



Vestry Meeting Minutes

Date: 4/18/2021

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

Attendees: Jennifer Allen, Kathleen DeMars, Elizabeth Drummond, Leigh Grinstead, Rodger Hara, Mike Koechner, William McMechen, Greg Movesian, Meg Parish, Ilana Poley, Helen Richards, Rebecca Richardson, Michael Vente, Audrey Chapman, Richard Lawson, Broderick Greer, Katie Pearson

Absent: Robin Paulson, Angelina Thomson

Guest: Mark Wherry

Call to Order: 4:03pm

Richard opened the meeting with a prayer.

Summary of actions taken:

- Approved an expense of up to \$20,000 to purchase and install planters around the sidewalks of the Kimberly Apartment building.
- Accepted the Finance Committee's recommendation to authorize payments of 49% of the estimate, plus 10%, or a maximum of \$22,050 for bathroom renovations on the Lawson's home (1960 Leyden).
- Approved the revised Finance Committee Charter.
- Approved of the record of the email vote of Executive Committee and a Stained-Glass Evaluation (April 6, 2021).

Q1 Financial Update (Tom Barbour)

Tom provided an overview of the Q1 2021 financials. He summarized how revenue and expenditures are tracking to the calendar year, especially as it related to pledge and non-pledge giving. Richard said that non-pledge and plate giving was very connected to in-person services and the decline in those areas could be attributed to the lack of in-person worship opportunities. Tom mentioned increased utility costs and said that work on the new HVAC system could contribute to higher costs. Leigh wondered if the Cathedral has the option to select greener energy sources on its Xcel bill. Audrey said she would investigate that option.

Tom also discussed a decline in income from the Kimberly apartments due to several units being vacant for the past several months. Audrey provided additional details on the status of the Kimberly apartments and work the Cathedral is doing with the property management company to improve the situation. Audrey said that Rodger is supporting efforts to investigate potential grant opportunities to support continued renovations at the Kimberly. Rebecca asked about the long-term goals for the Kimberly property. Tom summarized some of the past work



done to re-purpose the Kimberly property and looked forward to new conversations about the future for these parcels.

Audrey provided an overview of the 2021 budget and potential fluctuations that could occur over the remaining months due to changes in worship options and the HVAC construction. She said pledge revenue continues to be strong and encouraged vestry members to monitor updates over the course of the year.

Cathedral Ridge (Tom Barbour)

Tom provided a history of the agreements between the Cathedral, the diocese, and Cathedral Ridge. Cathedral Ridge opted to forgo its pre-payment to the Cathedral in 2020. He said that close conversations would continue with all parties involved to ensure that correct payments are made to the Cathedral in line with the agreement governing the relationship.

Recurring Revenues: Kimberly (Audrey Chapman)

Audrey summarized a recommendation from the Finance Committee to install planters and plants outside the Kimberly apartments. She hoped that planters and plants would improve the look of the property's exterior and help lease vacant units. She also hoped the planters would deter campers on the property. The Arts and Architecture Committee has been consulted on this proposal. Rodger moved to approve an expense of up to \$20,000 to purchase and install planters around the sidewalks of the Kimberly Apartment building. Rebecca seconded the motion. The motion passed.

Recurring Revenues: Roberts (Audrey Chapman)

Audrey summarized various ideas and discussions around how the Roberts building at the Cathedral could be re-purposed and renovated for a different use. A new use could lead to increased revenues. More conversations will continue over the summer.

Endowment

Audrey said that Leigh worked with Giles Fox (chair of the Investment Committee) to create projections on endowment performance and potential revenue over the next several decades. Once those projections are complete, they will be shared with the vestry.

5-Year Plan

Richard provided an overview of the 5-year plan and how it can be used to help inform the vestry's work. The plan outlines the Cathedral's progress towards financial sustainability. He was thankful for great progress made to make the Cathedral more sustainable, however revenue limitations make innovation and expansion of offerings more difficult. Audrey said that departments at the Cathedral have instituted several cuts which help balance the budget. She also said that various groups will continue to meet over the course of the year to address new areas of revenue generation. Greg asked why staffing costs appear higher in 2022. Audrey said that the 2022 budget absorbed sabbaticals for 2 clergy. Greg noted that the marketing



budget was fairly steady over the years and thought that more support (and/or fundraising opportunities) might be needed on that front to attract newcomers. He said that a canon steward position could support that work. Leigh said that those options could be discussed and encouraged the vestry to keep a balanced budget at the forefront of the future plans. Richard and Tom agreed with the comments made and hoped the vestry could work with the Finance Committee to identify new sources of revenue for expanded activities.

Buildings & Grounds

HVAC Updates (Richard Lawson)

Richard gave a brief update on the HVAC project. He said the project is going well. The Arts and Architecture Committee continues to be involved in the process. Demolition and construction will start within the next few weeks.

Meeting with Arborist, April 25, 2 PM (Audrey Chapman)

Audrey encouraged all vestry members to come to a meeting with the arborist on Sunday, April 25th at 2pm to discuss the proposed plans to remove several trees on the property.

Stained Glass Evaluation (Richard Lawson)

Richard and Rebecca briefly summarized work to evaluate the needs for stained glass window repairs. A report will likely be available in June summarizing the proposed work. Richard said that significant fundraising will be needed to complete the project.

Update on 1360 Birch/Nancy Woodward's Estate (Leigh Grinstead)

Leigh provided an update on conversations regarding the potential purchase of Nancy Woodward's home. The vestry accepted the Finance Committee's recommendation to, with great respect, refuse the offer to purchase the home at full price. Since then, more conversations have occurred between Richard, Leigh, and Nancy's sons and another opportunity may be possible. Leigh said that further evaluations of the property will help inform those conversations. She said she will continue to keep the vestry informed as new conversation progress.

1960 Leyden Bathroom Renovations (Richard Lawson)

Richard provided an update on the proposed renovations to the bathroom at the Lawson's home. Audrey and Leigh briefly explained how these renovations are paid for, since the Cathedral owns 49 percent of the home (as part of the endowment). Kathleen made a motion to accept the Finance Committee's recommendation to authorize payments of 49% of the estimate, plus 10%, or a maximum of \$22,050. Rebecca seconded the motion. The motion passed.

Pews or Chairs in Nave (Richard Lawson)



Richard said that the HVAC construction has reignited a discussion over re-installing pews after construction or instead installing cathedral chairs instead. Leigh said that several parishioners have mentioned this possibility. Leigh explained several ways to continue this conversation, but that a decision needed to be made soon to coincide with the HVAC renovations. Vestry members asked several questions about the process by which this idea could further developed. Vestry members requested that a task force of vestry and Arts and Architecture Committee members convene to discuss this possibility and provide the vestry with more information before any decision are made.

Plans for Reopening all Three Sunday Services (Broderick Greer)

Broderick directed vestry members to the online and video resources summarizing all the plans regarding the reporting and worship opportunities at the Cathedral.

Dean's Report (Richard Lawson)

Richard asked for prayers as the verdict of the Derek Chauvin trial. Richard is working with FIA on a potential statement and outreach after the verdict is announced.

Other Clergy Reports (Broderick Greer Katie Pearson)

Katie said that handwritten Easter cards were sent out to members or those involved in different aspects of Saint John's life. She said that Eucharistic visitors will be visiting parishioners again starting in the end of May. Broderick said that worship staff are preparing for in-person worship as well as online offerings.

Senior Warden's Report (Leigh Grinstead)

Leigh thanked the Nominating Committee for passing the torch to the middle vestry class for this year's work of finding nominees for vestry election and diocesan convention.

Junior Warden's Report (Michael Vente)

Michael did not have any specific report but said he would support the work of this year's Nominating Committee.

Assistant Treasurer's Report (Shirley Traettino)

Finance Committee Charter

Shirley provided an overview of the revised Finance Committee Charter and the process by which the charter was revised. Jennifer made a motion to approve the revised Finance Committee Charter. Mike seconded the motion. The motion passed.

Director of Operations Report (Audrey Chapman)

Audrey gave great thanks to the vestry for its work on various topics. She also highlighted the importance of sub-groups and committee to allow for more detailed work on all these topics. Audrey said that the auditors will be starting their work over the next few weeks.



Consent Agenda

Email Vote, Executive Committee, Stained Glass Evaluation, April 6, 2021

- The consent agenda was approved.

Closing:

Kathleen was grateful to all the work that the Vestry, clergy, and staff do to provide light and love in our community today and for future generations.

Adjourn to Executive Session: 6:09pm

Reconvene to the Vestry meeting: 6:19pm

Closing Prayers – Officiant: Rebecca Richardson