



SAINT JOHN'S CATHEDRAL

Minutes of the Vestry Meeting of January 23, 2022

Present: Helen Richards, Meg Parish, Rodger Hara, Rebecca Richardson, Will McMechen, Ilana Poley, Mike Koechner, Michael Vente, Leigh Grinstead, Kathleen DeMars, Greg Movesian, Mark Wherry, Richard Lawson, Katie Pearson, Broderick Greer, Audrey Chapman

By Phone

Thomas Barbour

Absent

Jennifer Allen, Elizabeth Drummond

Summary of Actions Taken:

- Approved the 2022 annual budget, including a continuation of 5% of Pledge and Plate actuals going to the Grants Committee and a 6% COLA for staff.
- Accepted the Finance Committee's recommendation to use \$46,000 from Fund 8 to begin phase I of the process to assess repairs for the stained-glass windows.
- Approved minutes from the Vestry Meeting of November 21, 2021.
- Approved minutes from the Vestry Meeting of December 12, 2021.
- Approved minutes from the Vestry Executive Session Meeting of December 12, 2021.

Call to Order: 4:05pm

Prayer/Check-In

Richard opened with prayer. He also provided a high level report on the draft budget for the next operating year. He said that there were deficits that needed to be addressed, and that staff would continue to work towards balancing the budget. He also mentioned that the budgeted included a cost of living adjustment (COLA) increase for staff. He said that Finance Committee was presenting a recommendation to the Vestry that will be discussed later in the meeting.

Stewardship

Audrey reported an increase to the 2022 Operating Revenue Budget from additional pledges received over the past week. In total, she said the Cathedral has received about \$200k in new pledges. Richard said that the increase in pledges was in part from one donor who was inspired by the addition of the new Coordinator of Parish Life and Digital Ministry positions.

Action Item: 2022 Budget

Audrey provided a high level overview of the annual budget, which is balanced without the use of Fund 8 reserves, due to the increase in pledging and some minor decreases in expenses. She also summarized that the budget as presented includes a recommendation from the Finance Committee to increase the COLA for next year to 6% (up from 3%). The Finance Committee recommended the 6% COLA because of inflation and based on multiple sources of reference, including the Social Security Administration. Additionally, the budget as presented includes 5% of pledge and plate revenues designated to the Grants Committee. Richard said that in the budget development process the Cathedral continually looks for a healthy balance between dollars and spiritual needs.



SAINT JOHN'S CATHEDRAL

Greg congratulated the clergy and staff for increasing pledges, and encouraged the Vestry to set annual goals around non-pledged cash raised. He was thankful that attendance and engagement numbers have returned to pre-pandemic levels. He noted that a more consistent and intentional approach to planned giving and bequests will be important and the Cathedral continues to improve its fiscal health.

The Vestry had a conversation about the Finance Committee's recommendation to increase the COLA to 6%. Tom Barbour noted that Audrey's research showed that 6% was in line with actions taken by the Social Security Administration. The Vestry approved of the increase at 6%.

Mike Koechner made a motion to approve the annual budget. Greg seconded the motion. The motion passed.

Digital Ministry Coordinator Job Description

Richard facilitated a conversation about the new Digital Ministry Coordinator job description. He said the job was the same as what was discussed at the previous Vestry meeting. (a full time position that oversees live streaming). He said this position was vital since the Cathedral has invested in live streaming, and an operator is needed due to the complexity and technicality of the work. This position will also alleviate the streaming burden on Evans so that she can concentrate on videos and marketing.

Broderick said that online engagement (watching live streaming and/or viewing services online afterward) was about 100 – 125 for Sunday services. Vestry members made suggestions on minor edits to the job description. Audrey thanked the members for their input and would take their suggestions under advisement along with input from Evans.

Buildings and Grounds

Action Item: Towers Budget Update

Richard provided an update on the Cathedral's towers. The towers were built with natural ventilation, but the engineers want to add louvers in floor space. However, there are long-dried pigeon droppings down the walls so the contractor won't do the work until remediation is done. The dried pigeon droppings are toxic so full hazmat suits are needed for the remediation work. He said that some of the HVAC gift could be used for the work, but the work is approximately \$200k over the total HVAC project budget of \$4.3 million. He shared that the household that donated the funds for the HVAC work was increasing their gift to cover the cost of full remediation and renovation of the towers. The Vestry members were incredibly thankful to the household providing these funds. Kathleen shared that she was struck by the extraordinary giving by this household. Richard said that the generosity was humbling.

In terms of time line for the tower repairs, construction will be scheduled to take place during Easter. Just the towers will be closed down. It will take a couple of months to complete. Richard also shared that the rest of the HVAC project (Dagwell Hall, Chapel, Common Room and Nursery) is nearing completion. It will take time, however, to move back in to those spaces. Additionally, the sound system in Dagwell needs to be rebuilt.



SAINT JOHN'S CATHEDRAL

Action Item: Stained Glass Phase I

Rebecca shared that Martin and Martin was chosen for the stained glass repair. Melanie Short, an architect with experience in historical stained glass restoration and with Saint John's windows will be involved. She said that \$46,000 was needed to secure the engineer to do the work needed to get to an estimate (included engaging a GC for estimating). The Finance Committee recommended that \$46,000 be used from Fund 8 for this expense. Michael made a motion to accept the Finance Committee's recommendation. Kathleen seconded the motion. The motion passed.

Coordinator of Parish Life

Richard said that the Coordinator of Parish Life position has been posted and applications are being submitted. The goal is for the person to begin on or around April 1st.

Treasurer/ Director of Operations Report: 2021 Operating Budget Preliminary Financials

Audrey reported that the financials at this point are still quite preliminary. She and Kris Jenkins, Staff Accountant, are still receiving bills to be accrued to 2021. However, the operating deficit of \$67,000 hopefully won't change too much. The deficit is due primarily to the Kimberly's significant decline in revenues.

Tom mentioned that at the February Finance and Vestry meetings we need to discuss the deficit and where the money will come from. Audrey also highlighted for the vestry that rent from the Argonaunt increased from \$55k to \$67k in 2018 and will increase to \$75k in 2023. Under the current lease the rent goes to market rates in 2028.

Senior Warden's Report

Leigh encouraged all Vestry members to attend the 10:30 service on February 6 for the installation of new Vestry members. She also shared that the February 20th Vestry meeting will be a regular meeting from 4pm to 6pm with the new members. March 20th will be the Vestry retreat at the Cathedral beginning at about 1pm. After the retreat, Vestry members will be encouraged to attend the Wilderness service followed by a meal together. More details to come soon. Audrey said she would send out calendar updates.

Junior Warden's Report: Pews and Chairs Update

Michael shared an update on the renovation of some of the old pews from the Cathedral. After working with a local restoration group, about 20 pews saved. Dan will continue work on them so they can be in a good condition. Michael said that the Arts and Architecture Committee will work with Georgie to find new homes for the pews including any parishiner who might want one. He also shared that a church locally is interested in the cushions.

Consent Agenda

Vestry members provided minor edits to the minutes. The consent agenda was approved.

Closing Prayers: Officiant Kathleen DeMars

Adjourn: 6:05pm