



## **Vestry Meeting of Sunday, August 15, 2021**

On-site at Saint John's on the 3<sup>rd</sup> floor of the Parish Building, 4 – 6 PM

**Attendees:** Michael Vente, Helen Richards, Leigh Grinstead, Rebecca Richardson, Greg Movesian, Mark Wherry, Mike Koechner, William McMechen, Audrey Chapman, Richard Lawson, Ilana Poley, Jennifer Allen, Kathleen De Mars, Shirley Traettino, Elizabeth Drummond, Roger Hara, Katie Pearson, Tom Barbour, Meg Parish, Robin Paulson

**Call to Order:** 4:05pm

### **Summary of actions taken:**

- Accepted the Finance Committee's recommendation for spending authority up to \$50,000 from Fund 8 to pay for black plastic stackable chairs that the cathedral will use in the interim until the final wood stackable chairs are chosen and arrive. The interim chairs are the same black plastic stackable chairs the cathedral already uses on Sundays for the 8 AM service on All Souls' Walk, and throughout the cathedral for various uses.
- Accepted the Finance Committee's recommendation that the Vestry approve an expense of up to \$26,950 to come from Fund 8 to engage Tryba Architects, MEP Consultants, and an Estimator in a condition assessment of the Kimberly.
- Accepted the Finance Committee's recommendation that the Vestry approve an expense of up to \$41,414.92 to come from Fund 8 for a new security system for the entire main campus.

**Opening Prayer:** Provided by Richard Lawson

### **Chairs – Interim, Stackable Chairs Purchase**

Leigh provided a summary of the work of the Task Force on the new seating options in the nave and the action taken by the Vestry at their special July 29<sup>th</sup> meeting. She said that the Arts & Architecture Committee work continuing the discussions around design of the new chairs. Based on the recommendation at the special Vestry meeting, the wardens, staff, and clergy worked on options for interim seating in the nave (since the new, permanent chairs will likely not be ready when the nave re-opens after HVAC construction). The Finance Committee has recommended spending authority up to \$50,000 for black stackable plastic chairs. The cathedral will use these chairs in the nave until the final wood stackable chairs are chosen and arrive, and then throughout the building as flexible seating. The interim chairs are the same black plastic stackable chairs the cathedral already uses on Sundays for the 8 AM service on All Souls' Walk, and throughout the cathedral for various uses. Broderick and Audrey have secured a quote and design from a vendor for temporary chairs.

Leigh also shared Task Force members are working with Evans on the communications plan for this new to the wider parish including videos and talking points. Leigh believed that an announcement on this work and decisions made could be made shortly after Labor Day. Meg

asked how long the interim nave chairs would be in use. Michael said that it will likely take time to produce the new, permanent chairs so the interim chairs could be used until early next year.

Mike asked that the new, interim chairs have felt on the bottom to not scratch the new floor and be hooked together due to city ordinances. Michael made a motion to accept the Finance Committee's recommendation for spending authority up to \$50,000 from Fund 8 to pay for interim chairs. Rebecca seconded the motion. The motion passed.

Jennifer asked if the Vestry will be able to see the videos and communications before they go out to the wider parish community. Richard said that the timing may not work for the Vestry to see the videos before they go out because of the work needed in filming and editing. But he welcomed further conversations on elements to include in the videos and talking points and has already identified some parishioners (with varying opinions on the decision) to weigh-in on the messaging.

Leigh also shared that an anonymous donor household has stepped forward and was willing to pay for either new pews or new chairs in the nave. Those involved in the decision-making process did not know about this potential gift beforehand. This will enable the Arts & Architecture Committee to make the design decisions they think best for the new permanent chairs. Rebecca said she would share this news with the Arts & Architecture Committee.

### **Kimberly Condition Assessment + Master Planning Update and Recommendation from the Finance Committee**

Tom provided an overview of the current condition of the Kimberly property. He said the Cathedral used to have a fairly steady stream of income from the apartment rentals, but five units have become unrentable due to needed repairs. This has led to reinvigorated conversations around what to do about the Kimberly property as well as the other properties owned by the Cathedral. Tom proposed that the Cathedral work with Tryba (the firm working on the HVAC project who has worked on other Cathedral related projects too).

Tryba was asked to do an assessment on the property to provide important information on the current state of the Kimberly and potential next steps. The Finance Committee has recommended that the Vestry approve an expense of up to \$26,950 to come from Fund 8 to engage Tryba Architects, MEP Consultants, and an Estimator in a condition assessment of the Kimberly. Tom stated that tonight's vote was only the first step in getting an assessment on the Kimberly and more conversations will be had on wider strategic plans for all the Cathedral's parcels.

Vestry members requested that Tryba and others take into account the work done in previous analyses and assessments of the parcels as part of any wider strategic plan. Mike made a motion to approve an expense of up to \$26,950 to come from Fund 8 to engage Tryba Architects, MEP Consultants, and an Estimator in a condition assessment of the Kimberly. Rebecca seconded the motion. The motion passed.

### **Security System – Recommendation from Finance Committee**

Audrey explained that the current security system used by the Cathedral is over 20 years old and has several problems. Additionally, the company that services the system has been difficult to deal with on several occasions. The Finance Committee is recommending that the Vestry approve an expense of up to \$41,414.92 to come from Fund 8 for a new security system for the entire main campus. Audrey provided additional details to questions that came up during the Finance Committee meeting including software updates, new control panels, and new cameras. The new system primarily just replaces the existing cameras and motion detectors with higher quality and newer equipment. While Audrey is adding four cameras in the cathedral sanctuary (there have never been security cameras there) and three in the music basement (there have not been cameras there for a while), this project purposely did not extend to off-campus cathedral owned properties. Vestry members asked if some cameras could be installed in the Argonaut parking lot. Audrey said she would explore options. Audrey believed that some of the updates (as well as the sidewalk upgrades for ADA compliance) may save the Cathedral on insurance costs. Kathleen made a motion to accept the Finance Committee's recommendation that the Vestry approve an expense of up to \$41,414.92 to come from Fund 8 for a new security system for the entire main campus. William seconded the motion. The motion passed.

### **Clergy Reports**

Richard said that the Cathedral's use of the Realm membership database continues to expand. The new system has helped with many things around membership, donations, and other interactions with the Cathedral. Approximately 500 people have created logins to their own profiles within Realm. Staff and clergy will roll out the use of Realm Groups to help facilitate interesting communications options for inter-group communications (i.e., group newsletters).

Richard said that plans are in the works for Saint John's Day on September 12<sup>th</sup>. The focus of this Saint John's Day will be on service-oriented groups and ministries that need extra support and volunteers. Christina Rutland and other parishioners are overseeing the logistics of Saint John's Day

Richard also shared a pamphlet outlining the upcoming Dean's Forums. This information will also be provided in the weekly Voice. There will be hybrid options for participation. He also said that this year's stewardship season will kick off soon with the theme "Coming Home". Various videos have been filmed and will launch after services have resumed in the nave. Dean Richard shared that he and Jenipher Jones from FIA plus Fran Trujillo (liaison to the apartments) will be visiting on September 1 with residents of the St Francis Apartments at Cathedral Square to see if they have interest in jointly authoring an advocacy statement on homelessness so that the Dean's voice is complemented by the voices of our neighbors with loved experience of homelessness.



Richard said that the HVAC project continues to go well. In past Vestry meetings, he mentioned unforeseen upgrades needed to the electrical system. The anonymous HVAC donor has increased their gift to the Cathedral by \$300,000, which covers those costs. Richard noted the good work of Don Wood and the Building & Grounds Committee to estimate the costs and need of a new electrical system eventually for the Cathedral; work they did at least three years ago, and which estimated electrical upgrades needs to be around \$300,000. Richard also shared that he hoped the HVAC gift and work could also repair structural issues with the floors of the Cathedral's towers. If the towers are repaired, then the Cathedral can work to repair the carillon's bells. Richard said that there weren't any lighting upgrades planned for the towers or the Cathedral's exterior.

Richard encouraged Vestry members to work to message the change to chairs in the nave. Clergy did not provide any input in the lay-led process but support the decisions of the Vestry. He asked that Vestry and Task Force members help in those communication efforts as news travels to the rest of the parish. Vestry members agreed that parishioners could be very sensitive to change right now, and it is important that the right message on this work be conveyed to the parish community.

Katie said that another round of check-in calls will occur in a few months. These are opportunities to just connect with other Saint John's members and get their feedback. Up to 55 volunteers will be needed to make all calls. Leigh and Richard thanked Katie and all those involved in the calls.

### **Nominating Committee Report**

Jennifer referred Vestry members to the report in the Vestry packet.

### **Preparedness Committee Report**

William said that the Preparedness Committee will be facilitating two briefings on the new emergency plan documents and procedures with acolytes, vergers, and ushers. He recommended that the Vestry think about the ways that lighting of the Cathedral can help promote security and safety. He also said that the committee would be looking at the old locking mechanisms on doors to see if there were ways to make accessing these doors easier in the event of an emergency. He noted that one new emergency button and a couple of new first aid/AED kits have been installed on the Cathedral grounds.

### **Q2 Financials**

Tom provided an overview of the Q2 financials. He noted that pledge revenue was doing well, and expenses were coming in slightly lower than expected. As discussed since early spring, he

said that revenue from the Kimberly was lagging compared to past years. He said that conversations continue about potential sale of mineral right owned by the Cathedral, but that information was still forthcoming. Audrey gave special thanks to Shirley for all her work on the financials.

#### **Investment Committee Report**

Tom directed Vestry members to the Investment Committee report in the Vestry packet. He said that the Cathedral strategy around investments continued to be sound.

#### **Director of Operations Report –**

Audrey provided a brief update on the work related to the leak in the Cathedral near the organ.

She also gave her annual August report to the vestry, reporting that the cathedral's liability insurance has been renewed. She spoke directly to a question from Tom, notifying everyone that the insurance covers Directors & Officers, which includes Vestry, and most volunteers that make decisions within an official capacity and on the behalf of Saint John's. Per a request from Finance Committee, she will be adding \$1 million in additional Cyber Liability coverage, for an annual premium increase of \$1,000.

#### **Senior Warden's Report**

Leigh encouraged Vestry members to respond to Christina Rutland's email about supporting this season's calling campaign.

**Closing Prayers –** Provided by William McMechen

**Adjourn:** 6:05pm