



Vestry Meeting Minutes

June 13, 2021, 4 – 6 PM

First in-person meeting since shutting down due to the COVID-19 Pandemic.

Attendees: Jennifer Allen, Tom Barbour, Elizabeth Drummond, Mike Koechner, Helen Richards, Rodger Hara, Greg Movesian, William McMechen, Angie Thomson, Michael Vente, Richard Lawson, Broderick Greer, Katie Pearson, Audrey Chapman, Leigh Grinstead, Meg Parish, Shirley Traettino, Mark Wherry

Guests: Chuck Thompson (Audit Committee Chair), Evans Ousley (Director of Communications)

Absent: Kathleen De Mars, Ilana Poley, Rebecca Richardson

Call to Order: 4:00pm

Summary of actions taken:

- Approved the report of the Audit Committee regarding the Cathedral's 2020 Audit.
- Approved the recommendation of the Audit Committee to retain JDS Accounting for one more year.
- Accepted the recommendation from the Finance Committee to repair the leak near the Organ Console

Communications

Evans Ousley, Director of Communications, provided an overview of several changes and updates related to communications at the Cathedral. She discussed the publishing of the Cathedral's new website, the launch of the Cathedral's app and livestreaming of services, enhanced social media presence, and a condensed weekly newsletter. She also discussed some annual costs associated with these enhanced offerings. Richard and Broderick also said that Christina Rutland will assist Evans in the writing on the weekly Cathedral Voice. Evans said that the start of in-person services has decreased online views of services, but that the total numbers of attendees (in-person plus online views) have remained fairly constant. She noted that the changes in communications will help with expanded outreach, but that more marketing support for the communications budget would be helpful and is needed for strategic outreach. This could take the form of a direct mail campaign to the area around the Cathedral and/or more social media targeted locally.

Richard also celebrated the Christmas service which aired on Rocky Mountain PBS and the work Evans did to make that a success. The Cathedral will work to provide another service for the upcoming Christmas season and potential look for opportunities for a national broadcast. However, at least 6 months of planning is needed to get the broadcast aired during the Christmas season.



Vestry members asked about the average Sunday attendance compared to last year. Evans said that tracking of this number will not be as prominent as in past years due to the pandemic but that interactions with the Cathedral over the past year have grown and remained fairly stable. Vestry members suggested that we might engage parishioners with marketing expertise when designing some sort of outreach campaign. Leigh thanked Evans for all of her work especially over the last year.

Review of 2020 Audit

Chuck Thompson presented to the Vestry the findings from the 2020 Audit. He outlined the purposed of the Audit Committee in meeting annually with the outside auditor (JDS Accounting) and reviewing their work. This committee meets once a year and is comprised of members with legal and accounting experience. He noted that the auditors were thankful for the robust perspectives and information that the Audit Committee provided.

Chuck said that the financial affairs of St. John's (in his opinion) are in very excellent shape with improvements compared to last year. The auditing firm noted only one significant adjustment. Leigh encouraged all Vestry members to review the more detailed report provided in the Vestry packet.

Chuck said that the Vestry and Audit Committee would need to decide on whether to use a new firm for next year's audit. The recommendation from the Audit Committee was that the Cathedral continue with JDS Accounting. The current auditors have worked with the Cathedral for 5 years and are responsive to Audrey's requests/questions. Chuck mentioned that for the level of service they provide, JDS is approximately 30 – 50% less expensive than other audit firms.

Michael made a motion to accept the Audit Committee's report. Mike seconded the motion. The motion passed. Greg made a motion to accept the recommendation to retain JDS Accounting for another year. Angie seconded the motion. The motion passed, with Mike Koechner abstaining.

Mutual Ministry Review

Richard said that the annual Mutual Ministry Review (MMR) provides a check-in opportunity that is both organizations/operational and spiritual. He appreciated the various responses from Vestry members. He noted that phone calls and small groups kept people connected during the pandemic. He encouraged patience and wisdom as in-person gatherings resume, both for the Cathedral staff and parishioners that may feel nervous about attending services in-person.

Leigh said that the comments were overwhelmingly positive. She noted that words of wisdom, patience, kindness, and gentleness bubbled up in many responses. But she said a great deal of transition was likely as in-person gatherings start again. In terms of opportunities for growth, she noted one comments about how “we love our staff not how we are staffed”, providing an opportunity for more conversations around staffing support in the future. She was thankful that when clergy was mentioned staff were also mentioned.

Vestry members provided some additional comments. They reflected the positive comments shared previously, but they noted a few areas of conflict specifically the online leaflet,, anxious feelings about gathering together again, and the impact of the pandemic on future attendance. Vestry members also had several questions about the upcoming sabbaticals for the clergy over the next few years. Richard provided an overview of that process and said that brainstorming will begin on potential interim clergy opportunities to support the Cathedral while current clergy are away. Any interim clergy will take a supportive role to the clergy not on sabbatical.

The group also discussed how strengthening lay leadership will be key as clergy are on sabbatical and staffing levels especially around ministry coordination and membership engagement are low.

Cathedral Leak – Finance Committee Recommendation and Engineer’s Proposal Audrey and Tom explained the recommendation from Finance Committee to fix a leak near the organ console. Two quotes were reviewed for the repairs. Rodger also said he noticed a potential leak in one of the stairways. He will work with staff to point it out for future investigation. Elizabeth moved to accept the recommendation from the Finance Committee to repair the leak near the Organ Console. Jennifer seconded the motion. The motion passed.

HVAC Update - Guaranteed Maximum Pricing

Richard and Audrey provided an update on the HVAC project. Most recently, during construction documents phasing, it came to light that the Cathedral’s electrical load capacity will need to be increased in order to accommodate the increased load of the new electric HVAC system. These costs were not included in the original designs of Phase I due to an error by an engineer.. The approximate project cost increase is \$300,000. As a result, the engineer will reduce their fees slightly. Richard and Audrey will work to identify the best way to address the increased cost of the electrical upgrades and keep the Vestry informed. They said several options were available to them. Work continues to go well on Phase I of the project in the nave. Phase II for other sections of the campus will likely begin soon after Phase I completion.

Senior Warden’s Report

Leigh shared that Mike K. will act as the chair of this year’s Nominating Committee. The committee will provide the Vestry with names of delegate for annual convention and the next Vestry slate for election. The Nominating Committee is usually comprised on Vestry member from the middle Vestry class.

Treasurer's Report

Tom said that the Kimberly Apartment building Request for Information (RFI) process concluded last summer, and it was time to bring these conversations to the forefront again. He said that the Cathedral gained a lot of valuable information during the RFI process (including appraisals of the Kimberly, and other Capitol Hill parcels), and new conversations will have good momentum and information as a jumping board. Tom asked everyone to think about not only the Kimberly property, but also the other parcels owned by the Cathedral and within the Cathedral's Capitol Hill footprint. The whole picture relates to urgent opportunities for the Cathedral to realize new and needed recurring revenues. Tom asked the vestry to think about engaging Tryba Architects to provide Strategic Planning services that would help the Vestry understand the value and potential uses of their Capitol Hill properties. Greg mentioned that Tryba worked with the Cathedral on a project involving Cathedral Square North in the past. Audrey and Richard said they would ask Tryba to find any previous master planning documents. Tom said that this was a more pressing conversation since some of the Kimberly apartments were now unrentable due to needed repairs, which limits the property's current revenue generation potential.

Tom also mentioned that there may be a potential buyer for the mineral rights owned by the Cathedral. He will work with staff to have more discussions and bring potential action items to the Vestry.

Task Force Update

The current pews were removed from the nave as part of the HVAC renovations, so Vestry members were able to view the empty nave. Michael provided an update on the work of the Task Force and the options potentially available for seating in the nave. The Task Force has held weekly meetings to discuss the options available to the Cathedral. The Task Force has also engaged with some focus groups of parishioners to asked them about their opinions/visions of the nave and seating preferences. Through the Task Force's conversations, members wanted to make sure that whatever option that's chosen provides flexibility, accessibility, and comfort to all attending services. Additionally, the Task Force has learned that the current pews are in a state of disrepair and refurbishing the current pews could be cost prohibitive as well as being a short-term solution to a longer-term problem. Therefore, the Task Force is leaning away from seating options that involve the re-installation of the current pews.

The Task Force has had several conversations with vendors who may be able to help the Cathedral. Conversations continue among the Task Force and a recommendation to Vestry will likely be sometime in July. Michael welcomed feedback and questions from any Vestry member and was willing to take question after the meeting.

Closing Prayer – Provided by Rodger Hara

Adjourn: 6:15pm