



SAINT JOHN'S CATHEDRAL

Vestry Meeting

October 17, 2021

Present: Kathleen De Mars, Elizabeth Drummond, Mike Koechner, Ilana Poley Helen Richards, Greg Movesian, William McMechen, Rebecca Richardson, Michael Vente, Richard Lawson, Broderick Greer, Katie Pearson, Audrey Chapman, Leigh Grinstead, Mark Wherry

Present by Conference Call: Jennifer Allen, Meg Parish

Absent: Rodger Hara, Tom Barbour, Shirley Traettino

Summary of actions taken:

- Approved the Finance Committee recommendation to decline the offer to purchase the Birch Street home from the Woodwards and provide the Woodward's sons with the information on the home's assessment.
- Approved the Finance Committee's recommendation to adopt the Approval Authority Matrix.
- Accepted the Finance Committee's recommendation to approve the development of a revised Memorandum of Understanding with the diocese regarding Cathedral Ridge, to be signed by the Senior Warden, to extend the end date of the first ten-year period to December 31, 2023.
- Approved minutes of the September 19, 2021, Vestry Meeting.
- Approved minutes of the September 19, 2021, Clarkson Corporation Meeting.

Call to Order: 4:05pm

Prayer & check in provided by Richard

Financials, Quarter 3 2021 (Audrey Chapman)

Audrey provided an overview of the Q3 2021 financials for the Cathedral and explained the status of many of the revenue and expense categories. She also provided an overview of the current budget to actual calculations, reconciliation of Fund 8, and an unencumbered cash report. Audrey assisted with several questions posed by Vestry members.

Audrey also provided a report on the status of the Kimberly apartments. Many units have required repairs over the past year, making some unrentable. She also said there were some instances of graffiti and vandalism on the apartments. She said that these incidents have limited the amount of rental income that comes from the Kimberly further constraining the Cathedral's operating budget. Vestry members reiterated the need to think about plans for the Kimberly (and adjacent) properties to further the Cathedral's mission as well as provide additional income.

2022 Budget (Richard Lawson and Audrey Chapman)



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Richard and Audrey provided a very high-level overview of the draft 2022 budget. Richard said that it was still early to get into the details of the proposed budget and that more information will be provided before finalizing the budget in January. He said that the current draft budget took into account a possible drop in pledges for a variety of factors.

Richard said that funds for a Coordinator of Parish Life position were in the draft budget. This position would work to connect new people to ministries/groups at the Cathedral, help with Vestry nominations, oversee data going into Realm, coordinating welcome center volunteers, organize events like Saint John's Day, provide some stewardship support, and other administrative tasks. The budget currently has that position starting by July 1st of 2022. Richard mentioned the need for additional support for facilities staff and ideas on how to accomplish that in the draft budget. Richard also mentioned the need for additional technology support for Evans in streaming services online especially around the management of the sound on the stream and the ways to accomplish that given the draft budget.

Vestry members discussed several options to facilitate growth in pledges to the Cathedral as well as the endowment and the importance of planned giving. Greg and Rebecca provided additional details and suggestions related to the report the endowment task force completed (report provided at the end of these minutes). Greg and Rebecca continued the conversations from past Vestry meetings on the finding from the endowment task force report. Greg and Rebecca said that for continued growth in the endowment, legacy gift would be key. Legacy gifts help people think about what it means to leave a legacy and how that's connected to stewardship. Vestry members also discussed the stewardship of Cathedral property including the Kimberly apartments, the Cathedral Square North parcels, and the Roberts building as items that needed additional attention during the campus planning process.

Greg and Rebecca said that conversations on all this would continue, and additional plans would be formed by March 2022. The Vestry will likely decide on actions to take from those more detailed recommendations by early summer 2022.

Action

Birch Street House (Leigh Grinstead)

Leigh provided an overview of the conversations of the offer from Nancy Woodward's sons to purchase her house at a significant discount. Per Leigh, the condition assessment of the house is complete and the costs of renovating the home were significant and likely not something that the Cathedral could undertake at the moment. Leigh recommended that the Vestry approve the Finance Committee's recommendation to decline the offer to purchase the home, but suggested that the Cathedral provide the Woodward's sons with the information on the assessment. Elizabeth made the motion. Michael seconded the motion. The motion passed. The Vestry expressed their deep appreciation to the Woodward family for engaging with the Cathedral on this gift. Kathleen said it was the intention of the Woodwards to bring beauty and joy to Saint John's, and their offer to give this gift was proof of their love for the Cathedral.



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Approval Authority Matrix (Audrey Campman)

Audrey summarized the work Shirley did to put together the approval authority matrix for various types of expenses incurred by the Cathedral. This matrix will help clearly identify the individuals or groups that need to authorize certain types of expenses. Leigh made a motion to approve the Finance Committee's recommendation to adopt the Approval Authority Matrix. Michael seconded the motion. The motion was approved. The Vestry greatly thanked Shirley for her work in developing this resource.

Cathedral Ridge Memorandum of Understanding (Leigh Grinstead)

Leigh provided an overview of on-going conversations with Jay Swope to amend the payment date for their Cathedral Ridge payment from August 2023 to December 2023. This will provide a bit more flexibility to the diocese in making the payment. The Finance Committee supports the change. Rebecca made a motion to accept the Finance Committee's recommendation and approve the development of a revised Memorandum of Understanding with the diocese regarding Cathedral Ridge, to be signed by the Senior Warden, to extend the end date of the first ten-year period to December 31, 2023. Michael seconded the motion. The motion passed.

Updates (Audrey Chapman, Leigh Grinstead, Richard Lawson)

Campus planning

A task force has been formed and will meet after the New Year to assess past efforts, gather information, and provide recommendations on next steps around campus planning. Updates will be provided regularly in the Voice and other communication channels. Vestry members suggested that the task force be named a Campus Stewardship Task Force. Leigh said the task force would take that idea under advisement.

HVAC – Towers (Richard Lawson)

Richard updated the vestry that he and Audrey have learned that the cost of the work that will be done in the towers as part of the HVAC project (but as part of Phase II, once the sanctuary/Phase I is complete) will be higher than hoped. They do not yet have a sense of how much higher because the Project Manager, General Contractor, engineers, and architects are refining their proposals. Richard and Audrey will keep the vestry updated as this piece of the project develops.

Stained Glass (Richard Lawson)

Richard said that they had received a contract from a local architect who has done work on the Cathedral's stained glass before. However, the lead time on the project is at least a year out. Identifying the funding to complete the project will also take time.

Mineral Rights (Audrey Chapman)

Audrey said that the sale of mineral rights approved by the Vestry is in process. She said that there are many historic documents to work through before the sale is final.



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Stewardship Update (Richard Lawson)

Richard provided an update on this year's stewardship campaign. Letters and emails have gone out the parish. Richard commended Evans for the beautiful symbol used in the "Coming Home" theme.

Consent Agenda

- Minutes of the September 19, 2021, Vestry Meeting
- Minutes of the September 19, 2021, Clarkson Corporation Meeting

The consent agenda was approved.

Closing prayer

Adjourn: 6:10pm

Saint John's Cathedral Endowment Task Force

Funding Plan Executive Summary Addendum

16 October 2021

In order to establish an endowment goal, several factors must be taken into consideration, including

- Cathedral's investment policy only allows endowment growth through new gifts
- Growth of the operating budget
- The draw on the endowment
- Inflation
- Giving growth rate

Tonight we will talk about our the congregation's stewardship and congregational giving.

STEWARDSHIP AND PHILANTHROPY

As stated previously, an intangible goal here is to make giving a way of life/part of the culture at SJC and not an event, which is to say, we want to create a stewardship mindset and philanthropic culture. To succeed, the core base of parishioners who are invested in the continuing life of the Cathedral as a community will be invited to embrace the principles and theology of stewardship and accept fundraising as an aspect of stewardship grounded in the practice of a spiritual life rooted in Christian, Anglican teaching.

- What is stewardship, in its fullness?
- How does it relate to philanthropy and giving?
- What does a culture of stewardship look like?

Parish Considerations: Food for Thought

- Do parishioners have the capacity to respond to capital needs estimated between \$3 and \$5 million over the next 3 to 5 years, and an endowment goal in excess of \$10 million? What do we need to do to get there?
- Do parishioners have the capacity to respond to the challenge of increasing operational support? What do we need to do to get there?
- How do we best reach those who have desire and less capacity, and those who have capacity but no desire?
- How will the Cathedral engage in evangelism and public relations to increase the size of the congregation to maintain its future vitality?

PROPOSED CONCRETE STEPS

Assumptions:

- The campus plan with Tryba dovetails with any funding plan.
- The building assessment/5-yr plan will require a comprehensive funding plan to coincide with it.

Goals:

- Windows, towers, masonry, abatements, other capital needs and final costs will be assessed by **Feb. 1, 2022**.
- Planned Giving (Martyn Hart Society) reinstated to launch **Ash Wednesday 2022 (March 2)**.
- Comprehensive fundraising plan will be developed by **March 31, 2022**, including endowment goal.
- By **June 19, 2022 Vestry Meeting**, submit an on-going professional stewardship/fundraising plan, i.e. what method(s) do we incorporate to achieve our fundraising goals (professional consultant, staff position, etc.)