



# SAINT JOHN'S CATHEDRAL

## Vestry Minutes

*February 20, 2017*

**Attendees:** David Abbott, Jennifer Allen, David Barr, Andrew Britton (via phone), Neil Burris, Leo Carosella, Amy Davis, Jack Denman, Kathleen DeMars, Tamra d'Estrée, Suni Devitt, Leigh Grinstead, Mary Frances Kelley, Tom Keyse, Mike McCall, Ned Rule, Jane Schumaker, Elizabeth Springer, Ron Pogue, Evelyn Hornaday, Becky Beall-Moore

**Absent:** Michael Vente, Don Wood, Charles LaFond, Kim McPherson, Stephen Tappe

**Guests:** Meg Parish, Marilyn Stranske

**Call to Order:** 6:13 PM

Ron Pogue led the discernment prayers.

Tom Keyse welcomed the newly elected members of the Vestry and the guests.

Check-in around the table.

### Summary of Action Taken:

- Approved the establishment of a 6-month pilot program for the Faith-in-Action Commission.
- Elected Michael Vente as Clerk and Mary Frances Kelley as Treasurer.
- Appointed the Dean, the Wardens, Leigh Grinstead, and Ned Rule as members of the 2017 Vestry Executive Committee.
- Leo Carosella was appointed to the Finance Committee; two other Vestry members to be appointed.
- Tom Barrett, Jay Swope, and Chuck Thompson were appointed to the Audit Committee.
- Approved the 2016 Parochial Report.
- Approved the minutes of the January 9, 2017 Vestry meeting.
- Approved the minutes of the January 16, 2017 Vestry meeting.
- Authorized the Interim Dean to appoint the members of the Faith-in-Action Commission with the concurrence of the Vestry for the 6-month pilot program; that the terms of the members of the Faith-in-Action Commission will be staggered 3-year terms like those applying to the Vestry; and that Vestry's Core Values and Behavior Norms will be used by the Faith-in-Action Commission.

### Stewardship/Challenge Grant/2017 Budget Update: Ron Pogue and Becky Beall-Moore

- The Challenge Campaign has raised over \$280,000 with another \$20,000 pledge expected by the end of the month. While this brings the total pledges over the \$1.5 million pledge goal, about \$123,000 in additional pledges is needed to balance the 2017 budget.
- The following subcommittees and chairs have been established for the coming year: Major Gifts, Chuck Thompson; Planned Giving, Sandy Mazarakis; Art of Hosting, Rae Denman and Mark Queirolo; Special Events, David Rote; Invitation/Membership Growth, Susan Chenier; and Wilderness, Priscilla Shand.
- The organization and dates for the 2018 pledge campaign have been set.



# SAINT JOHN'S CATHEDRAL

## Action Items:

### **Proposed Faith-in-Action Presentation:** Evelyn Hornaday, Meg Parish, and Marilyn Stranske

- Meg Parish and Marilyn Stranske gave a PowerPoint presentation reviewing the work of the proposed Faith-in-Action Commission since last October and the proposed organization of the pilot program for the Commission for the next 6 months.
- A motion to establish a 6-month pilot program for the Faith-in-Action Commission was made, seconded, and approved unanimously.
- Appointment of the members of the Faith-in-Action Commission was deferred to the Executive Session.
- The Vestry thanked Meg Parish and Marilyn Stranske for all of their work on this over the last 6 months.

### **Clerk and Treasurer Election:**

- The appointment of Michael Vente as Clerk and Mary Frances Kelley as Treasurer was moved, seconded, and unanimously approved.
- The Vestry thanked David Abbott for his 6 years of service as the Clerk.

### **Vestry Executive Committee:**

- Senior Warden Tom Keyse announced the appointment of the Dean, the Wardens, Leigh Grinstead, and Ned Rule as members of the 2017 Vestry Executive Committee.
- Tamra d'Estrée and Jack Denman were thanked for their service on the Vestry's Executive Committee during 2016.

**Finance Committee:** Tom Keyse noted that 3 Vestry members, one from each Vestry class, are needed for the Finance Committee. Leo Carosella volunteered for one position; the others will be filled by the next Vestry meeting.

**Audit Committee:** Senior Warden Tom Keyse announced the appointment of Tom Barrett, Jay Swope, and Chuck Thompson as the members of the Audit Committee.

**Parochial Report:** Pages 31 and 32 of the February Vestry Packet contained the annual Parochial Report data from 2004 through 2016. The Parochial Report contains a variety of parish membership and financial data that is provided to the diocese and the national church. The 13-year summary provided in the Vestry Packet provides for an examination of both trends in the data and the data's growing accuracy. The formal 2016 Parochial Report will contain only the 2016 data. A motion was made, seconded, and approved unanimously to approve the 2016 Parochial Report.

**Future Vestry Dates and Meal Assignments:** the dates and meal preparation assignments were reviewed.

## Information:

**Interim Dean's Report:** Ron Pogue is working on a revised parish organization chart that is circular in concept rather than a top-down pyramid that will be presented next month.



# SAINT JOHN'S CATHEDRAL

**Personnel Committee:** Jane Schumaker—no report

**Cathedral Administrator:**

- Becky Beall-Moore is in the process of recruiting a building manager.

**Treasurer:** Mary Frances Kelley reviewed the December and January financial presentations.

**Buildings and Grounds:** Suni Devitt

- The re-roofing of the Cathedral complex was completed the week of the meeting. Only minor, detail work remains to be done, which should be completed shortly.
- Parish Hall elevator: a revised scope of work is being finalized. We have signed a contract with an elevator consultant to assist us with the Parish Hall elevator work.
- Stained glass: some work completed. The skylight on the second floor of the Parish Hall has been replaced and the change is remarkable.
- Madison house: only closing of the permit remains.
- Approximately \$100,000 of the funds tied to the Spending Resolution have been spent.

**Flow Charts for Gift Acceptance, etc.:** Neil Burris described the flow charts that were included as pages 54 through 58 of the February Vestry Packet.

**Clergy/Senior Staff/Senior Warden reports:** no reports offered beyond what was in the February Vestry packet.

**Consent Agenda:**

- Approved the minutes of the January 9, 2017 Vestry meeting.
- Approved the minutes of the January 16, 2017 Vestry meeting.
- Discussed the Executive Committee's February 2, 2017 approval of the opening of an interest-bearing bank account to hold the funds from the previously authorized endowment draw until the expenditure of those funds is duly authorized; the minutes of this meeting will be approved next month because they were not included in the Vestry packet.

**8:08 PM Adjourn** the meeting for the Clarkson Corporation's Annual Meeting; see separate minutes.

**8:15 PM Re-open the Vestry Meeting**

**Closing Prayer:** Evelyn Hornaday

**8:16 PM Adjourn to Executive Session**

- The following action was taken during the Executive Session and thus is being reported.
- A motion was made, seconded, and unanimously approved to authorize the Interim Dean to appoint the members of the Faith-in-Action Commission with the concurrence of the Vestry for the 6-month pilot program; that the terms of the members of the Faith-in-Action Commission will be staggered 3-year terms like those applying to the Vestry; and that Vestry's Core Values and Behavior Norms will be used by the Faith-in-Action Commission.

**9:27 PM Adjourn Executive Session**

**Closing Prayer:** Ron Pogue