



Vestry Meeting Minutes

August 19, 2019

Held at Saint John's Cathedral

Attendees: Tom Keyse, Amy Davis, Tom Barbour, Jennifer Allen, Kathleen De Mars, Jack Denman, Bill Finch, Leigh Grinstead, Bryant Harris, Meg Parish, David Rote, Mark Wherry, Richard Lawson, Katie Pearson, Audrey Chapman, Michael Vente

Absent: Leo Carosella, Elizabeth Drummond, Don Wood, Broderick Greer

Call to Order: 6:01pm

Richard opened the meeting with prayer.

Summary of actions taken:

- Approved Finance Committee Recommendation regarding Quarterly Review of Financial Statements
- Approved minutes from the June 24, 2019 Vestry meeting and June 24, 2019 Executive Session meeting

Discussion

Continuing the Demographics Conversation (Linda Hargrave, Cathedral Archivist)

Richard introduced Linda and explained her role as Cathedral Archivist. They shared items from the Cathedral's archives including information about the Japanese American community and Native American community at Saint John's over the years. Richard noted that Father Nakata conducted services in both English and Japanese. Richard also noted the ways that the Native American community was featured in the Open Door from 1993.

Linda shared some of the things she learned while searching for information on Japanese American and Native American outreach at the Cathedral. She noted the forced relocation of Native American from tribal lands to the city in the 1950s and the ways that parishioners from Saint John's helped support these groups in the city and on reservations. However, she could not find what happened to the ministry. She and Tom Keyse believed that staff transitions at the Cathedral contributed to the cessation of that outreach. Richard noted how a pow wow was hosted at the Cathedral in the past with Native American music featured during services. Several other Vestry members shared their memories of the ministries that the Cathedral had over the years.

Richard also noted that the Cathedral held a service in 1993 in remembrance of Mankato, Sand Creek, and Wounded Knee. Several Vestry members expressed their support for a similar service that could be held today. Linda noted that while parishioners have done extensive community outreach, however she said that those outreach efforts did not lead to increased diversity among the congregation. Tom Keyse said that these special events and intentional



engagement lacked inclusion in the wider life and body of the Cathedral. Linda said that several of the individuals who were served by these ministries passed away and the ministries were not continued with the next generation. Linda said that the Cathedral and the diocese had a more robust social services infrastructure for individuals, which also contributed to reaching those in need throughout the city.

Linda said an open house will be held for the archives on Sunday, September 29th. She hoped that this opportunity would open the vast amount of information housed by the archives to the wider community. Linda also shared several pictures showing the Cathedral's history.

Kimberly Update (Tom Keyse/Tom Barbour)

Tom Barbour provided an update on the conversations with the potential developer of the Kimberly property. He noted that the Cathedral had several options available to it, including a possible additional developer if exclusive negotiations with the current potential developer do not result in a contract. Tom said the Finance Committee has been able to provide feedback and articulate the Cathedral's needs, which was forwarded to the potential developer.

Tom Keyse said that the current potential developer would not be pursuing grant funding, which allows for more flexible timelines. He said the developer is working with the Cathedral's representatives to identify alternative methods to fund the project, and that work would likely not start until 2021. Tom said that the Cathedral would explore ways to continue the current rental structure at the Kimberly property and ways to maintain/improve the building's units in the interim. Various scenarios continue to develop to provide the Cathedral with more information on this important project for the Cathedral's future.

Jennifer asked if the Vestry would receive information on all various scenarios before deciding on the development of the Kimberly property. Tom Keyse said that those data and information would be provided to the Vestry prior to making decisions on any redevelopment.

Arts & Architecture, Landscaping Master Plan (David Rote)

Richard said that the Cathedral has needed a landscape architect to deal with several topics regarding the Cathedral's grounds. But a landscape architect needed to work closely with a group at the Cathedral to guide the work. He thanked the Arts & Architecture Committee for taking the lead on these efforts. David provided a history of several projects at the Cathedral and said that the committee explored various landscape architect options in the city. Three firms are in discussions with the committee. He provided a summary of the firms and some pros and cons of each option along with some pricing. Arts & Architecture has met with each firm and provided their feedback. He hoped that a recommendation from the committee to the Vestry could be available by September or October.

Meg thanked David for his work and hoped that a stakeholder process could be held to provide forums to allow for feedback from the congregation. Richard said that a landscape architect



who can take and execute on that feedback would be vital. He also said a leader who will shepherd this work from the Arts & Architecture Committee will need to be identified. David said he welcomed input but cautioned that not all ideas would be able to be incorporated in the final vision. Jack said that the Art of Hosting process would be very helpful to facilitate that feedback process.

5 Year Plan Update & Discussion (Audrey Chapman/Richard Lawson)

Richard said that the Finance Committee will see the new 5 year plan in September which will provide the foundation for the next year's budget. He provided some ideas and needs for the Cathedral that will be incorporated into the budget plans.

Nominating Committee Update (Leigh Grinstead)

Leigh provided an update on the work of the Nominating Committee. She said that many candidates have been identified for the new Vestry class. Leigh has been working with Sarah to determine that all candidates are in good standing with the Cathedral. More nominations will be solicited from the congregation to identify more candidates. Nominations will be open until October 24th. Leo Carosella will be moving to Saint Louis which opens an additional Vestry seat for election.

Additionally, Leigh will work to identify new meeting times for future Vestry meetings. Richard said the Nominating Committee will handle to conversations around potential meeting date changes. Leigh also said that delegates for convention have been identified. Richard asked if any Vestry members could serve as alternate delegates for convention. If anyone is interested, Richard asked they let Leigh know.

Action

Finance Committee Recommendation Re: Quarterly Review of Financial Statements (Tom Keyse)

Tom Keyse shared information on the Finance Committee's recommendation to move financial statements to quarterly statements instead of monthly. The move would save time and effort for staff and match the statement structure of the Investment Committee. Even with the change, the Vestry and Finance Committee would still be able to request financial information from staff at any time.

Leigh made a motion to accept the recommendation from the Finance Committee. Bryant seconded the motion. Meg asked why monthly statements were being prepared instead of quarterly statements. Leigh and Audrey said that many non-profits prepare statements monthly and could have been a byproduct of increased financial focus by the Vestry in past years. Audrey said that she and Kris will continue to monitor all spending very closely. David said that while some non-profits do monthly financial statements, more time can be spent on visioning and the future of the Cathedral by focusing on financials on a quarterly basis. The motion was passed.



Information

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

Audrey gave an updated on several project that have been worked on over the summer. She worked with an external firm to clean-up several elements of the giving database after the migration to the new database system. Once all edits to the data have been made, Cathedral staff will doublecheck the edits to some data fields and receiving training on utilizing the new tools. She also said new HR software would be fully deployed soon.

Tom Barbour provided an overview of the July financials. Overall revenue was tracking well however non-pledged giving was down. He believed that the non-pledged giving would pick-up towards the end of the year. Revenue from weddings and funeral was significantly up due to more regular billing for those events. Total expenses were down year to date however the campus improvement fund was exhausted due to all the work on the garths.

Dean's Report (Richard Lawson)

Richard provided an update on some worker's compensation cases going on at the Cathedral. The worker's compensation firm will work settle active cases involving the Cathedral. The worker's compensation firm will provide a release of liability to all parties involved. Richard said that the Dean's forum and formation will kick-off on Sunday, September 15th. He said that he and Katie will lead the Catechumenate this year. More advertising has been done this year than in past years.

Jack said that exterior work has been completed on the garths. Some final projects around the garth area still needed to be completed. Final touches in the basement are sill needed but final cleaning should be done next week. The music department will move back into the basement during the week of September 3rd. Richard will continue to work with the Cathedral staff on a Vestry/staff retreat. Richard also said the new stewardship campaign will launch on October 6th.

Other Clergy Reports (Broderick Greer/Katie Pearson)

Katie provided this year's formation booklet. She said that the planning for this year's formation program was ahead of schedule. Katie thanked Jennifer for all her work in past years to allow for a more streamlined process. Ten funerals were held over the past two months. At least ten baptisms and wedding have been held over the past two months.

Katie asked for feedback on the Community Without The Commute gathering. David said about 15 individuals attended at the event at his home. He said the event was very well received. Leigh said about 15 people attended the gathering she attended and noted that the mix of attendees spanned multiple generations. Amy said that 22 individuals attended the gathering at her home and was very pleased with the event. Katie said that she hoped these events



would spur more (and potentially smaller) gatherings among the attendees. She thanked all those who helped organize these events to build community outside of the Cathedral grounds.

Richard provided an update from Broderick. Various events have been planned for fall and spring. He noted that both Sunday services have had very good attendance this summer. Evening prayer will be relaunched on Monday, September 16th. Richard shared that insurance will provide funding for new lighting in Saint Martin's chapel. Richard said that a former parishioner's estate provided funding to replace the chapel organ with input from Michael Boney and the Arts & Architecture Committee.

Senior Warden's Report (Tom Keyse)

Tom Keyse shared the Leo Carosella would be stepping off the Vestry and moving back to Saint Louis. A replacement Vestry member for Leo's seat would likely come from the upcoming Vestry election in the beginning on 2020. Tom and Michael said that all Vestry members needed to complete the diocese's Safeguarding God's Children, Safeguarding God's People, and other trainings via online modules. Michael would send out a like to all Vestry members so that they can complete the necessary trainings online.

Junior Warden's Report (Amy Davis)

Amy said the Personnel Committee will be meeting in September and will go over the revised employee handbook. The Grants Committee is accepting applications for funding through October 1st. The committee will focus on funding projects that cover several topics, including hunger, housing and homelessness, refugees and Immigrants, and mental health. She also said that Faith In Action will hold a focus group at the Cathedral on Thursday, September 19th to better understand initiatives in the Denver metro area in which the Cathedral and diocese may not be engaged.

Consent Agenda

- Approval of minutes from the June 24, 2019 Vestry meeting
- Approval of minutes from the June 24, 2019 Executive Session meeting

The consent agenda was approved, with the addition of "hunger" to the FIA grant focus in the June minutes.

Adjourn to Compline: 8:36pm