

## **Vestry Meeting Minutes**

March 18, 2019

Held at Saint John's Cathedral

**Attendees:** Tom Keyse, Amy Davis, Tom Barbour, Jennifer Allen, Leo Carosella, Kathleen De Mars, Jack Denman, Elizabeth Drummond, Bill Finch, Leigh Grinstead, Bryant Harris, Meg Parish, David Rote, Mark Wherry, Richard Lawson, Broderick Greer, Katie Pearson, Audrey Chapman

**Absent:** Don Wood, Michael Vente

**Call to Order:** 6:08pm

### **Summary of action taken:**

- Elected Tom Barbour to serve another term as Treasurer.
- Elected Michael Vente to serve another term as Clerk to the Vestry.
- Nominated Amanda Barker and Chad Morris for Holy Orders.
- Appointed Leo Carosella and Kathleen De Mars to the Executive Committee.
- Accepted the recommendation of the Finance Committee to end the RFI process on the Kimberly property and work exclusively with one of the companies that submitted a proposal.
- Approved minutes from January 22, 2019 Vestry Meeting
- Approved minutes from January 22, 2019 Executive Session

### **Stewardship update (Richard Lawson)**

Richard shared an update on the stewardship campaign. He said that \$10,000 in additional pledges came in during February and March. No additional advertising or follow up was used to solicit the additional pledges.

### **Action**

#### **Election of Officers (Tom Keyse)**

Tom Keyse explained the annual need to elect the positions of Treasurer and Clerk to the Vestry. Tom Barbour was willing to serve another term. Michael Vente informed Tom Keyse that he was willing to serve another term. Tom Keyse asked for a motion to elect Tom Barbour to serve another term as Treasurer and Michael Vente to serve another term as Clerk to the Vestry. Leigh made the motion. Amy seconded the motion. The motion passed.

#### **Nominations for Holy Orders (Katie Pearson)**

Katie described the Discernment process for both Amanda Barker and Chad Morris. All people involved, including from the Diocese, unanimously approved both Amanda and Chad moving forward. Katie provided some of the documentation that will be submitted to Dianne Draper at the Diocese. After the forms are received, the Diocese will take over the process. Katie noted that a key item for Vestry to understand was that if/when the Vestry approves these



nominations they also agree to support the process – wherever it leads – for both candidates, including some financial support for costs such as school and books. Tom Keyse asked for a motion to nominate Amanda Barker and Chad Morris for Holy Orders. Leo made the motion. Amy seconded the motion. The motion passed.

### **Committees (Amy Davis)**

Amy Davis requested that additional Vestry members join the Personnel Committee. Amy said that the committee only has approximately 3 meetings over the course of 2019. Leigh, Jennifer, David, Tom Barbour, and Bryant will attend June Personnel Committee meeting and will consider joining permanently.

### **Executive Committee (Tom Keyse)**

Tom Keyse reported that Leo Carosella and Kathleen De Mars both expressed willingness to serve on the Executive Committee and recommended that they be appointed. Tom asked for a motion to appoint Leo and Kathleen to the Executive Committee. Bryant made the motion. Leigh seconded the motion. The motion passed.

### **Kimberly lease extension (Tom Keyse)**

Tom Keyse explained that the short term leases of the Kimberly apartments could expire in June 2019. Since discussions are on-going regarding the future use of the property, Tom asked for a motion for authority to extend these short term leases of the Kimberly apartment units through December of 2019. Leigh made the motion. Bryant seconded the motion. The motion passed.

### **RFI recommendation (Tom Keyse and Tom Barbour)**

Tom Keyse and Tom Barbour provided background information regarding the Finance Committee's thorough RFI process for the Kimberly property. The recommendation from the Finance Committee was to end the RFI process and negotiate exclusively with the company that submitted the most viable RFI. The goal of negotiations would be to work out a deal that meets both the missional and revenue needs of the cathedral.

Tom Barbour provided a background on the value of all three lots as provided by the appraiser and also walked the Vestry through all of the exercises done to evaluate the long-term value of various options available to the Vestry (such as a 99-year land lease, an outright sale with proceeds invested in the endowment, and rent and repair).

Following discussion, Tom Keyse asked for a motion to accept the recommendation of the Finance Committee to end the RFI process on the Kimberly property and work exclusively with the recommended company. Leigh made the motion. Amy seconded the motion. The motion passed.

## **Discussion**

### **Continuing the conversation; demographics (Michael Vente)**



For the sake of time, the discussion was moved to next month's Vestry agenda. Both Tom Keyse and Richard noted the good work and research Michael Vente did right after the Vestry retreat, and both also noted the importance of keeping momentum for the topic.

### **DO and Treasurers Report (Tom Barbour and Audrey Chapman)**

Tom Barbour and Audrey provided an overview of the Cathedral's financials as outlined in the Vestry packet for the meeting. Vestry members did not have additional questions. Tom Barbour and Audrey said that the Vestry will receive a new balance sheet (or something equivalent from the new software) as well as a dashboard and notes during next month's Vestry meeting.

### **Dean's report (Richard Lawson)**

Richard said that registration for the April Men's Retreat is going well. Richard also said that he attended the monthly lunch at the Saint Francis apartments and invited Vestry members to joint next month. Vestry members interested in attending can email Richard for details.

Richard provided information on the work of the Cathedral Ridge sub-group. He explained that this group will meet on March 20<sup>th</sup> to resume the Diocese's request of the Cathedral to make a capital gift for Cathedral Ridge. He also said that Richard, Tina, and Christina will not be program staff for camp at Cathedral Ridge this year. The Diocese expressed a desire to oversee all summer camps. The program staff at the Diocese will follow up with Cathedral staff and discuss potential partnership in future years.

Richard said that the Cathedral Administrator job description has been finalized and will be posted this week. Richard said that he and Audrey will use a donor/accounting/church database consulting company to clean up 10 years of data between 3 databases – Raiser's Edge, Financial Edge, and Realm. The cost will be \$8,000 and will come from Fund 08. Additionally, they will use some money saved in salaries due to recent staffing changes to utilize a \$2,000 monthly service from Cause and Solution that will help with data entry and creating a data standards and procedures manual.

### **Other Clergy Reports (Broderick Greer/Katie Pearson)**

Broderick said that Dr. Eric Smith was recently guest on Mile High Theology. Eight more individuals attended than RSVPed, which was the first time more people came than RSVPed. Mile High Theology will host Julian Baker and Andrea Gibson on April 6<sup>th</sup>. Wilderness Jazz and Gospel Season started on Lent 1 (March 10, 2019). Lee Treadwell has been assisting Broderick with the process. Wilderness attendance the last few Sundays has been over 100. Broderick said that work continues for the Consecration of Bishop-elect Lucas, whose first day in the office was March 19, 2019. Lyn Loewi will be the Director of Music for the Consecration. The Canon for Ministry within the Episcopal Church visited on March 7<sup>th</sup> and did several walkthroughs of the venues that will be used for the Consecration. Broderick said that preparations for Holy Week are on-going and encouraged everyone to be in church as much as possible during this sacred and special time. He also reported that the Catechumenate class



was going well. Interim Sacristan, Evans Ousley started work at the Cathedral part-time and is overseeing and coordinating weddings, funerals, logistics on Sundays, and membership events. Broderick said that Cal Schofield, the former Bishop of Southeast Florida, will assist with the Easter Vigil. Four adults have signed up to be baptized during the Vigil. Seven babies will be baptized during Easter.

Katie reported that:

- 10 funerals took place since last Vestry meeting;
- And that Tom Jacka, a parishioner, has come on board to manage a new Soup Ministry. Soup is made, frozen, and sent out with Eucharistic Visitors as requested.

#### **Senior Warden's report (Tom Keyse)**

Tom did not have anything additional to report.

#### **Junior Warden's report (Amy Davis)**

Amy Davis reported on the Grant Committee's 2019 priorities. They include:

- Mental Health;
- Homelessness and Housing;
- Hunger; and,
- Immigrants and Refugees.

The deadline for grant applications is October 1<sup>st</sup>. Amy also said Kathley Graveley joined the Grant's Committee. Amy reported that there are four fifth Sundays in 2019, and those will continue to be ERD Sundays. They are: March 31<sup>st</sup>, June 30<sup>th</sup>, September 29<sup>th</sup>, and December 29<sup>th</sup>. The All Parish Retreat will be held August 3<sup>rd</sup> – 4<sup>th</sup>.

#### **Consent Agenda**

- Approval of minutes from January 22, 2019 Vestry Meeting.
- Approval of minutes from January 22, 2019 Executive Session.

The consent agenda was approved.

**Adjourn:** 8:47pm