



SAINT JOHN'S CATHEDRAL

28 January 2020

Vestry Minutes

August 8, 2016

Attendees: David Abbott, David Barr, Andrew Britton, Neil Burris, Amy Davis, Jack Denman, Suni Devitt, Leigh Grinstead, Mary Frances Kelley, Tom Keyse, Ned Rule, Jane Schumaker, Elizabeth Springer, Ron Pogue, Charles LaFond, David Fellows, Stephen Tappe

Absent: Tamra d'Estrée, Mike McCall, Kim McPherson, Seth Reese

Call to Order: 6:01 PM Ron Pogue who shared a reflection on his recent work to recruit, equip, and empower the Cathedral staff to act as team. Most importantly, the staff was informed that there would be no more farewells.

Summary of Actions Taken and Consent Agenda Items:

- Approved the sale of the Dahlia street house and that the net proceeds of the sale will be deposited in the endowment fund.
- Approved the delegates and alternates for the Diocesan Convention in October.
- Approved the revised ground lease with the Saint Francis Center providing for a completion guarantee from the Saint Francis Center to provide for the benefit of the Cathedral via the Clarkson Corporation and re-authorized the Executive Committee to approve any additional minor changes to the revised ground lease without further Vestry action.
- Approved the minutes of the June 13, 2016 Vestry meeting as amended.

Clarkson Corporation Action Items:

- Approved the joint resolution with the Vestry on the revised ground lease with the Saint Francis Center described above and ratified actions taken by the Vestry and its Executive Committee on and after December 14, 2015 with respect to the ground lease and delegated authority to a committee consisting of the same persons who constitute the Executive Committee of the Vestry to approve any additional minor changes to the revised ground lease without further Board action.

Action Items from the Executive Session:

- Approved the minutes of the Vestry's Executive Committee's meeting on June 13, 2016 as amended.
- Approved the Letter of Agreement with Evelyn Hornaday to serve as Interim Canon for Cathedral Life.

Update on the Dean Search: Tom Keyse reported that applications are coming in and the Diocese, as required, is doing a preliminary red-flag search on the applicants. The Interview Committee decided to extend the application deadline to the end of August. Initial interviews will be set up beginning in September and conducted via Skype. Diane Barrett has a large room that is set for this. The current expectation is that the Search Committee will provide the Vestry with the finalists' names by the December Vestry meeting and that the finalists will be invited to visit the Cathedral in January.

Update on the Saint Francis Center Apartments Ground Lease: Tom Keyse reviewed the history of the negotiations for the ground lease for the Saint Francis Apartments at Cathedral Square. The



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latest issue has been obtaining a completion guarantee that will provide the Cathedral with liquidated damages should the project falter between the beginning of construction and the building's completion. The ground lease also involves the Clarkson Corporation, which is the legal landowner of Cathedral Square. On August 5th, the Saint Francis Center's governing board approved a form of completion guarantee from the Saint Francis Center to provide for the benefit of the Cathedral via the Clarkson Corporation. Copies of the revised ground lease with marked changes were provided to the Vestry for their examination during the meeting. Approval of the revised ground lease will be sought during the joint meeting of the Vestry and the Clarkson Corporation's Board described below.

Sale of Cathedral-owned Housing: Tom Keyse and Suni Devitt reported that application was made for Consent to Alienate Church Property to the Diocese's Standing Committee for the sale of the homes on the 600 block of Madison Street and the 700 block of Dahlia. This application is pending. The Dahlia street home will be prepared for sale after Mother Elizabeth Marie moves out August 18th by repairing the hail damage to the roof (largely covered by insurance) and repainting the interior. Furniture staging was important in the sale of the deanery and will be used for this house. The expenses incurred for the repair and preparation of the house and other sales expenses will be recouped out of the sale price. Andrew Britton pointed out that there may be need for a resolution to expend funds to cover expenses billed prior to the sale of the property.

A motion was made, seconded, and unanimously approved to sell the Dahlia street house and that the net proceeds of the sale will be deposited in the endowment fund.

Diocesan Convention Delegates: Amy Davis reported that a nominating committee had selected the following delegates and alternates for the Diocesan Convention in October: Tom Keyse, Kathleen DeMars, Sally Ann Ofner, Leo Carosella, Jennifer Allen, Rae Frederick, Don Wood, Tyler Mahan with Susan Chenier and Pam Kniss as alternates. Each has agreed to serve. A motion was made, seconded, and passed unanimously to accept these delegates and alternates.

Renaming the Kimberly Apartment Building: Apartment buildings have names including the Kimberly Apartments at 14th and Clarkson. Wartburg College has leased this building from the Cathedral (the Cathedral rents one apartment from Wartburg). The lease expires April 2018 and Wartburg has asked if the name of the building can be changed; "Wartburg College at Cathedral Square" was the proposed name. Action on this request was deferred to further examine that the proposed naming sign conforms to the Cathedral standard for outdoor signage and that the fact that the new name clearly indicates that the Cathedral owns the building.

Cathedral Staff Realignment and Organization: Ron Pogue reported on the realignment of staff responsibilities and the revised staff organization chart. At the staff retreat on August 3rd and 4th, Pogue announced that staff farewells have come to an end. This announcement resulted in dramatic increase in the staff's level of morale. Pogue and the staff have been working diligently to realign the staff in ways that are intended to provide the support that is needed within the current budget constraints. The staff retreat made great strides towards providing mutual understanding and support and the ability to work together as a team. Pogue will be posting summaries of the staff realignment on the website along with the titles and summary job descriptions of the key staff members. Rebecca Beall-Moore has been hired as the Cathedral Administrator to oversee facilities, finance, and personnel. She will begin on August 22nd. Father Ron reported that he has commenced connecting with the ecumenical community in Denver.



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Father Charles is currently doing most of the pastoral care and reported on recent activity. Pastoral care was one of the reasons he became a priest.

Name Tags and Directory: Ron Pogue noted that many churches have name tags for parishioners and that while Saint John's parishioners recognize each other by face, we have problems coming up with names. Name tags and markers will be made available before Sunday services. Ideas for permanent name tags will be welcomed. Pogue also noted that the Cathedral's software allows parishioners to post contact information and photos in a manner that requires security access. Volunteers are needed to take pictures of parishioners following services for this directory. Details are forth coming.

Stewardship: Charles LaFond described the plans for this year's pledge campaign. He handed out directions for the advance campaign and asked Vestry members to pick 10 names from the advance campaign prospect list and to conduct face-to-face meetings with the people/families assigned by mid-September. These parishioners will be asked to increase their pledge by 1% of their family's income. Other aspects of the campaign are described in the Stewardship report in the August Vestry Packet. Mike McCall resigned as Stewardship Chairman and David Ball has volunteered to take his place.

Buildings and Grounds: Suni Devitt reported that Ruben Vasquez, the building's engineer, and Judy Allison are pretty well getting things together for a variety of needed repair work and identifying those projects that can be performed without using third-party vendors. Judy Allison has been named Director of Facilities as an unpaid member of the Cathedral's staff.

Cathedral roof: The Cathedral has received a check from the insurance company for a large portion of the claim proceeds, but the amount is expected to increase before the claim as the claim is finalized. B&G is working with A&A to come up with an acceptable roofing materials for the various complex roofs that are durable and have long warranties. The Cathedral is subject to Landmark Preservation authority to approve the roofing materials. Suni Devitt has had initial discussions with Landmark regarding the approval of the roofing materials that have been approved by A&A. To this point, Landmark has not approved the use of alternative materials on the Roberts Building and Parish Hall. During the process of researching alternative roofing materials, it was discovered that the State Historic Fund covenant at the Cathedral has expired. Staff at the State Historic Fund indicated that they would strongly object to the use of alternative roofing materials if they had authority. Further, staff indicated that, if the Cathedral was awarded funds under the current grant application, the Cathedral would be subject to a perpetual easement. In discussions with Ron Pogue and Tom Keyse, it was decided to withdraw the grant application in order not to obligate the Cathedral to an additional preservation authority in perpetuity. There was urgency to withdraw the application since awards were being made at the beginning of August 2016.

Faith in Action—Learning Garden: Elizabeth Springer reported on the progress of the learning garden including the status of a grant from the city. She hopes ground can be broken on construction in September. She has issued an RFP for the construction of the garden. While she has firm construction cost numbers for the project, she does not have firm numbers for the on-going maintenance costs. A grant for \$36,000 has been awarded and \$45,000 in in-kind contribution commitments have been made including labor to manage the project, site preparation, and on-going training and support for use of the garden. It was noted that the Vestry has never formally authorized any spending for the Learning Garden nor has it been presented with final plans and



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cost estimates including both dollar costs and in-kind contributions. Springer will gather this information immediately to share with the Vestry and/or Executive Committee.

Project Requests, Screening, and Authorization: The Vestry needs to develop and impose procedures for screening requests for Cathedral-sponsored projects. This is needed to ensure that projects are consistent with the Cathedral's specific missions—the specific missions need enumeration because we can't do everything—and that the project's costs are appropriately budgeted for. Such procedures have been lacking in the past and have led to a variety of problems. Andrew Britton volunteered to be part of a committee to develop a policy on the process of approving new ideas/ministries/projects.

Music Program: Stephen Tappe reported that a full concert program has been planned through next May and that this program is within his authorized budget.

8:28 PM Opening of the joint Vestry and Clarkson Corporation Board meeting

- The Clarkson Corporation's Board of Trustees consists of the members of the Saint John's Vestry.
- A motion to approve the revised ground lease with the Saint Francis Center providing for a completion guarantee for the Saint Francis Center to provide for the benefit of the Cathedral via the Clarkson Corporation and re-authorized the Executive Committee to approve any additional minor changes to the revised ground lease without further Vestry action was made, seconded, and unanimously approved.

8:29 PM Closing of the joint Vestry and Clarkson Corporation meeting and resumption of the Vestry meeting

Treasurer's Report: Mary Frances Kelley reported that through mid-June, total revenue was down compared to the budget and that expenses are also less than budgeted. The sale of the Madison Street and Dahlia Street homes have been approved by the Diocese. A question was asked about the summary colors in the financial dashboard presentations suggesting that they reflect YTD results rather than being compared to the annual budget.

Gift acceptance policy: Andrew Britton, Neil Burris, Amy Davis, and Elizabeth Springer agreed to serve on a committee to develop this policy.

Personnel Committee: Jane Schumaker reported that the health benefits plan impacts are being reviewed with employees although the 2017 figures aren't fully known yet. The employee handbook is being reviewed with the staff prior to finalization. Vacation time was set at 4 weeks for all clergy in line with the Diocesan standard.

Consent Agenda:

Approved the minutes of the June 13, 2016 Vestry meeting as amended.

Closing Prayer: Charles LaFond

Adjourn: 8:38 PM for a short break and to go into Executive Session