



ST JOHN'S CATHEDRAL

Vestry Meeting Minutes

December 13, 2020

4:00 PM – 6:00 PM

Held via Conference Call Due to COVID-19 Gathering Restrictions

Attendees: 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, Angie Thomson, Michael Vente, Mark Wherry

Absent: Bryant Harris, David Rote, Jennifer Allen

Guest: Evans Ousley, St. John's Cathedral Director of Communications

Summary of actions taken:

a. Consent Agenda: Approved Vestry Minutes, November 17, 2020

b. Action Item – Approved Electronic Voting for Vestry election at the Annual Meeting in January, 2021

1. Call to Order/Opening Prayer – Leigh Grinstead/ Richard Lawson

Call to Order: Richard opened the meeting with expressions of gratitude and special recognition for two members whose terms are ending and who will be leaving the Vestry in January, 2021. Bryant Harris and David Rote are leaving the Vestry, having served as active members of the St. John's Cathedral congregation and as experienced, productive and influential members of the Vestry. Richard expressed deep gratitude for their many hours of dedicated, exemplary service and valuable contributions to the Cathedral and the community. Leigh acknowledged, with gratitude, the services of two Vestry members who are standing for re-election at the upcoming annual meeting. Robin Paulson and Mark Wherry are commended for their service on the Vestry board in the past year. They are making valuable contributions to St. John's Cathedral and the community. The Vestry is indebted to them for their service.

Opening Prayer: Richard offered the opening prayer for St. John's Cathedral's Staff Accountant, Kris Jenkins and her family. Kris' daughter Kristen had been diagnosed with cancer and passed away earlier this week. Prayers are offered for those we love, and those we have lost.

2. Guest Report – A/V System & Livestreaming Update, Online Participation Metrics – Evans Ousley, St. John's Cathedral Director of Communications



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Evans provided an update on the status of the A/V system upgrades and plans to live stream Services beginning with the Christmas Eve Service at 1:00 PM. The A/V system upgrades, approved in August, 2020, are being installed, with the final installation to be completed next week. Production and sound quality improvements will develop over time, and feed-back is welcomed. Four presentation platforms will be available to be used: YouTube, Livestream, Facebook and Vimeo platforms. Access instructions will be presented in *The Voice*. Easy access to St. John's Cathedral services is also available by going directly to the Cathedral website at sjcathedral.org.

Livestream Update: If all goes well with final A/V parts installation, services will be streamed on the 20th as a test for the Christmas Eve live stream services. As a back-up, services for the 20th will be pre-recorded and presented on YouTube.

On-Line Participation Metrics: Evans reported on our experiences with on-line participation over the past 10 months. The communications office is tracking and analyzing usage, with plans to use congregation participation metrics to evaluate and improve communications strategies, participation rates and effectiveness of various communications instruments. Summary observations:

- Views of weekly services began with 300-400 views, but declined noticeably beginning in mid-July.
- Not all parishioners are on social media platforms, but YouTube and Facebook subscribers are increasing.
- *The Voice* readership has increased noticeably. We have a 2,900 contact list with a 35%+ "open rate", which is a robust response.
- ZOOM participation is very active for several ministries: Coffee, Young Adults, Men's Group, etc. These meetings will continue providing an important connection with the Congregation for the foreseeable future.

3. Senior Warden's Report – Leigh Grinstead - Leigh provided a brief update on the 5-Year Fiscal Planning Task Force assignments, as described last month. Task force meetings to begin in January.

Over the next 2 weeks, work will continue with Tryba Architects on assessing the leaks over the organ, to identify corrective action steps needed. The Cathedral will likely submit a mini-grant application in the spring round to the State Historical Fund for a grant of \$50,000. If funded, the plan would be to begin repairs when it is warm enough to complete the work.

4. Junior Warden's Report - Michael Vente

Michael reported that discussions are continuing with St. Elizabeth's School concerning their space and occupancy needs. A "Proposal Framework" is being developed to guide decision making steps. Richard and Broderick are in discussions with the National Episcopal Schools Association regarding a wide range of education, occupancy, health, and safety requirements and standards. Church insurance issues are



an important and vital part of the discussion. Audrey is in touch with Coldwell Banker regarding marketing rates, costs/square ft. issues, etc. to help guide discussions and future negotiations.

5. Treasurer & DO's Report – Tom Barbour/Audrey Chapman

- a. November 2020 Financial Update (Page 10) – Tom gave a current Financial Update, as of November, 2020. The anticipated year-end financial picture is strong. Although total revenues are down YTD, expenses are also down significantly, and Pledged revenues are slightly up, YTD. The Cathedral will begin 2021 with a strong budget footing. No budget deficit is expected at year's end. It is possible to begin the new year with a modest surplus. Despite significant staff adjustments and reductions, staff morale is strong and staff members feel appreciated. Audrey noted that administrative steps are underway to complete end-of-year reports. Significant work is underway to increase auto-pay and on-line payment methods. Processing checks is administratively inefficient, and US mail delivery has become a problem. The Cathedral is installing an external mailbox to address some of the delivery issues. Audrey reiterated that the end-of-year financials are strong.

Tom also noted that discussions continue with the Robinson Family regarding the Argonaut Liquors Parking lot. An offer was presented for consideration, but it was not a strong offer. Discussions are on-going, but a stronger offer is needed before the Committee is in a position to present an offer to the Vestry for action.

- b. 2021 Budget/5Year Plan (Page 11) – Audrey gave an update on the 2021 Budget development steps. Several adjustments, especially in budgeting for “non-pledge” revenues will be taken based in part on 2020 year-end final amounts and assumptions about anticipated resumption of in-person services sometime in 2021. The 2021 budget will also show changes in contract maintenance costs. Due diligence discussions are underway with a company to contract for snow removal, cleaning and lawn maintenance. As we enter 2021, Audrey will review By-law and/or Approval Authority respecting mid-year adjustments or budget re-allocations. Many decisions and some possible budget adjustments will be based in large measure on assumptions about resuming in-person services and activities. These decisions will be guided by Health Department guidance and the Office of the Bishop. The 2021 Budget will be ready for approval in January or February.
- c. Stewardship Update – Richard reported that the Stewardship campaign is going well. It is anticipated that we will achieve or exceed Pledged budgeted revenue amount for the 2021 budget.

6. Director of Operation's Report – Audrey Chapman

- a. Realm Project Update – Audrey reported successful progress on the Realm Project. This is a labor intensive effort that will continue into January, with roll-out in the New Year. Data-base management improvements will create an updated directory with accurate information,



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giving/contributions status and tie in with auto-pay management. This has been a successful effort that will result in much needed administrative improvements.

- b. PPP Update – Audrey reported very good news – the PPP Loan Forgiveness Application has been approved, within three weeks of the application submittal. (A three- month application review process had been anticipated.) Richard commended Audrey for her work on the PPP program. She was instrumental in submitting the initial PPP Loan Application, getting the loan approved, administrating and managing the loan reporting requirements, and, finally, achieving success in the Loan Forgiveness application. This success places the Cathedral on a strong financial footing as we enter 2021. It is very important to remember that the initial Payroll Protection Program loan supported many staff members and their families as the pandemic hit and the Cathedral was forced to close its doors.

 - c. Grants Update – Audrey reported that the Grants committee has successfully concluded its work for the year. Grant checks will go out next week, and the organizations selected by the committee will be announced at the Annual Meeting. Of note: despite administrative and financial uncertainties in 2020, the Cathedral has been able to keep its commitment in supporting grants to non-profit organizations to meet growing community needs.

 - d. Annual Meeting – Action Item: Electronic Voting – Audrey discussed the need to approve Electronic Voting for this year’s Vestry Election. The proposal is to link on-line voting with *The Voice*. Members will be able to use the link cast their votes. Audrey will have the capacity to check on membership status and to verify that there are no duplicate votes. Instructions will be outlined in *The Voice*. **MOTION:** Michael Vente moved that the on-line electronic voting process as described be approved. Michael Koechner seconded the motion. The motion passed unanimously.
- 7. Clergy Reports – Broderick Greer/Katie Pearson**
- a. Reverend Canon Broderick Greer –
 - Broderick commended Evans for her work in setting up the A/V system improvements and upcoming livestream capabilities.
 - Broderick reported on virtual participation levels in the various ministries during the course of COVID restrictions. Usually 9-10 participate in the Monthly Bible Study; 40-60 attended the Mile-High Theology Podcast. Other ministries have shown to up to 20-30 participants. Given the obvious



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barriers, Broderick is very pleased with sustained participation. People who want to participate and remain connected to various Ministry offerings and meetings are able to do so.

- Michael reported that 77-78 received in-person Communion last Sunday. Over 130 received Advent Wreaths.
- Broderick is pleased with responses to in-person Communion.
- Sign-up for the upcoming Catechumenate looks positive.

b. Reverend Canon Katie Pearson

- Katie reported on the success of the calling campaign. Fifty-four volunteers participated in making over 374 contacts via phone, e-mail contacts and messages. Valuable information was received to assist in the Realm project, provide meaningful check-in, highlight activities at St. John's and update/correct member contact information to improve the data-base.
- Over 270 cards have been sent to St. John's Cathedral volunteers and staff to extend our appreciation for contributions to the Community over the past year.
- Funerals, Baptisms and other pastoral rites continue. Small pastoral group meetings are wrapping up for the year, and will be active in the upcoming year. Groups such as the Women's Group, Men's Group, Youth Group, and Coffee Hour activities have sustained many "points of contact" for community and congregant virtual participation.
- Katie commended Tina Clark and Christina Rutland for their work on behalf of these activities.
- Michael Vente noted that our "lessons learned" over the past year include the importance of: 1) regular communications, using various platforms; 2) affirmative outreach efforts; and, 3) regularly scheduled ministry meetings. It is important to consider what resources are needed as we move forward to continue meeting community needs in a virtual environment.

8. Dean's Report – Richard Lawson

- a. HVAC Project Report – Richard reported on the status of the HVAC project. The next 2 weeks will be critical as we proceed with the process of completing two cost estimates for the comprehensive scope of work. Richard reported that he will continue to work with a potential anonymous donor. If the concrete cost estimates are in the ballpark for donor support Richard will return to the Vestry members to ask for a vote to proceed to next steps. This vote will be critical in moving forward, and Vestry members are asked to be available by e-mail for prompt response if the request to proceed with next steps to develop the Schematic Design is on the table. This is a positive step forward for the project, and it will be very important to move quickly if a vote by the Vestry is in order. The project timeline will then move forward through the spring, with bids expected the end of February, final bids and contingencies expected in March. The issues will return to the Vestry for final approval on the project scope, final approved bid, and potential gift amount. Vestry will be involved



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at every step of the process as bids, contracting and donor participation steps develop. It is hoped that final approvals will be set for April, 2021.

- b. Stained Glass Project Update – Richard reported on the status of the Stained Glass Restoration project. This is the second of the two critical major capital projects moving forward at the Cathedral in 2021. Two expert liaisons are working with administration on the development of two competitive comparable bids. The second bid is being solicited, with a visit from the prospective bidder during the first quarter of 2021. This project will be an on-going agenda item as we move forward on project scope and bid solicitation, knowing that the ultimate success of the Stained Glass Restoration is linked with the success and implementation of the HVAC project.
- c. Richard commended Helen Richards and the Safety and Hospitality Committee for its work on the development of the Disaster Preparedness Plan, an outstanding work by the Committee, as recognized by Mason Whitney, Disaster Warden Episcopal Church in our area.
- d. Richard noted that the Faith In Action Committee identified three organizations as recipients for this year's Giving Tree donations: Family Promise, Urban Peak and Family Homestead. Instructions for on-line giving are in *The Voice*. Donations are encouraged, especially during this very challenging and difficult time for many families and children.

9. Information

- a. Minutes, Finance Committee Meeting, November 2020 (Page 12)
- b. CO Episcopalian Article by Father Q: Latino Community & Latino Ministry (Page 17)

10. Consent Agenda

- a. **Minutes, Vestry Meeting, November 17, 2020** (Page 23)

11. **Prayers** - Broderick offered the closing prayers.

NOTE: Next meeting Sunday, January 17, 2021.