



SAINT JOHN'S CATHEDRAL

Minutes of the Vestry Meeting of April 24, 2022

The meeting was called to order at 4:02PM

Present: Illana Poley, Bradley Jackson, Rebecca Richardson, William McMechen, Mark Wherry, Kathleen DeMars, Michael Vente, Michael Koechner, Leigh Grinstead, Helen Richards, Richard Lawson, Broderick Greer, Katie Pearson, Tom Barbour, Kate Gojkovich, Audrey Chapman

Absent: Jenipher Jones, Greg Movesian, Rodger Hara, and Shirley Traettino

Summary of Actions:

Motion approved to open a new Money Market account for the Spencer proceeds. Leigh motion, 2nd by Michael Koechner.

The Vestry approved two new members to the Executive Committee: Helen Richardson and Mark Wherry. The Executive Committee, per the Bylaws, is made up of the Senior and Junior Wardens, the Dean, and two additional Vestry members.

The Vestry approved the following membership of the 2022 Audit Committee: Chuck Thompson as Chair, Jay Swope, and Tom Barrett.

The Vestry approved Stefan Burris as a new member of the Finance Committee.

Prayer – Dean Lawson provided an opening prayer.

Stained Glass Fundraising Update

The estimate for the stained-glass repairs, facilitated by Martin & Martin engineers, will be received in late May. The anonymous donors that funded the HVAC project will not fund the windows, so we will need to raise capital to fund the project. Rebecca reported that she and Greg Movesian have been reviewing bids from consulting firms for a capital campaign feasibility study and have narrowed it down to two firms. Rebecca, Greg, and a few others that will join their capital campaign fundraising committee plan to conduct interviews with the two finalists in May and June. Both companies have quoted the cost of the study at \$55,000, not including miscellaneous expenses (e.g. – travel). Each company also has included in their bid interviews with 40 to 50 members in which they will assess the members interest in funding the stained-glass project, or other select strategic fundraising needs (e.g., the Columbarium). The cost of the study will most likely need to come from Fund 8.

Rebecca noted that it's been a while since St. John's has had a capital campaign so not only is it about time to do so, but we will also need to re-learn the process

Treasurer/Director of Operations Report

Oil & Gas Proceeds Usage -Tom Barbour talked about the sale of mineral rights from the Bessie Spencer Bequeath. Discussion of how to designate the \$1.161 million St. John's received. Tom reminded the vestry that, with the caveat of the donor's intent in 1939 (that the funds be used to support "the Social Services Department"), it is per the gift policy the choice of the Vestry as to how



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to use the funds. He let the Vestry know that the Finance Committee is thinking strategically about how the funds can support Saint John's mission and needs, and over the next two months will be presenting ideas and eventually a recommendation to the vestry for the use of the funds.

Per Leigh, the goal remains that vestry decide by June 30th how to apply the funds.

Action Item - Audrey – Audrey asked the Vestry to approve her opening of a new money market account for the \$1.161 million from the sale of the Bessie Spencer gift. Leigh made the motion, 2nd by Michael Koechner. Unanimous, motion passed.

Q1 Financials

Audrey reported on the financials as of March 31, 2022. Everything looks on track for quarter one – items that are usually ahead this time of year are ahead, and items that don't have as much activity in Q1 (most expenses, plus Non-Pledge and Plate revenues) are tracking as they usually do.

Audrey flagged that the Kimberly Apartments continue to be the most volatile revenue stream – in January and February they netted almost \$0 because of very high expenses, while in March they netted \$17,000. She noted that, per a request from Illana Poley, she will be working with Real Property Management to increase the share of utilities for tenants.

990s and State Filings

Audrey reported that 990's and state filings are complete.

Audit 2021 Update

Audrey reported that the 2021 audit continues to go well. The auditors had a lot less than normal follow-up questions but are working on draft reports and seem satisfied with documentation received to date.

Audrey also updated the Vestry that she is working on updating the Employee Handbook to include: Parental leave, CovidLeave, and necessary updates to Vacation PTO policies.

Junior Warden

Michael V. informed the Vestry that he will email them soon with the questions for the 2022 Mutual Ministry Review. The MMR is an important check-in between the Dean and the Vestry. Everyone was asked to respond, and anonymized answers, plus the Dean's answers, will be discussed at the May Vestry meeting.

Michael reported that Pride 2022 will be on June 25th and 26th. Bishop Kym will be walking in the parade, and volunteers are needed. Michael let the Vestry know he is working on a new process and structure for the Nominating Committee (NC). For some years now the NC has been made up of members of the Vestry's sophomore class, but that has created knowledge and membership turnover that is too high to be effective. Also, with the addition of the Curate for Parish Life position Michael is thinking about how the CPL and the NC can interact, especially in regard to nominating members of committees like Faith in Action, Altar Guild, and many more. Previously the NC dealt exclusively with Vestry and Diocesan Convention nominees.



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Senior Warden – Update and Next Steps – Campus Stewardship & Revenue Planning Task Force. Leigh reported that edits submitted by the Finance Committee, Vestry, and the Task Force have all now been incorporated into a final draft of a Public Document. The document summarizes the work done so far including research into past Master Planning efforts, current city planning that affects how Saint John's properties might be used, the priorities and philosophy of the work of the Task Force, and more. Evans Ousley (Director of Communications) is working on a communication plan in which parts of the Public Document will be shared with Saint John's via The Voice and other methods.

John McIntyre with Tryba will join the May 15th Vestry meeting at which all of the work so far of the Task Force will be discussed further.

With the facilitation of Tryba, the Task Force has now scheduled the following internal and external stakeholder meetings:

- For the Parish: June 5th after 10:30 service
- For neighborhood businesses: June 2nd, 4 – 6 PM
- For neighborhood residents: June 23rd, 4 – 6 PM

Additionally, in preparation for the Vestry's June 30th Kimberly Apartments decision deadline, members of the Task Force will meet with Real Property Management, the cathedral's Insurance Agent, and Audrey. The purpose of the meeting is to review and discuss the "bare minimum" life-safety improvements recommendations from Tryba. They will also be discussing costs to tear-down or board-up the building in case an event occurred that would require such action.

Action Items - The Vestry unanimously approved the below committee members: Bradley motion, 2nd Rebecca.

Executive Committee Members – Leigh Grinstead, Michael Vente, Richard Lawson, Helen Richardson and Mark Wherry.

Audit Committee Members – Chuck Thompson as Chair, Jay Swope, and Tom Barrett.

Finance Committee Member – Stefan Burris.

Leyden House Update

Richard reported that the Leyden house has needed renovations consistently now for five years, and that many of the repairs have been unexpected and costly.

The house is 51% owned by the Lawson's and 49% by Saint John's. Cost of repairs to date has been \$85k to the Lawson's and \$85k to Saint John's.

The Lawsons are working with Sandy Mazarakis (a member and a realtor) and are looking at new homes. However, the likelihood of staying and continuing to address repairs is just as likely, if not more likely, due to the current housing market being so strongly in favor of sellers combined with how much higher interest rates are today than when the house was purchased.

Richard reminded the Vestry that Leyden house decisions are often made via Executive Committee, primarily due to urgency and timing issues.



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Motion to approve minutes of January 23, 2022, Vestry Meeting

Michael K. motion, Helen 2nd. Unanimous, motion passed

Adjourn for Clarkson Corporation Meeting.

Motion Michael K. 2nd Michael V.

Approve minutes of February 20, 2022, Clarkson Corporation Meeting

Leigh motion, 2nd David L. Motion passed.

Closing Prayers: Officiant Illana Poley

The meeting was adjourned at 6:08PM