



ST JOHN'S CATHEDRAL

Vestry Meeting Minutes

October 18, 2020

Held via Conference Call Due to COVID-19 Gathering Restrictions

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

Absent: Thomas Barbour

Summary of actions taken:

a. Approved Consent Agenda - Minutes, Vestry Meeting, September 20, 2020

b. Elected Toya M. Nelson as Clerk of the Vestry.

c. Approved Finance Committee recommendation of \$76,020 to contract with Tryba Architects for completion of scope and final cost estimates for the two-phase HVAC project.

d. Approved Finance Committee Recommendation to move \$500,000 of unencumbered funds from the operating checking account to an interest-bearing account, to be tracked as Fund 8 to be used solely for unplanned/unbudgeted critical capital needs of the buildings and grounds of St John's Cathedral.

1. Call to Order/Opening Prayer - Leigh Grinstead/Richard Lawson- Richard opened the meeting at 6:00 PM with a Holy Communion prayer, giving thanks that we are able to resume receiving the Holy Eucharist.

2. Guest Introductions – Marilyn Newell, Stewardship Chair. (Jennie Bonin, Staff Database Consultant is unable to attend today's meeting.)

3. Stewardship Update – Marilyn Newell, Stewardship Chair – Richard introduced Marilyn to give her report of the status of the 2021 Stewardship campaign. Marilyn thanked Richard, St. John's clergy and staff for support and assistance in managing this year's stewardship campaign. The initial letter campaign has begun, with initial letters to our top pledgers, all last year's pledgers, and all on the Cathedral mailing list. Pledge letters were out on October 11 and October 18. The final batch of letters will be sent out by October 25. Marilyn noted that the campaign began earlier this year than in past years. She commended the administrative staff for their hands-on participation, and welcomed Vestry members' questions, thoughts, ideas and active participation. Richard thanked Marilyn, the Committee



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and staff, noting this year's Stewardship Campaign theme is drawn from Psalm 81, affirming a prayer to "ease the burden". Richard reminded us that a pledge request is an invitation, not a burden. He again thanked the committee, staff, cannons and Vestry for active engagement and participation.

4. Realm (Database) Clean-up Project - Audrey Chapman – Audrey reported on the work being done by Jennie Bonin, data-base professional, with her company, to complete the Cathedral's database clean-up project. Jennie has been working with staff over the summer, with great success, resulting in "scrubbing" 130,000 pieces of data, correcting names, addresses, contact information and consolidating redundant data and clarifying family relationships. The success of the database cleanup project is especially critical to on-going pastoral outreach, stewardship activity and effective overall administrative activity of the Cathedral. The database is now in good shape to facilitate the next phase of pastoral outreach calls, stewardship follow up phone calls and emails in November.

5. Action Item: Toya Nelson, Clerk of the Vestry – Leigh Grinstead - Leigh noted that Toya's appointment early this year was an interim assignment. Leigh requested a motion that Toya be elected to serve a regular term as Vestry Clerk. Michael Vente moved that Toya Nelson be elected. The motion was seconded. The motion passed unanimously. Richard thanked Toya for her service this year.

6. Check-in: Holiday Season, COVID-19, Grief and Mourning – Leigh Grinstead - Leigh opened this discussion by noting that as the Holiday Season approaches it is clear that we will continue to experience the social distancing and COVID-related gathering restrictions for many months to come. As pandemic fatigue sets in, it may be difficult for many to keep up routine activities, concentration and energy levels. Holiday traditions will be greatly impacted this year; many family traditions will be lost. We may not even be aware of the emotional impact this is having on ourselves, families, and our communities. Leigh asked that we remember to reach out to connect with each other, recognizing that many are experiencing grief and mourning. Michael noted that this message should resonate with all of us; so many are experiencing stress and grief in different ways. We must be mindful of grace, forgiveness and understanding. Leigh reminded us that as the Holidays approach the clergy will get swamped and it is important that the Vestry help support the clergy and congregation during these times. Kathleen De Mars noted that medical staff, and other essential workers, are simply "numb" because of the challenges and stress of hard work, sometimes in unsafe conditions. Holidays bring on extra work for everyone, and this season will be an especially difficult time for so many. Richard noted that our emotions are gifts from God, our body's way of making us aware of how we feel, and offering those feelings to God. We must be conscious of our emotions, acknowledge and "name" our emotions, and act with understanding, grace, and forgiveness during this stressful time.

Executive Session: Richard requested that the Vestry move into Executive Session to discuss confidential personnel items. The Vestry approved a motion to enter Executive Session at 4:40 PM. The Vestry approved a motion to return to regular session at 5:15 PM.



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7. Dean's Report - Richard Lawson - Richard opened the discussion by referring to the Finance Committee background information and committee recommendation on pages 10-18 in the Vestry Packet. The project scope and funding analysis has been in the develop stages for over a year, and we are now moving to completion of projecting the full costs of the project. The original energy project was a "placeholder" as the Phase I scope was completed. It is now time to complete the full scope and funding proposal for the complete project, requiring an expenditure of \$76,020, as recommended by the finance committee. Elizabeth Drummond moved the motion, and Bryant Harris seconded. Completion of financing needs for the entire HVAC project, Phase 1 and Phase 2, will allow the administration and Vestry to move forward with fund development steps to support this critical project. Following discussion the motion passed unanimously. Audrey noted that an additional information meeting will be held with Tryba Architects, Cathedral administrative staff and the Vestry on October 28, 2020, to review project details.

8. Senior Warden's Report – Leigh Grinstead – As a follow-up to the Mutual Ministry Review (MMR) recommendations, Leigh announced Vestry Social Connection pairings (see agenda listing) designed to connect Vestry Members with each other, create support and social net-working systems, and engage in information sharing, collaboration and brain-storming. Leigh and Michael will follow up to assess the effectiveness and project outcomes.

9. Junior Warden's Report – Michael Vente – No report this month.

10. Treasurer/Director of Operations' Report – Audrey Chapman -

a. Audrey announced that the upcoming Vestry meeting on November 15 will be a stand-alone *Strategic Planning* meeting, followed by a regular business meeting on Tuesday, November 17 at 5:30 PM. Notices will be sent in advance. Additional meetings may be added in the future to accommodate the Strategic Planning objectives and manage regular business action items efficiently, apart from the Strategic Planning processes.

b. Quarterly Financials for Quarter 3, Page 19 – Audrey noted that Pledge revenues remain strong (+14%), and, as expected, both Non-Pledged and Plate revenues are down significantly, YTD. Total Expenses are down about 9%, YTD. On-Line giving is up due to increased promotion, in lieu of declining mail/check/cash gifts.

c. Unencumbered Cash – Fund 8, Sinking Fund/Critical Capital Unbudgeted Capital Needs Recommendation – Finance Committee Recommendation – see pages 30 and 31. Audrey noted that we are routinely holding large sums of unencumbered cash not needed for operating expenses. These funds should be tracked and reported on a regular basis. The Finance Committee recommends that \$500,000 of the existing cash account be moved to an interest-bearing account to be tracked as Fund 8. Further, these funds should be used solely for unplanned/unbudgeted critical capital needs of the buildings or grounds of St John Cathedral. (See full motion on Page 31). Leigh Grinstead moved approval of the Finance Committee recommendation; Bryant Harris seconded the motion. Michael



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Vente noted that these would be Vestry restricted funds to be used as noted in the motion. Although interest rates are very low it is prudent to hold unencumbered “excess” cash in an interest-bearing account, and to routinely report and track the fund account balance. The motion passed unanimously.

11. Clergy Reports – Broderick Greer/Katie Pearson

Broderick reported that in-person communion is going very well, with kudos and thanks to the staff for working diligently to manage planning and scheduling, ensuring a reverent and safe environment. Since the mayor has issued new gathering restrictions we will now pivot to comply with the new reduction, down to no more than 10 people.

As announced in the Voice, Billy Baker is celebrating 20 years of service on the St John’s staff. Broderick also commended the work of Emily Smith, the Cathedral’s Sacristan, for her work in preparing services for funerals, weddings, baptisms, confirmations, including three baptisms this fall. Her work is greatly appreciated.

Katie reported that there are seven committals scheduled, and the new city gathering restrictions will now limit attendance at these committals, and will restrict the size of the “Community without the Commute” gatherings being planned. Helen Richards is working with the hosts to ensure compliance with the new guidelines.

On-line pastoral activity is growing. A Grief Forum is scheduled for October 28, 2020. The Women’s Bible study is very successful, with 24 participants. Katie is working with Richard and Broderick to conduct this year’s Catechumenate classes remotely, via Zoom. Katie is happy to report that over 80 people are participating in pastoral care activities. Finally, plans are being made for the next round of outreach calls to parishioners.

12. Nominating Committee Report – Jennifer Allen (Page 32) – Jennifer noted that there are five confirmed Vestry candidates. The goal is to have a total of 6-7 candidates by the end of October. Vestry recommendations are welcomed. Evans will take candidate pictures to distribute when candidates are announced. The election process is being developed and will be announced with the candidate pool.

13. Consent Agenda - Minutes, Vestry Meeting, September 20, 2020 (Page 33)

14. Prayers - Broderick gave closing prayers, reading from Services of Evening Prayer.

The meeting adjourned at 6:10 PM