



# SAINT JOHN'S CATHEDRAL

Vestry Meeting Minutes

February 20, 2022

Meeting started 3:30pm and ended at 6:00pm

**Present:** Helen Richards, Roger Hara, Will McMechen, Illana Poley, Michael Koechner, Michael Vente, Leigh Grinstead, Kathleen DeMars, Greg Movesian, Mark Wherry, Kate Gojkovich, Bradley Jackson, Jenipher Jones, Richard Lawson, Katie Pearson, Audrey Chapman, David Loos, Shirley Traettino

**Absent:** Rebecca Richardson, Broderick Greer, Thomas Barbour

## Summary of Actions Taken

- The Vestry nominated Liz Wolfert for Holy Orders
- Tom Barbour was unanimously elected as Finance Committee Chair and Treasurer
- David Loos was unanimously elected as the Clerk of the Vestry
- Sandy Mazarakis was unanimously elected to a new term on the Investment Committee
- The Vestry approved providing a resolution to the purchaser of the Mineral Rights confirming that as Senior Warden of the Vestry and as President of the Clarkson Corporation Leigh Grinstead was authorized to sign the Deed of Sale.
- The Vestry approved Leigh Grinstead, Richard Lawson, Tom Barbour, Audrey Chapman, and Kris Jenkins as authorized to initiate and complete wire transfers from the primary Bank of Oklahoma Operating Checking account.
- The Vestry approved the 2021 Parochial Report.

## Prayer/Check-In/Introductions

As the first meeting with the new Vestry Class, all present spent time providing personal introductions. Dean Lawson provided an opening prayer.

## Vestry According to the Canons

Generally, an in-depth introduction and onboarding of new Vestry members is done every February at the Vestry Retreat and Orientation. However, due to COVID-19 the retreat this year has been moved to March and the February meeting was a regular business meeting. Accordingly for the February meeting Richard provided minimal but essential onboarding information about Vestry service according to the Canons of the Diocese. Richard and Leigh highlighted the primary Vestry duties:

- Be good stewards of the cathedral's finances, good stewards of the cathedral's grounds
- Interview and call a Rector and Dean as needed
- Elect annual delegates to the Diocesan convention
- Fully participate in the sacramental life at Saint John's, and



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- Establish parish committees and task forces, and approve parishioner's seeking ordination

Leigh emphasized that Vestry members should keep up with their own spiritual life.

A question was raised concerning a previous requirement that members serve on a committee, and whether that is still a requirement. Richard and Leigh responded that is not a current policy or requirement but noted that serving on a committee can really help a Vestry member understand and connect with running the cathedral. Currently, at least half of the vestry members are involved in committees. Richard outlined for everyone that if there was a committee anyone would like to join or know more about, they can contact Leigh, Michael V., or Richard who can put them in touch with the chair of the committee.

### **Action Item: Nomination for Holy Orders for Liz Wolfert**

One responsibility of the Vestry is to support those going through the discernment process. Discernment requires nine months in conversation with a priest and if the priest thinks you should continue, they help with phases for you to continue to explore. At the end a report is generated by the candidates Discernment Committee to recommend the person for Holy Orders, and then that comes before the vestry. The cathedral will support the person financially with a budget or a stipend while in seminary. If the Vestry recommends Liz to continue, then Katie will submit that recommendation to the Office of the Bishop. Only after Liz is made a postulate can she apply to seminary. Leigh asked if a motion was required, and Katie answered yes, just a show of hands and Audrey will take a picture.

The question was raised as to how many postulates we can have at any one time. The cathedral currently has three: Chad Morris, Amanda Barker and Christina Rutland.

**Leigh:** Motion to approve Liz

**Michael V:** Second the motion

Audrey takes a picture of raised hands

Motion passed

Richard then updated everyone that the 2022 Vestry Retreat will be held at the Cathedral on Sunday, March 20. The retreat will start at 1:00pm with a walking tour of the cathedral and property as well as the neighborhood. Sally Brown, who is a Deacon and on the Campus Stewardship and Revenue Planning task force will join. The Vestry will then attend the Wilderness service at 5:00pm, and afterwards conclude with a meal together in Dagwell Hall and a couple of important action items/votes.

### **Presentation: Kimberly Apartments Condition and Assessment with Rough Order of Magnitude (ROM) Pricing and Scenarios**

John McIntyre introduced himself as the architect with Tryba Architects working with Saint Johns on the Kimberly Apartments Condition Assessment, and the Campus Stewardship and Revenue Planning Task Force. Tryba and John were also the architects of record for the HVAC project. John has been working with the Task Force to create both a short and a long-term vision for the Kimberly Apartments and all of Saint John's properties in Capitol Hill. There are ongoing, long-existing and significant deferred maintenance challenges with the condition of the overall building John reviewed with the Vestry the six potential investment/repairs/capital needs scenarios Tryba and their engineers and contractors have created based on a



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Condition Assessment of the Kimberly. The scenarios range on the low-end from \$324K for minimal cosmetic and life-safety improvements (but not code compliance issues – the building is in compliance), to a high end of \$5.5 million, 15 – 20-year outlook with a full renovation that would include a needed full vacation of the building. Leigh flagged that the Task Force and the Finance Committee have asked Tryba to add one additional scenario that has only life-safety improvements, nothing cosmetic. Tryba will provide an updated document in March. John noted that based on the information provided by Real Property Management during the Kimberly Condition Assessment none of the scenarios include enough revenue improvements to provide a return on investment.

Leigh also added that The Task Force is aware that the Vestry is looking at the building in the context of 5-year Plan/Operating Budget projection, with a goal of providing reliable recurring revenue that will supplement pledging and endowment revenues enough to alleviate future budget deficits.

### **Q&A about the issues and expenses of the Kimberly**

A question was asked about the plumbing problem and if it is from corrosion. The answer was yes and low water pressure. This is one of the most critical deferred maintenance concerns. If the plumbing fails in a significant way or for a significant portion of the building it would result in needing to vacate the building and in repairs of at least \$300,000.

Audrey noted that there are three units that are not rentable at all in their present state, due to the low water pressure.

A comment was made that any future uses for the Kimberly Apartments should always be mission focused, not only revenue focused. Leigh agreed and highlighted that the Task Force started with a broad and graceful vision of ministry and how Saint John's can serve the neighborhood.

### **2021 Financials**

Shirley Traettino, Assistant Treasurer and member of the Finance Committee provided an update on the 2021 financials. Shirley informed the Vestry that while the financials will remain preliminary for about another month, currently the 2021 Operating Budget has a deficit of around \$90,000. This deficit is primarily due to the Kimberly Apartments underperforming by \$90,000, although other expenses came in high. Pledging in 2021 was 5.83% above what was budgeted.

### **Annual Spring Action Items**

Tom Barbour was unanimously elected as Finance Committee Chair and Treasurer

David Loos was unanimously elected as the Clerk of the Vestry

Sandy Mazarakis was unanimously elected to a new term on the Investment Committee

The Vestry Meeting was adjourned at 5:34 PM, in order to hold the Clarkson Corporation Annual Meeting.

The Vestry Meeting was readjoined at 5:45 PM.



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### **Dean's Report**

Richard told the Vestry that the new Digital Ministries Coordinator position will allow the Youth Minister Position to again focus primarily on Youth Ministry, with a smaller portion of the job description providing assistance to the Canons and the Director of Formation.

Richard said that the right candidate will be highly relational and customer service focused, will ensure a professional, and positive experience for volunteers, members, and all other people that interact with Saint John's Cathedral.

**Closing Prayers: Officiant Helen Richards**

**Meeting Adjourned: 6:05 PM**