



Vestry Meeting Minutes

March 15, 2020

Held via conference call (due to COVID-19 gathering restrictions)

Attendees: Jennifer Allen, Tom Barbour, Elizabeth Drummond, Leigh Grinstead, Bryant Harris, Mike Koechner, Meg Parish, Robin Paulson, Ilana Poley, Helen Richards, Angie Thomson, Michael Vente, Mark Wherry, Richard Lawson, Broderick Greer, Audrey Chapman

Absent: Kathleen De Mars, David Rote, Katie Pearson

Call to Order: 4:06pm

Leigh welcomed all attendees to the meeting. Due to gathering restrictions as a result of the COVID-19 pandemic, the meeting was held via conference call and Google Docs was used to capture motions and votes. Leigh thanked everyone for their flexibility during the crisis.

Summary of actions taken:

- Approved the Cathedral's updated bank signatories
- Appointed Jennifer Allen and Helen Richards to the Executive Committee
- Appointed Toya Nelson as Clerk Pro Tempore
- Re-appointed Tom Barbour as Treasurer
- Appointed Ilana Poley to the Finance Committee
- Appointed Marilyn Newell as a member of the Finance Committee and to bring the Finance Committee membership to 10 for 2020
- Approved January 21, 2020 Vestry meeting minutes

Cathedral's Response to COVID-19

Richard and Audrey provided an overview of how operations have changed at the Cathedral due to COVID-19. The Cathedral was officially closed, and many employees were working remotely however some staff continued to work on maintenance related projects. Richard said future services will be streamed online, including morning prayer and Compline. He also said that staff would work to best leverage technology to continue to connect to parishioners. The Women's Homeless Initiative and Faith In Action activities may resume in April, but that is currently uncertain.

Meg asked if contract workers were receiving paid leave. Audrey said that the Cathedral currently has four hourly employees. Those employees were getting paid for their normal schedules and coming into work as long as they felt well.

Action

Bank Signatories Changes Form (Audrey Chapman)

Audrey provided an overview of the change in bank signatories due to the new senior warden. Providing Leigh with the ability to sign on the Cathedral's bank accounts provides flexibility in case other are not available. Bryant made a motion to approve the Cathedral's updated bank signatories. Elizabeth seconded the motion. The motion passed.



Appointment of new members of the Executive Committee (Leigh Grinstead and Audrey Chapman)

Leigh and Audrey explained the role of the Executive Committee and how the committee may meet in between Vestry meetings as needed, if action needs to be taken quickly without time to gather the Vestry. Both Helen and Jennifer expressed a willingness to serve on the Executive Committee. Angie made a motion to appoint Helen and Jennifer to the Executive Committee. Elizabeth seconded the motion. The motion passed.

Appointment of new Clerk Pro Tempore (Leigh Grinstead)

Leigh explained that Michael's new role as junior warden would require the selection of a new clerk. Richard had conversations with Toya Nelson on assuming the role and she tentatively agreed and wanted to serve as clerk on a trial basis. Leigh proposed that Toya be appointed Clerk Pro Tempore to allow Toya to try out the role and allow the Vestry to make her appointment permanent at a later date. Jennifer made a motion to appoint Toya Nelson as Clerk Pro Tempore. Bryant seconded the motion. The motion passed.

Appointment of Treasurer (Leigh Grinstead)

Leigh explained that Tom Barbour was eligible for another term as Treasurer and has agreed to continue to serve in that role. Leigh appreciated Tom's continued involvement, especially in conversations related to the re-development of the Kimberly property and Cathedral Square North. Mark made a motion to re-appoint Tom Barbour as Treasurer. Elizabeth seconded the motion. The motion passed.

Appointment of new Finance Committee members (Leigh Grinstead)

Leigh provided an overview of the role of the Finance Committee and its current membership. She explained the benefit of having one representative from each Vestry class on the Finance Committee to promote institutional memory. She said that Ilana had agreed to serve from the recently elected Vestry class. Angie made a motion to appoint Ilana Poley to the Finance Committee. Elizabeth seconded the motion. The motion passed.

Finance Committee recommendation to expand its membership (Leigh Grinstead)

Leigh explained a proposal from the Finance Committee to expand the committee's membership. The committee recommended that Marilyn Newell, Chair of the Stewardship Committee, be added to the Finance Committee to provide better collaboration between the work of the Finance Committee and the Stewardship Committee. Leigh explained that this appointment would only apply to 2020. Tom said that this change did not violate any bylaws. Leigh noted that this would increase the number of Finance Committee members to ten, and that rules in the event of a tie on a Finance Committee motion would need to be addressed. Mike made a motion to appoint Marilyn Newell as a member of the Finance Committee and to bring the Finance Committee membership to 10 for 2020. Jennifer seconded the motion. The motion passed.

Discussion

Appraisal background (Tom Barbour)

Tom provided background on conversations to have additional appraisals for property in and around the Kimberly property. He explained that having multiple appraisals was best practice when conducting



these types of negotiations and would be helpful for all stakeholders involved. He would also work to help reconcile different appraisals that are completed. Mike asked for more information on the specific property lines for the parking lot adjacent to the Kimberly property. Audrey said she could provide additional detail to anyone interested.

Soils testing update (Audrey Chapman)

Audrey provided an update soil testing on the Cathedral Square North property. This additional information would help in future negotiations, especially regarding the parking lot. She said work had begun and results would be available soon.

Consent Agenda

- January 21, 2020 Vestry meeting minutes

The consent agenda was approved.

Adjourn of Vestry meeting to Clarkson Corporation meeting: 5:09pm