



Vestry Meeting Minutes

September 24, 2018

Held at Saint John's Cathedral

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

Absent: David Barr, Neil Burris, Bryant Harris, Elizabeth Springer

Guests: Shirley Traettino (Assistant Treasurer)

Call to Order: 6:02pm

Richard provided the opening prayer. Vestry members shared various events in their lives over the past few weeks.

Summary of action taken:

- Approved a motion to allow the units at the Kimberly to be rented for 6 months and to enable a management company to work with current and future residents to administer the rentals.
- Approved a motion to decline an offer from Wartburg College to donate furniture in the Kimberly apartment units to the Cathedral.
- Approved minutes from August 20, 2018 Vestry Meeting
- Approved minutes from September 13, 2018 Executive Committee Meeting

Action Items

Kimberly Rentals

Tom Keyse asked that the item be moved until after discussion on the item.

Discussion

Draft 5-year Budget Plan (Richard Lawson/Audrey Chapman/Tom Barbour)

Tom Keyse said that he and Richard, Audrey, and Tom Barbour have been working on 5 year projections for budgeting, expenses, and pledges. Richard went over some of the draft projections and the various line items in the draft budget. He said that many of the projections were conservative and would help give guidance around expenses and revenue in future years.

He said that the proposed projections included a budget for Faith In Action (FIA). He also said that work was being done to align the work and priorities of the Grants Committee and FIA to better serve the community outside the Cathedral. Richard outlined uses of Friends of Music funds and potential fundraising around music projects. Richard also outlined the potential inclusion of cost of living increases for Cathedral staff every other year.



Leo asked if the compensation for Cathedral staff was competitive. Richard said that he felt salaries were well aligned to the non-profit market in Denver. Leigh said that more frequent cost of living adjustments for Cathedral staff may be needed because of the high cost of living in Denver. Don said that more capital funds may be needed for projects by 2021 and felt those needs should be taken into account in projections.

Tom Keyse said that projections were also included in the Path to Financial Stability published in 2016 and the new projections closely resembled the previous projections. Kathleen said that adequate compensation and self-care for clergy members is necessary to avoid burnout. Tom said that the results of the Mutual Ministry Review (shared during the previous Vestry meeting) echoed those sentiments. Don said that eliminating programs may be necessary to decrease workload on clergy and staff. Richard said that enhanced planning around events has helped immensely to alleviate workload.

Request for Information/Kimberly/Wartburg Update (Richard Lawson/Tom Keyse)

Richard provided an update on the Request for Information (RFI) process for Cathedral Square North. On behalf of the treasurer and Finance Committee, Richard outlined some basic terms of these proposals.

Richard said that Diane Barrett will assist in setting up an appraisal for the property which will inform future actions. Don asked if an opportunity would be provided to the Vestry to ask for more details on the proposals. Richard said that conversations could continue after the appraisal of the property. Leigh asked if more funds would have to be used to repair/upgrade the Kimberly to rent the units. Don said that the Kimberly was in better shape than initially thought and probably would not require substantial repairs for a lease to take place. Various Vestry members expressed a desire for more details on the proposals. Tom said that Vestry members could reach out to Audrey for more details.

Tom asked for a motion to allow the units at the Kimberly to be rented for 6 months and to enable a management company to work with current and future residents to administer the rentals. He also asked that a proposal from Wartburg College to donate the furniture currently in the Kimberly apartment units be declined. Leigh made the motion. Don seconded the motion. The motion passed. Richard said he would touch base with the management company and the Wartburg College contacts.

Cathedral Ridge Request (Richard Lawson/Tom Keyse)

Tom recapped the presentation by Jay Swope and Chuck Thompson from the August 2018 Vestry meeting regarding Cathedral Ridge, its fundraising efforts, some history around the project, new developments and a revised request for a capital campaign contribution from the Cathedral. Tom then discussed possible responses to the revised request. Richard also



provided context around contributions the Cathedral could make toward Cathedral Ridge development, including options contingent on compliance with Cathedral Ridge's future budgetary goals. Vestry members shared their views of Cathedral Ridge and the use of the property in the future. Many commented that a plan that would provide more rooms at Cathedral Ridge would be very attractive. Tom said that conversations around potential gifts would continue at future Vestry meetings.

Information

Director of Operations and Treasurer's Reports (Audrey Chapman/Tom Barbour)

Tom Barbour thanked Tom Keyse for chairing the Finance Committee in his absence and also thanked Audrey and Shirley for their help. Tom Barbour provided an overview of the financials from the previous month. Tom said that the Cathedral had higher income than planned but also had higher expenditures. Pledge income dipped in August but non-pledged income ran higher than expected. Tom encouraged the Vestry to continue to watch pledged income over the next several months. Tom also said that working capital available to the Cathedral was tracking well.

Major Projects/Abatement Update (Audrey Chapman)

Audrey said that bids for the abatement in the garths will be available soon. She also said that the repaving of the Welcome Center parking lot was going well. Richard said that 7 new spots will be added to that lot with the new parking spot lines.

Tom Barbour said that the Finance Committee will have conversations around using restricted funds for the repairs needed in the garths. He may bring more information on this idea to the Vestry next month. Audrey and Don said that work needed to be done to identify restricted funds that could become unrestricted. Tom Keyse said input from the Investment Committee would be valuable to that effort.

Dean's Report (Richard Lawson)

Richard provided Vestry members with materials used by Tina to promote adult, youth and children's formation. He encouraged the Vestry members to promote the events such as the Dean's Forums and other formation opportunities. He also provided a brief update on plans for the Diocesan Convention and Bishop election to be hosted by the Cathedral in October.

Other Clergy Reports (Broderick Greer/Katie Pearson)

Katie provided an update on many pastoral care activities going on at the Cathedral, including many funerals and weddings. She noted that hundreds of formation flyers (like those Richard provided to Vestry members) had been printed for Saint John's Day and nearly all of them already had been picked up. She also shared that Michelle will be assisting Seth in organizing and administering various needs for communications.



Broderick shared some insights from a forum he participated in at Trinity United Methodist Church. He provided an update on the Director of Music search. He said that 41 applicants had already applied. The application window closes on October 15th. He said that programming for 20s and 30s was starting back up with new Mile High Theology events. He also shared that higher attendance was seen at Wilderness in recent weeks.

Senior Warden's Report (Tom Keyse)

Tom echoed the update on the Director of Music search committee and provided the Vestry with some additional logistics on how the committee was functioning. He said the committee would attempt to emulate the structure of the dean search committee.

Junior Warden's Report (Amy Davis)

Amy said that the deadline for applications to the Grants Committee for the new cycle of grants has been extended deadline until October 15th. More information is available online and she encouraged everyone to spread the word on the opportunity. She also said that a recent FIA retreat went well and provided good team building opportunities for the group.

Nominating Committee Update (Leo Carosella)

Leo said that the Nominating Committee will be meeting in the next few weeks to plan for next Vestry class election.

Consent Agenda

- Approval of minutes from August 20, 2018 Vestry Meeting
- Approval of minutes from September 13, 2018 Executive Committee Meeting

The consent agenda was approved.

Katie provided the closing prayer.

Adjourn: 8:59pm