

## **Vestry Meeting Minutes**

October 21, 2019

Held at Saint John's Cathedral

**Attendees:** Tom Keyse, Amy Davis, Jennifer Allen, Kathleen De Mars, Jack Denman, Elizabeth Drummond, Bill Finch, Leigh Grinstead, Meg Parish, David Rote, Mark Wherry, Don Wood, Richard Lawson, Broderick Greer, Audrey Chapman, Michael Vente

**Absent:** Tom Barbour, Bryant Harris, Katie Pearson

**Guest:** Laurie Zant

**Call to Order:** 6:07pm

Broderick opened the meeting with prayer.

Tom Keyse welcomed back Elizabeth, Don, and Kathleen after their absences. Richard introduced Laurie Zant from Our Merciful Savior. Richard explained some of the work Our Merciful Savior has done to engage the Hispanic community. He said that Father Quirino Cornejo (Father Q) from Intercession Episcopal Church would join the Vestry at its November meeting and hoped Saint John's could learn from their work. Laurie explained the position Father Q holds within the diocese and believed they could provide valuable insights to the Cathedral. She will join them during next month's Vestry meeting.

### **Summary of actions taken:**

- Approved a continuation of the contract with Real Property Management to manage/lease the Kimberly apartment units through 2020.
- Approved changes to the Cathedral's Employee Handbook and asked the Personnel Committee to investigate the addition of a maternity/paternity/adoption leave policy as well as the social media/media contact policy to the Cathedral's handbook.

### **Discussion**

#### **Kimberly Update (Tom Keyse)**

Tom Keyse provided an update on the work being done regarding the Kimberly property. He provided a summary of the history of the project. Before the last Finance Committee meeting, the committee was provided with information from Argonaut with a potential draft offer for the property but was not informed of their full vision for the property. A subset of the Finance Committee will continue to investigate a potential offer from Argonaut and conversations will continue with the developer selected through the RFI. The Finance Committee will provide the best offers from these parties to the Vestry for the final decision. Tom hoped that more information would be provided at the annual meeting.

### **New Warden Nominees (Tom Keyse/Richard Lawson)**

Tom Keyse provided an overview of his and Amy's terms as wardens for the Cathedral. He summarized much of the work and accomplishments over their tenure. He also discussed the new wardens that will be presented to the congregation for election. Leigh Grinstead will stand for election as Senior Warden and Michael Vente will stand for election as Junior Warden. Tom and Richard looked forward to the new vision that the new wardens will provide to the Cathedral.

Leigh and Michael looked forward to the opportunity to serve the Cathedral in this new way. The election for these positions will take place along with the election of the new Vestry class.

### **Vestry Meeting Times for 2020 (Leigh Grinstead)**

Leigh explained the survey sent to Vestry members for new meeting times for the Vestry. The new time for Vestry meetings starting in March 2020 will be the third Sunday of each month at 4pm. She noted the new time worked for most members. David noted that the new time would be very difficult for him and had concerns that the new time may impact Vestry member recruitment efforts. Leigh thanked David for his input and said that the schedule could be revisited after trying the schedule for a few months. Meg asked if childcare could be provided to Vestry members. Richard said he could discuss the idea with Tina.

### **Nominating Committee Update - Vestry Nominees (Leigh Grinstead)**

Leigh said the Nominations Committee continues to work on developing the new Vestry member slate. She hoped the nominations would be finalized in the next few weeks and published in early December. She encouraged people to continue to nominate individuals until the deadline.

### **Draft 2, 2020 Budget (Audrey Chapman/Richard Lawson)**

Audrey provided an overview of the second draft of the 2020 budget. She said that there were not any significant changes to the first draft. Benefits costs had a slight increase due to staffing changes. She also said that some contingencies were added into the budget in case those needs occur. Additionally, seminary expenses for clergy candidates were also included in the budget. In November, the Investment and Finance Committees will recommend the final endowment draw amount.

## **Action Items**

### **2020 Real Property Management/Kimberly Lease (Audrey Chapman)**

Audrey explained that any development to the Kimberly property would not occur until 2021. With the delay, Audrey explored continuing the contract with Real Property Management to lease the Kimberly apartment units through 2020. Added revenues from the leased Kimberly apartment units were added for next year's budget. Audrey also explained the costs of some upgrades needed if the apartment units will continue to be leased and how those costs are reflected in future years' budgets.

Tom asked for a motion to approve a continuation of the contract with Real Property Management to manage/lease the Kimberly apartment units through 2020. Leigh made the motion. Bill seconded the motion. The motion passed.

### **Employment Handbook Updates (Audrey Chapman)**

Audrey explained the updates to the Cathedral's Employee Handbook. The updates included changes to the vacation policy, changes to the sick leave and vacation policy for hourly part-time employees, changes to the annual review framework, clarifications to the substance abuse policy, changes to the compensation framework for hourly employees, and clarifications around holidays at the Cathedral. Richard and Audrey specifically thanked Jane Schumaker for all her help in the update and review process. Amy said that Personnel Committee recommended approval of the changes by the Vestry.

Tom Keyse asked for a motion to approve the changes to the Cathedral's Employee Handbook and to ask the Personnel Committee to investigate the addition of a maternity/paternity/adoption leave policy as well as a social media/media contact policy to the Cathedral's handbook. Elizabeth made the motion. Jack seconded the motion. The motion passed.

Amy added that the Personnel Committee will meet as needed going forward.

## **Information**

### **DO and Treasurer's Reports (Audrey Chapman)**

Audrey provided an overview of the quarterly financials. She appreciated the ability to provide the Vestry with quarterly financials updates which enabled her to have more time for other projects. She shared that revenue was slightly down in the most recent quarter but noted that expenses were also down and that many pledges come in the fourth quarter. She said that new pledges for the next year were on track.

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

Richard provided an update on Sarah's departure as Cathedral Administrator. She will move in January. He said that the new Cathedral Administrator, Georgie Brooks-Myrtle, will begin in November. Richard said that Andrew Greenburg will be the new chair of FIA (Faith In Action). Carolyn Daniels will be the new chair of the Grants Committee. Neil Burris is also working on a document that governs the relationship between FIA and the Grants Committee.

Richard discussed with the Bishop and the Canon to the Ordinary the idea of jointly planning for a new master plan for the entire Cathedral grounds. He will update the Vestry as conversations continue. Meg encouraged the Vestry to keep the parish community at the center of all conversations. Richard also provided an overview of several buildings and grounds projects including changes to sprinkler system in choir room.

David Rote provided an overview of the plans for the landscape master plan for the Cathedral and the next steps in that process. He also shared that Marylynn Grover will chair the Landscape & Gardens Committee to help guide the work.

#### **Other Clergy Reports (Broderick Greer)**

Broderick shared an update on various upcoming 20s and 30s events. He also shared that the lighting in Saint Martin's Chapel was damaged in the lightning strike last year, but that insurance will pay for the repairs.

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

Tom Keyse said that Jay Swope and Chuck Thompson completed a re-write of the Audit Committee charter. The charter will be presented to the Vestry for review at its November meeting.

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

Amy provided an overview of the listening session held with various community organizations in Denver. This provided members of the Vestry, FIA, and the Grant Committee with the opportunity to hear different perspectives on additional ways the Cathedral can support services to those in need throughout the community. One common theme among the discussion was to recognize the humanity of each person. FIA is still determining next steps. Vestry members also shared their insights from the session.

Amy also shared that the Grants Committee received 23 applications for the new year of awards. The committee is reading through grants and will make decisions on funding soon.

#### **Consent Agenda**

- September 16, 2019 Vestry Meeting Minutes
- September 16, 2019 Executive Session of the Vestry Meeting Minutes

The consent agenda was approved.

**Adjourn to Compline: 8:26pm**