



SAINT JOHN'S CATHEDRAL

Vestry Minutes

September 12, 2016

Attendees: Andrew Britton, Neil Burriss, Amy Davis, Jack Denman, Tamra d'Estrée, Suni Devitt, Leigh Grinstead, Mary Frances Kelley, Tom Keyse, Mike McCall, Ned Rule, Jane Schumaker, Elizabeth Springer, Ron Pogue, Evelyn Hornaday, Charles LaFond, Becky Beall-Moore, Kim McPherson, Stephen Tappe
Absent: David Abbott, David Barr, Seth Reese

Call to Order: 6:11 PM Ron Pogue who welcomed Evelyn Hornaday and Becky Beal-Moore and thanked David Fellows for his service as temporary financial officer.

Summary of Actions Taken and Consent Agenda Items:

- Approved \$350,000 for critical repairs and building maintenance. This includes \$255,000 in estimates plus \$95,000 for contingencies and other unforeseen costs related to the repairs. Any draws above the \$255,000 total do not need preapproval but are to be reported to Vestry.
- Approved \$8,500 for repairs and maintenance for the sale of the Dahlia Street house.
- Approved banking resolutions to grant Rebecca Beal-Moore and Evelyn Hornaday signature authority on appropriate accounts and delete David Fellows.
- Approved the appointment of Don Wood to the Investment Committee replacing Mary Frances Kelly.
- Approved the minutes of the August 8, 2016 Vestry meeting.

Update on the Dean Search

Tom Keyse and Jack Denman reported that Interview committee members have been meeting every Thursday evening. Resumes have been received and reviewed from a wide diversity of applicants. A list of questions has been formulated and Skype interviews are scheduled for September and on into October.

Update on the Saint Francis Center Apartments

Tom Keyse reported that all relevant documents have been signed. Construction is scheduled to begin October 1st.

Deferred Maintenance Projects: Suni Devitt

- A new boiler has been ordered and should be installed in October.
- Saint John's will go to the Landmark Preservation Commission on September 20th requesting approval of proposed long-lasting re-roofing materials. An insurance check for roof damage is in the bank. If additional structural damage is discovered during the re-roofing process, insurance may cover some of the cost unless it is found that deferred maintenance resulted in structural damage.
- The elevator in the Parish Hall is out of fire code compliance. Bids to correct the problem are being collected and hopefully the repairs will be completed in 8 weeks.



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- Electrical code violations under the nave have been temporarily dealt with.
- Nave lighting: there was discussion regarding conversion to LED lighting including aesthetic impacts and energy savings. Further study is required.
- Stained glass: our stained glass windows have been analyzed. The Parish Hall windows need repair first followed by Cathedral windows. The current vendor has been used for a couple of generations and there are likely not alternative vendors with the needed skills and experience.
- Tuck pointing: some work needs to be done now before the winter.
- Madison Street house: the roofs on both the house and garage are on their last legs and need replacing before winter.
- A motion was made to approve \$350,000 for critical repairs and building maintenance. This includes \$255,000 in estimates plus \$95,000 for contingencies and other unforeseen costs related to the repairs. Any draws above the \$255,000 total do not need preapproval but are to be reported to Vestry. Motion was seconded and passed unanimously.

Sale of Dahlia Street House

- Suni Devitt noted that painting and staging are required to prepare the house for sale along with some regular maintenance. The roof was replaced a week ago with insurance proceeds.
- A motion was made to approve \$8,500 for repairs and maintenance for the sale of the Dahlia Street house; seconded and passed unanimously.

Banking Resolutions

A motion was made to approve the banking resolutions to grant Rebecca Beal-Moore and Evelyn Hornaday signature authority on appropriate accounts and delete David Fellows; seconded and passed unanimously.

Investment Committee Appointment

A motion was made to approve the appointment of Don Wood to the Investment Committee replacing Mary Frances Kelly; seconded and passed unanimously.

Extension of Current Vestry Member Terms

The extension of the Vestry terms of David Abbott, Jack Denman, Tamra d'Estrée, and Mike McCall until a new Dean is called and for delaying the beginning of the terms of new Vestry members elected at the annual meeting was discussed. There is no Diocesan guidance on this issue. A proposed Bylaws change will be circulated to the Executive Committee for comments and the results presented for a vote at the October Vestry meeting.

Vestry Retreats and Meetings

- A Vestry Retreat is scheduled for October 29th. This retreat will focus on preparations to receive the hand-off of candidates for Dean from the Interview Committee.
- A potential additional Vestry meeting is scheduled for November 13th following the 11:00 AM service.
- Monday, November 14th is a regularly scheduled Vestry meeting.



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- Monday, December 5th: hold for a possible Vestry and Business meeting
- Monday, December 12th is the regular Vestry meeting. This may be the handoff meeting from the Interview Committee.
- The Vestry will need to reserve time in January for interviews with Dean candidates.

Interim Dean's Update

Ron Pogue reported that the mood of the staff seems to be positive, a very can-do attitude. Staff goals and objectives are available and they check in weekly using the goals. Becky and Ron have been talking about the fact that the Vestry reviews financial statements that are two months old and are going to try to adjust meeting dates and see if the finance committee can move their meetings up and close out the books so that the Vestry will see more current data. It may be that Vestry meetings would have to shift to the third Monday of the month—probably starting in 2017—or maybe start it with the new Vestry.

Stewardship Campaign Report

Charles LaFond reported anecdotal evidence that pledges are up. It will likely be a rocky campaign season overall but with Ron and Evelyn's support, it will be a spiritual act. Charles wants to add an FAQ on gratitude, transition, and anxiety. About 30% of the projected early 140 asks have been made. Pledges are being received now that in the past that previously haven't been made before mid-October. The Campaign kick-off will be on September 25th and end on the 26th of November

Buildings & Grounds Committee Update

Suni Devitt stated that continuing with the lax practices regarding facilities maintenance cannot continue. Having staff that is professional and trained is critical to the sustainability of the Cathedral infrastructure and the management of our resources in the future. Andrew Britton offered to help create policies and procedures for B&G if beneficial.

Learning Garden Update

Elizabeth Springer reported that grant documents are with the City attorney and Chancellor Bob Bach and the Cathedral officers are waiting to sign them. Given the circumstances around the approval process, we requested an extension on the deadlines so there would be no problem with the timing for the start of work on the garden. Elizabeth has a subcontract template that she will run by executive committee and Bob Bach and then can sign with Denver Urban Gardens. An ad hoc group has been talking about processes for the garden.

Gifts and Planning Processes Update

Neil Burris reported that Amy Davis and Andrew Britton have been working with Neil who has proposed a process to choose what programs we are doing and why. Charles, Mary Frances, and Tamra would like to help him with this. Renewal Works does have a model for determining what kind of projects we take on. Charles would like to see a decision tree and then Charles, Mary Frances, and Tamra will write some policies to about how we can accept a gift. Michelle will also



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be taking on a gifts acceptance policy and they will coordinate with each other. It is important that all impacted committees be involved (Finance, Stewardship, Investment, Planner Giving, etc..). This also helps formalize and structures the way that we make decisions about resource allocation in the long term.

Clergy/Staff Reports

Evelyn says she has had a great welcome and a great beginning. Her emphasis will be to reinforce the empowerment of the laity. She encourages drop in visits, and spur of the moment visits and coffee work well!

Treasurer's Report (including Finance and Investment Committee Updates)

- Mary Frances Kelley reported that expenses are \$237,000 under budget. Information gathering for the audit has begun. It is a concern that the audit isn't done yet. Becky Beall-Moore was asked to inform the Diocese of the delay.
- The comment was made that we should try to engage the auditor for next year by the end of this year.
- It was noted that we have significant expenses coming for the building maintenance. Potential ways to finance those expenses are:
 - Gifts
 - A capital campaign
 - An additional draw from the endowment. The question was asked what number would be appropriate? In order to make a draw from the endowment over and above the annual draw it takes two meetings of the vestry, reports from Investment and Finance committees, and notification to the congregation. This seems to be a good and probably appropriate use of endowment funds, but it should be cleared by the Parish.

Personnel Committee Report

Jane Schumaker reported that the Personnel Committee is working on the implementation of the Employee Handbook. Jane and Suni Devitt met with the staff to hear their concerns. The health insurance rates should soon be available from the Diocese, which will allow budget planning for 2017.

Consent Agenda:

- Approved the minutes of the August 8, 2016 Vestry meeting.

Adjourn: 9:05 PM to go into Executive Session