



# ST JOHN'S CATHEDRAL

## Vestry Meeting Minutes

January 17, 2021

4 PM – 6 PM

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, Angie Thomson, Michael Vente, Mark Wherry

**Absent:** David Rote

### Summary of actions taken:

**a. Approved Consent Agenda** – Minutes, Vestry Meeting, December 2020

**b. Approved/Affirmed Email Vote**, December, 2020, Regarding Phase II contract with Architects, re; HVAC

**c. ACTION ITEM: Approved St John's Cathedral 2021 Budget**

***ALSO NOTE:** Because of activities relating to upcoming Vestry Retreat, New Member Orientation and Vestry Installation, there will be no Vestry Meeting in February.*

- 1. Call to Order/Opening Prayer - Leigh Grinstead/Richard Lawson** - Richard opened the meeting with a prayer for the human family, with a prayer acknowledging thanks for the words of wisdom of Dr. Martin Luther King, Jr., and the community of saints.
- 2. Check-in - Leigh Grinstead** – Leigh convened Vestry members into small groups for a 10-minute check-in, supporting each other with a discussion of how we are doing during continued COVID-related social distancing restrictions.

Following small group check-in, Richard alerted the Vestry to upcoming security precautions being taken at the Cathedral this coming week, acknowledging nation-wide threats of civil unrest on Presidential Inauguration Day, January 20, 2021. Downtown Denver is under this security alert. The Cathedral will be closed on Tuesday afternoon and all-day Wednesday. Richard acknowledged the work of the Emergency Planning Committee in establishing standing security plans to be implemented.

- 3. Senior Warden's Report – February Vestry Activities**



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**a. Coffee Hours** - Leigh noted that Helen has been hosting/facilitating Zoom coffee hour sessions on Sunday mornings. These sessions are well received by the participants. Leigh will facilitate the session on Sunday and is asking for Vestry members to sign-up to volunteer as hosts/facilitators for future coffee hour sessions.

**b. Annual Meeting** – The Annual Meeting is scheduled for Sunday, January 31, 2021, at 9 AM. This meeting will be livestreamed and has been widely publicized over the past 2 months. Vestry members and the congregation are encouraged to vote in advance. Voting instructions and options are noted in the *Cathedral Voice*. The vote tally will be made on Sunday and the newly elected Vestry members will be announced at the end of the meeting.

**c. New Member Orientation and Vestry Retreat, February 26 and 27** – Leigh and Junior Warden Michael Vente are working on plans for the Vestry Retreat and new Vestry Member Orientation.

Regarding the new Vestry Member orientation program, Leigh noted the plan will incorporate written orientation materials to be available for review in advance, to maximize efficient use of time during Zoom orientation meetings. The group discussed experiences from last year's New Member class. Of note, members support designated peer/buddy assignments to assist new members in establishing personal connections with their peers.

Regarding the Vestry Retreat, the entire group will meet at about mid-day on Friday, February 26 in an appropriate "casual" setting. The group will then meet all day on Saturday. As plans are developing, Leigh and Michael will review whether an optional in-person gathering of some sort (group walk, for example) would be appropriate on Saturday morning. The agenda will include on-line presentations, small group discussions and full-committee presentations. More details will follow as plans are finalized.

**d. Vestry Installation** – Broderick Greer and Audrey Chapman are working on plans for Vestry Member Installation, including an online welcome, special introduction write-ups in *The Voice*, perhaps a video introduction program, and special "Welcome" acknowledgement, with Prayer and recognition during an upcoming Sunday services. In-person, formal Installation may need to wait until 2022.

**e. Transition to In-person Services** – Leigh reported that she heard from Jennifer Allen who is interested in working with others who have been leading small group discussions to understand issues relating to the eventual transition to in-person services at the Cathedral. Leigh and Jennifer noted the process will include significant outreach to Clergy, pastoral committees, staff, congregation, and the community regarding a well-planned, incremental process. Jennifer noted that people will experience a series of emotions ranging from elation and celebration to hesitation, reticence, reluctance and fear. This will be a slow, deliberate process.

Richard noted the following four points: 1) be prepared for a slow, gradual process; 2) re-gathering will be multilayered, with some feelings of reunion and anxiety; 3) wide outreach



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to others during the planning process is critical; 4) we will continue to be a “hybrid” community.

Ilana cautioned that we must temper our expectations and recognize that there is no “excess” human resource capacity to absorb doubling the workload of clergy, staff, and Vestry. We must therefore manage expectations for our “new” future.

In conclusion, Richard noted that we are a long way away from re-opening in person services. We must be mindful that re-opening will be gradual, we can't expect to “expand and contract” but must strategically plan that there will be some activities that will not come back in their traditional form.

**4. Director of Operations Report – Audrey Chapman** – Audrey warned the Vestry that there are many phishing scams, and all organizations are on the alert. Members should know that the Cathedral will *never* contact members via email to solicit emergency contributions.

**a. 2021 Budget – Action Item** – Audrey reviewed the 2021 Budget as outlined on pages 10 and 11 in the Vestry Packet. The 2021 budget has been under development over the past several months, and Audrey reiterated several highlights and outcomes:

**1.** Pledge revenues for 2021 have exceeded 2020 pledges, with 3-4 weeks remaining in the pledge process. 2021 Pledges will exceed the Stewardship goals.

**2.** Compared to the 2020 Budget, 2021 adjustments have been made to recognize declines in plate and non-pledge revenue expectations.

**3.** Administrative department budgets reflect a 20% reduction in operating expenses.

**4.** A staff COLA increase of 3% is included.

**5.** The 2020 Payroll Protection Program grant funds of about \$72,000 will be used to close the 2021 deficit, with \$315,000 in PPP grant funds going to cash fund account.

**6.** Cathedral Ridge - The 2021 budget does not include the typical \$40,000 Cathedral Ridge note payment in annual revenue.

**7.** Faith in Action (FIA) will continue to receive 5% of Pledge and Plate revenues for the grants committee to distribute.

Audrey noted that the 2021 Budget spreadsheet is being updated and finalized to recognize final pledge and income and expense figures. A vote on the budget will be called later in the meeting, in about an hour, when the final figures are updated.

Audrey opened the floor for questions and comments. Leigh and Michael thanked staff for hard work and accomplishments on the budget development process, the stewardship pledge success, the PPP program grant success and on the expense reduction steps taken during this



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past year to ensure a healthy financial position for the Cathedral in 2021. The Vestry expressed support for the 3% COLA budget adjustment for staff. When asked about whether there are any “soft” numbers in the budget Audrey noted that pledge numbers are expected to improve. Revenue and expense numbers are sound but are subject to review and close monitoring as an “uncertain” year progresses. If we open early, it’s possible that expenses will increase, which means that revenue will need to be adjusted to offset any increased expenses and fees. Richard noted that if the budget needs to be revised a new plan will be presented to the Vestry. As always, expenditures are continuously monitored, and quarterly financials are reviewed by the Vestry on an on-going basis during the calendar year.

**b. 2020 Preliminary Financials** – Pages 12-16, Vestry Packet – Audrey outlined highlights of the 2020 financial statements of Q4 and Full Year 2020 outcomes with detailed revenue and unbudgeted expenses, as noted in the attached Vestry Packet.

1. As expected, while total revenues are down 6.11% because of declines in plate, non-pledged and Funeral, Wedding income, pledged revenues for the year are up 3.5%.
2. Kimberly income is down 29.43% due to extraordinary expenses and three vacant units in 2020.
3. Total expenses are down 10.16%. Fee cost are up by 133% (\$41,000) to reflect unplanned Kimberly appraisal costs, online payment fees and formerly netted lease shared expenses.
4. This is a preliminary year-end report; final year Year-End Financials will be updated in January/February.
5. Endowment income has bounced back nicely.

**c. Annual Meeting** – Audrey reviewed plans for the vestry voting process at the January 31 Annual meeting. Helen Richards and Shirley Traettino will serve as tellers and will be online Sunday morning to record call in votes. Vote options include email, online, and call-in votes. The results will be announced at the conclusion of the Annual meeting on January 31.

**d. 2020 Audit Schedule** – The audit is set for June 2021. The audit Committee is meeting 6/7/2021 to review the audit scope and timeline.

**e. Annual Income Rates, Argonaut Parking** – Income spreadsheet is included in the Vestry Packet.

### 5. Clergy Reports

**a. Reverend Canon Broderick Greer** – Broderick highlighted several activities that continue to serve the St. John community and Denver community at large. These activities are well received, and attendance remains strong, despite the constraints required by COVID restrictions.



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1. St John's will participate in the National Memorial Recognition for COVID victims. Cathedral bells will toll at 3:30 PM MT on Tuesday, January 19, in solemn recognition of over 400,000 lives lost in the United States to COVID.

2. Other on-going community and small group activities will continue this Winter and Spring, serving the "The 20-30 Young Adults Group", Mile High Theology lecture series, Spring Art Series, Women's History Month recognition, Bible Study, and April Visual Artist feature, to name a few.

3. Outside Burials and Baptism ceremonies continue, and families express heartfelt gratitude for these meaningful rituals and spiritual traditions.

4. In-person Communion participation has increased as a safe way to receive the Holy Sacrament.

5. The Lenten Schedule will be announced soon, beginning with live streamed Ash Wednesday services at noon on February 17, 2021, with sermon offered by Bishop Kym Lucas. Holy Communion and Imposition of Ashes will be offered at 1-2 PM and 5-6 PM. A Zoom Family Service will be held at 6:30 PM. Ashes to Go and Lent-in-a-Bag will be available for Pick Up on Sunday, February 14, 2021 at Noon to 2 PM. Detailed schedule information is available in *The Voice*.

**b. Reverend Canon Katie Pearson** – Katie provided an update on the Women's Bible Study group. Thirty – three members are participating in studying the Book of Esther. The Cathedral continues to participate in community-wide activities during very difficult times. Next week's issue of *The Voice* will feature COVID Vaccine information clarifying information about vaccine distribution and appointment steps.

Katie provided an update on very successful pastoral activities, including the Call Campaigns conducted this last spring and fall. Over 80 lay Volunteers have participated in various pastoral outreach activities. Over 500 calls were made, 239 conversations and 219 emails contacts have been documented. Thanks to coordinated efforts between the call campaign volunteers, Evans Ousley, and Cathedral Sacrosanct Emily Smith, date-base clean-up work has continued. Easter cards will be sent, and a new calling campaign will be launched later this year. Volunteers are always welcomed.

### **ACTION ITEM- APPROVAL OF 2021 ANNUAL BUDGET**

As discussed earlier, the Vestry returned to consideration of the 2021 Budget, as presented.

MOTION: Leigh Grinstead moved to approve the 2021 Budget as presented, accepting the following budget line items and information notes. Michael Vente seconded the motion.

**REVENUE - \$ 2,795,785**

**EXPENSES - \$ 2,795,785**



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- 3.0% COLA staff increase
- 5% Plate Revenues dedicated to the Faith in Action Grant Program
- PPP grant of \$52,000 to be allocated to balance the 2021 Budget

This represents a balanced budget for CY 2021. Leigh called for any additional questions or comments. There being none, she called the question.

### **The motion passed unanimously.**

Following the vote on the budget, the Vestry thanked Staff and Clergy for their hard, disciplined work in managing effective and efficient administrative efforts in 2020, and budget development process which resulted in presenting a healthy financial condition for the Cathedral entering CY 2021. Leigh noted special recognition to Marilyn Newell and the hard work of the Stewardship Committee, Audrey Chapman, and other administrative staff for their budget containment work during the past year.

**6. Dean's Report – Richard Lawson** - Richard began with a special note recognizing the essential work of Sacrosanct Emily Smith. Her efforts as Sacrosanct involve managing the liturgy, administering ceremonies at All Soul's Walk, membership data management, and many other duties. Emily has worked tirelessly this past year to ensure that these activities, rites, and spiritual services that connect the Congregation, community and families to the Cathedral are managed with care and grace. Her work is to be commended and recognized. Emily will speak at the Annual Meeting this year.

Richard also noted the special efforts of the Cathedral choir, music director Dr. Michael Boney, Audrey Chapman and communications director Evans Ousley for working with RMPBS on the special broadcast of "Christmas at the Cathedral."

**a. HVAC Project Update** – Richard provided a comprehensive review of the complex HVAC project activities, next steps and anticipated timeline. The architect, with owner's representative on board, is working on developing the schematic drawing, which will be completed by the end of February. The next step will be to receive Guaranteed Maximum Price (GMP) proposals from two contractors. Richard will present these to the major donor. The proposals will then come back to the Vestry. The architect will come to Vestry Retreat to present the scope, costs and GMP costs estimates. Final approval rests with the Vestry, so final project, scope and costs will come back to the Vestry. It is expected that the project will be announced to the Parish in March. Since the project is still in sensitive, developing stages, project information will not be on the agenda for the Annual Meeting. The major donor will remain anonymous. Richard noted two potential downsides with the project:

1) An increase of \$30,000 in electrical costs is expected in 2022. Overtime, the HVAC improvements will benefit energy efficiency and energy costs. The costs and benefits are anticipated and included in the Cathedral Five-Year Strategic Plan.



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2) A detailed implementation timeline for demolition, construction and completion will be forthcoming. The demolition and construction will impact the Nave, and services will need to be moved to Dagwell Hall and St Martin's Chapel. The Clergy, staff and congregation will be impacted over a period of time. We will need to be patient as this complex construction project is executed.

The role of the Vestry is critical as these next steps take place.

**b. Stained Glass Project** – This project is in a holding pattern as we proceed to solicit a second studio to bid on the project.

Finally, Richard acknowledged the service of Vestry Member Bryant Harris, thanking him for his excellent service to the Cathedral community and Vestry Board during his service.

### **7. Consent Agenda:**

**a.** Email Vote, December, 2020, Regarding Phase II contract with Architects, re: HVAC

**b.** Minutes, Vestry Meeting, December, 2020

**8. Prayers** – Canon Broderick lead the closing prayer from the Book of Common Prayer. The meeting was adjourned at 6:13 PM.