being considered. A property management company would manage the leases at the Kimberly. Don recommended that some money be put aside to plan for possible repairs needed on units at the Kimberly during the leases. Elizabeth said that renting the units would allow for added revenue and additional time to decide on the future of the Kimberly property.

Tom Barbour said that Diane Barrett recommended a property appraisal for the Kimberley from a professional commercial real estate appraiser. The appraiser provided a great deal of information to the Finance Committee around various options for the property and the impact those options would have on the property's value. He said that the Finance Committee would receive additional information and supporting data around the appraiser's analyses. Don asked what communications have taken place with the groups who responded to the RFI on the Kimberly property. Tom Keyse and Richard said that Diane Barrett handled the communications with those groups. The groups were willing to allow added time for the Cathedral to plan on future uses for the property.

Tom Keyse noted that arrangements between Saint John's and Wartburg College were ending soon and he asked Richard to relay the Vestry's thanks to Wartburg College for several years of building good relationships with each other.

Cathedral Ridge Request (Richard Lawson/Tom Keyse)

Richard said that he recently met with Tom Keyse and Amy around how to respond to the Cathedral Ridge capital campaign request. Richard convened a group of six Cathedral parishioners with varying opinions on the future of Cathedral Ridge to inform the Cathedral's response. The group has asked Jay Swope and Chuck Thompson to provide more information on the project including Cathedral Ridge's board membership, five-year plan, financials, master plan, capital campaign plan, and possible zoning restrictions, and the report from the Cathedral Ridge consultant. Kathleen said that she has noticed potential problems with the trees around Cathedral Ridge and asked that the tree health be investigated.

Information

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

Tom Barbour gave an overview of the Cathedral's financials including updates to the anticipated 2018 budget deficit. The approved deficit for 2018 was \$175,000. The actual deficit, based on Audrey's projections, should be between \$75,000 and \$100,000. The Vestry discussed various ways to close that gap before the end of the fiscal year.

Major Projects (Richard Lawson)

Richard said that remediation work continues to go well on the garths. A general contractor has been identified and Richard hoped that work could begin before Thanksgiving. Audrey said that money is available through a specific fund intended for the garths. She will work with the necessary individuals to ensure those funds are used for the project.

Dean's Report (Richard Lawson)

Richard said that a thermostat was installed in the back half of the Nave and the front half of the Nave. He said that having the thermostats would help immensely with heating needs in the Cathedral. Richard also said that planning for the diocesan convention continued to go well. He expressed his thanks to Katie and the Share the Care Committee for their help in referring individuals in need to available resources in the community.

Other Clergy Reports (Katie Pearson/Broderick Greer)

Katie gave an overview of various groups that had met recently at the Cathedral including the Stargazers group for widows. She said over 25 women attend their first meeting. She also shared information on recent funerals, civil marriages, and weddings at the Cathedral. Katie shared that she will be participating in the diocesan Commission on Ministry.

Tom Keyse asked if some of the service time changes have impacted Godly Play and youth group attendance. Katie said that the numbers aren't too different compared to last year. Elizabeth said middle school attendance seemed higher. Don noticed that some kids in SOWhAT were coming in late since the service time change. Richard said that dean's forum attendance seemed down compared to last year and the clergy would continue to monitor the change. Amy asked if more outreach to the public could be done to increase attendance. Jennifer said that a community breakfast would be held on November 11th and asked that Vestry members volunteer to be table hosts.

Broderick provided an update on the music director search. The committee received 81 applications from highly qualified candidates. The committee would work through those applications and ask additional questions to approximately 20 advancing candidates prior to selecting a smaller group for video interviews. Broderick said that 20s and 30s ministry was going well and events such as brunches and podcasts were well attended. Broderick said that a requiem mass will be held on November 2nd at 7:30pm to celebrate those who have passed away over the course of the last year. Bonnie Spencer will be holding a forum on grief before the service. He also said Sarah Berlin will be preaching during the Thanksgiving services at the Cathedral.

Senior Warden's Report (Tom Keyse)

Tom said Evelyn Hornaday (former canon at the Cathedral during our recent dean search process and current Interim Dean at Grace and Holy Trinity Cathedral in Kansas City, MO) reached out to him for information about our search process that she could share with Grace and Holy Trinity to assist with its dean search process. He conveyed Evelyn's greetings to the vestry and said he provided her with the requested information.

Junior Warden's Report (Amy Davis)

Amy said that the Personnel Committee would not be meeting next week. She said that art show went very well and hoped a diocesan art show could be held. Amy said that she received very good feedback on the new hearing loop installed in the Cathedral. Amy also said that Elizabeth and others built a ramp at the Network Coffeehouse as part of Love Denver Day and gave thanks for all their work.

Nominating Committee Update (Leo Carosella)

Leo said that nominations are open for next year's Vestry class. Four open spots will be available for next year's Vestry election. Self-nominations are allowed. Leigh asked that more outreach be made for nominees from the 20s and 30s group and the Wilderness.

Consent Agenda

- Approval of Minutes from September 24, 2018 Vestry Meeting

The consent agenda was approved.

Check Out

Leo said that he was thankful that Richard was starting up a men's group at the Cathedral. Individuals interested in being part of that group should reach out to Richard for more information. Kathleen mentioned the possibility of having additional Thanksgiving food after the Thanksgiving service and would explore the idea.

Broderick provided the closing prayer.

Adjourn: 8:25pm