



ST JOHN'S CATHEDRAL

Vestry Meeting Minutes

May 17, 2020

Held via Conference Call Due to COVID-19 Gathering Restrictions

Attendees: Jennifer Allen, Thomas Barbour, Audrey Chapman, Kathleen De Mars, Elizabeth Drummond, Broderick Greer, Leigh Grinstead, Michael Koechner, Richard Lawson, Toya Nelson, Meg Parish, Robin Paulson, Katie Pearson, Ilana Poley, Helen Richards, Shirley Traettino, David Rote, Angie Thomson, Michael Vente, Mark Wherry

Absent: Bryant Harris

Guests: Evans Ousley, SJC Director of Communications

Summary of actions taken:

- Approved Budget for Sidewalks Repaving ADA Ramps
- Approved the updated Grants Committee charter
- Approved new members to the Grants Committee
- Approved minutes from the April 19, 2020 Vestry meeting

1. **Call to Order/Opening Prayer** - 4:01 PM. Richard opened the meeting with a prayer.
2. **Guest Introductions** - Richard welcomed guests Shirley Traettino (Assistant Accountant) and Evans Ousley (Cathedral A/V System specialist).
3. **Check – In** - Richard asked Leigh Grinstead open the Check-In to Vestry Members with a conversation on what has “simplified your life” during this time, and “what has opened your heart.”
. Leigh announced that the Vestry will use ZOOM platform beginning next month.
4. **Dean’s Report** – Richard Lawson
 - a. **Sidewalks and ADA Ramps** – Richard requested a motion regarding Budget Approval for Sidewalks Repaving ADA Ramps. (See Memorandum included in Vestry Meeting Packet dated May 17, 2020.) **MOTION- David Rote moved, and Elizabeth Drummond seconded the following MOTION to approve the Finance Committee Recommendation for expenditure of \$152,250 for sidewalk re-pavement and ADA handicap ramps at the Welcome Center, contingent on two conditions: 1) an additional competitive quote is received for the project, and 2) the lowest of the bids is selected.**
 - i. **Discussion on the motion** – Richard commended the leadership and work of the Arts and Architecture and Finance committees and the landscape architect involved on this complex project. He noted that the questions of sidewalk safety, ADA compliance, landscaping, building aesthetics , engineering and grading, and financing have all come together in this single recommendation. Moving forward



on this issue is important. As the plan moves forward there may be some minor tweaks respecting gardening, etc., but the overall plan, design and financing have come together to a point that the Vestry can move forward with confidence. Two questions were raised during the discussion: 1) **Are there any concerns about the ramp design from Arts and Architecture?** Audrey shared the Welcome Center sketch design which was pleasing, ADA compliant and reviewed by the Arts and Architecture Committee. 2) **Does the project need to be reviewed by the City Landmark Commission?** David Rote will follow-up with Ariel Gelman about whether Landmark Commission review is required.

ii. **Call the Question – the Vestry voted unanimously to approve the motion.**

b. **People Camping** – Richard opened this discussion by referring to his recent article in ***Voice***, which describes his concerns on this very sobering and complex community-wide, public issue now affecting St John's Cathedral more directly than ever before. Richard noted the following very significant impacts that have occurred more recently:

- i. There is a higher number of tents, and camping has now moved to the entire block, with the highest number occupying the terrace area on Washington Street, along the west side of the Cathedral grounds. Following what had been a relatively good two months the situation has changed significantly and has intensified significantly in the past week. Safety issues are now a more serious concern.
- ii. The number of campers grew as a result of the City taking action to remove camp sites from the grounds of the City Capitol Parks area. The large number of people camping at new locations has increased as the City has banned camping in City parks.
- iii. It is important to know that camping bans, or camp dispersements can only be enforced by the city.
- iv. Richard has been coordinating with St Francis Center. Richard was on the Cathedral grounds on Thursday and distributed masks.
- v. Significant safety/security issues have now arisen, especially since Thursday, May 14.
- vi. The City will conduct a multi-agency clean – up of the area beginning on Wednesday, May 20. The Cathedral will follow up with a deep professional cleaning of the grounds following the City clean up. Richard will return to the Cathedral next week, all week, to be on-site during clean-up operations.
- vii. Several questions were discussed regarding security, safety, sanitation coordination with City Police, Faith In Action suggestions, possible coordination with other Capitol Hill Churches, agencies and institutions. Richard noted that our primary partnerships at this time are with the St Francis Center and Metro Caring, Inc.



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- viii. Additional issues will arise as the Cathedral moves to the next phases, from Stay At Home to more on-site gatherings. This includes weddings and burials, beginning in June. Sidewalk and Ramp construction will also begin soon.
- c. *Seasonal Approach to Regathering: Guidelines From the Office of the Bishop*** - Richard noted the Bishop's document contained in the Vestry meeting packet, which outlines the phase –in of the Four Seasons approach to In-Person Gatherings. The Seasonal Approach is expected to be incremental and deliberate, moving slowly, taking perhaps 12-18 months in total. We are on the cusp of Season II, which recommends small gatherings. The Cathedral is preparing a Season II Plan to be submitted to the Office of the Bishop. The plan recommends: 1) On-line services will continue; 2) Resume outdoor burials and weddings, with a cap on attendance; 3) the Cathedral will not be open for solo prayer at this time because of the clean-up requirements needed once the building is open. The first burial under this guidance is on June 13th.
- 5. Senior Warden's Report** - Leigh Grinstead
- a. Grants Committee Charter** – Leigh presented the proposed Charter, requesting a Motion to approve. Michael Vente moved to Approve the Charter as submitted in the Vestry Packet. Illana Poley seconded the motion. The motion passed unanimously.
- b. Grants Committee New Members** – Leigh presented the Grants Committee Recommendation to approve New Members to the Committee: Joan Barker, Anne Enderly, Greg Movesian and Susan Ritter. Michael Vente moved to approve the new members, Elizabeth Drummond seconded the motion. The motion passed unanimously.
- 6. Grants Committee Report and Update** – Illana Poley
- a. Illana submitted a letter from the Grants Committee to the Finance Committee outlining the critical needs of the community served by the Grants Committee, and expressing concerns about the level of future funding for the committee. The letter requests the Finance Committee keep Grants committee funding stable. The Finance Committee agreed to work with the Grants committee to try to ensure stable funding and will alert the committee of any anticipated changes. Because of the logistics of the application cycle there are no changes anticipated in the Grants Committee application process or timelines for the funding cycle.
- 7. Faith In Action Update** – Meg Parish
- a. Meg reported outreach with Metro Caring Inc. about the significant increase in demand for services and the high level of hunger in Denver at this time. Loaves and Fishes is pleased to announce that its virtual fundraising effort achieved its goal, **raising \$8,000 in the campaign** to respond to increased food needs in Denver. FIA was congratulated by the Vestry for this successful effort. Meg also noted that advocacy is a primary initiative of FIA, and the committee is working to advocate for extension of the federal SNAP program, now in jeopardy in the US Senate, to help meet the growing food and nutrition needs in the nation and in our own community.



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8. Junior Warden's Report – Michael Vente

- a. Michael provided an update on St John's participation this year in PrideFest. Because of COVID-19, this year's in-person Parade has been suspended. Arguably, PrideFest Parade is the premier LGBTQ event in Denver, and this year's event will now feature a virtual parade, highlighting 30-60 "spots" prepared by sponsoring organizations in support of PrideFest and the LGBTQ community. St. John's participation and support has increased over the past 9 years and it is the goal to continue our strong support. The "spot" is due June 1st. The Bishop's office will put together a Pride page on their website in support of the LGBTQ community.

9. Treasurer/D.O. Report – Tom Barbour and Audrey Chapman

- a. The Vestry Meeting packet includes on copies of property appraisal engagement contract and scope of work to be completed. There is not much of an update to provide at this time. Based on the property appraisals, updated rental rates for 2021 will then come before the Finance Committee.
- b. The meeting packet includes detailed financial reports, including Investment Fund income earning analysis. Audrey noted the Financial Update information includes 2019-2020 Pledge, Non-Pledge and Plate Revenue Comparison. It should be noted that this year's comparison is favorable.

10. Evans Ousley - Cathedral A/V System – Preliminary Discussion

- a. Evans provided an update on discussions concerning A/V System upgrades. A new system is needed to respond to present-day needs and to serve future needs of the Cathedral for many years to come. Based on preliminary estimates, it will cost approximately \$65,000 for a new A/V system for high-quality, live- stream services from the Nave, including installation and training. Installation of new equipment will need to be installed in multiple locations throughout the building. It was noted that these preliminary discussions should involve the Arts and Architecture Committee. Evans was asked to explore lease options, since technology changes so rapidly. The committee was asked to explore integrated, multi-lingual closed-captioning, and to explore on-going personnel costs associated with a new system. Richard noted that more discussion is needed before a formal proposal is presented.

11. Other Clergy Reports

- a. Pastoral Care - Katie Pearson reported that there has been in increase in lay volunteers and the check-in / calling campaign will be expanded. In addition to the on-going check-in calls, additional efforts will be expanded to do one-time "thinking of you" calls. Additional volunteers are needed; please e-mail Katie to sign-up.
- b. Community Without the Commute is starting to each out to past hosts and potential new hosts as we move to small gatherings permitted under Season II. Geographic diversity is needed for maximum impact. Contact Helen Richards to volunteer as a host.



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- c. A ZOOM Coffee Hour is set for June 7, 11 AM. RSVP is needed to sign-in and receive the ZOOM log-in code.
- d. Katie reported that there have been nineteen (19) recent deaths of St John's parishioners. Thirteen (13) are interested in planning funerals. Committal Services, with limited attendance can be planned under Season II guidelines, without opening the Cathedral. Funerals will resume once the Cathedral is opened.
- e. Broderick Greer reported that the new lighting project in St Martin's Chapel is completed, and it's beautiful!
- f. Broderick noted that the Young Adult group continues to gather via ZOOM on a monthly basis.

12. Nominating Committee Report - Jennifer Allen

- a. Jennifer Allen reported that the nominating Committee has met via Google on May 5th and May 13th to begin initial steps to advertise and solicit nominations for the Annual Diocesan Convention Delegate and Vestry Election in January, 2021. Please contact committee members with suggestions and questions.

13. Preparedness Committee Report – Helen Richards

- a. Helen reported on the status of the Preparedness Committee Plan development process. Safety and security are the most important issues in developing a useful plan. Plan development involves an interface with both the Vestry and the Committee. Leigh also noted interface with other on-going Cathedral project projects, such as the Sidewalk and ADA Ramp projects, which will reduce "slip and fall" safety concerns. Audrey noted that grants, including FEMA grants, may be available to upgrade security, safety and disaster preparedness systems.

14. Director of Operations – Audrey Chapman

- a. PPP Update- The PPP grant has successfully allowed the Cathedral to maintain staff on payroll at last year's FTE levels during the COVID-19 lockdown. Under the terms of the grant the Cathedral is able to engage 2.0 FTE replacement staff to reach last year's FTE levels. Under consideration are possible staff to: 1) manage the upcoming sidewalk and ramp projects; 2) improve, implement new Membership Data Base system; and/or, 3) A/V staff to keep up with current video needs.
- b. Audrey directed attention to the numerous detailed financial reports included in the Vestry Meeting Packet. In summary:
 - i. Total revenues are up YTD, pledged revenues and up YTD, and non-pledged revenues are up YTD. Notably, on-line giving is doubled over 2019 levels.
 - ii. Expenses are down YTD;
 - iii. Endowment Funds are negatively impacted due to the current economic situation.
- c. Audit 2019 Update - three staffers are working on the 2019 audit. A preliminary audit report will be reviewed June 4th by the Finance Committee.



- d. Vestry Members are encouraged to review detailed revenue reports in the packet, but in summary, things are going well.
- 15. Information Items** included in the meeting Packet are Minutes, Finance Committee report of May 14, 2020.
- 16. Consent Agenda: Minutes, Vestry Meeting, April 19, 2020.** Meeting Minutes included in the meeting packet. The Consent Agenda was approved.
- 17. Prayers – The meeting was adjourned at 6:00 PM.** Richard lead the closing prayer.