



Minutes of the Vestry Meeting November 20, 2022

The meeting was called to order at 4:09pm

Present – Illana Poley, Bradley Jackson, Michael Vente, Leigh Grinstead, Helen Richards, Broderick Greer, Katie Pearson, Kate Dykstra, Audrey Chapman, David Loos, Shirley Traettino, Amy Newell-Large, Evans Ousley, Gordon Brooks, Stefan Burris, Kathleen DeMars

Absent – William McMechen, Tom Barbour, Rodger Hara, Richard Lawson, Mark Wherry, Michael Koechner, Greg Movesian, Rebecca Richardson, Kathleen DeMars

Summary of Actions:

The Vestry voted unanimously to sign the CCS Professional Service Agreement to provide their services for the Capital Campaign, with the note that for consistency the signatory needs to be switched from Audrey Chapman to Richard Lawson.

The Vestry voted unanimously to approve the recommendation from the Investment Committee on the 2023 Endowment Draw (a maximum 4% draw of \$1,051,566).

The Vestry voted unanimously to approve the Finance Committee recommendation on the use of the back payments due from Cathedral Ridge in the operating budget.

The Vestry voted unanimously to approve the consent agenda with the minutes from the October 16, 2022, Vestry meeting.

Opening Prayer – Reverend Amy Newell-Large provided an opening prayer.

Clergy Reports – Reverend Amy Newell-Large

Amy reported that she has been meeting with new Vestry nominees to get to know them better as well as meeting with newcomers in the 20-30's group over coffee and through emails. She believes this is very important to personally welcome people so that they will continue to come to Saint John's. Amy has also been thinking about Cathedral Night that's coming in Spring. She needs volunteers for cooking, shopping and kitchen preparation. Past cooks have been contacted to ask if they would be willing to return to help prepare meals.



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Amy has also been meeting with folks at the Wilderness service to ask what they like about that service and what they don't like and what they feel is needed. Broderick and Evan's have been a great help with this project. Attendance at the Wilderness service varies from 55 to 70 people. It was in the 30's a few months back so the new numbers are good news. The Vestry was reminded that December 4th is hospitality training for Ushers. Saint John's will be hosting a Contemplative Prayer series online featuring our past Bishop, Rob O'Neil.

Campus Stewardship Task Force Update

Richard and Evans attended a two-day online conference hosted by Trinity Wall Street, called *A Gift of Place*. Afterwards, Richard was invited to apply for a grant through Trinity Wall Street to help fund the work of the Campus Stewardship Task Force. In November, Saint John's was awarded a twelve month, \$200,000 grant, \$150k of which will be used to pay for the remainder of the consulting fees of Tryba Architects, around identifying and evaluation development partners and other similar activities. The remaining \$50,000 will be used to hire a company, called HR & A, to provide a market analysis of proposed development ideas. Leigh provided context for the Vestry as to some of the many ideas that the Vestry, neighbors, and the Task Force have discussed, such as better use and monetization of Saint John's commercial kitchen that is only used two days a week. The grant is still confidential; the parish has not been informed yet. In January we will be sharing with the parish this Task Force phase and explain the difference between the Capital Campaign and the Task Force phase.

Gordon presented the Stewardship Report. The 2022 Pledge Stats are 518 units for a total of \$1,596,353 of which 85%, \$1,357,712 has already been received. The 2023 Pledge progress is at 335 units representing 75% in week 7 for a total of \$1,199,530 which is 72% of the yearly total. On October 2nd, Richard preached a sermon on pledging which he titled, "Sermon on the Amount". Gordon was introduced to the parish and pledge forms were placed on chairs. Gordon and other staff met with Barb Geiselman and Karen Lewis who are volunteering to call and ask for pledges from households that pledged in 2022 but have not yet pledged for 2023 (called Last Year But Not This, or LYBNT). For 2022, analysis of pledges revealed that of our top 13 pledgers in 2022, their gifts amounted to \$515,550, two of which amounted to \$110,000. There were five outstanding pledges amounting to \$190,550. For 2023 LYBNT work, besides Barb's and Karen's lists, Richard took the top five outstanding pledgers to call, and Gordon took the next twenty to call or email. Vestry members were requested to promote pledging.



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CCS Capital Campaign Professional Services Agreement

The CCS Professional Services Agreement was thoroughly vetted by Saint John's chancellor and is really to be signed. Audrey is listed as the signer so that will need to be changed to Richard, for consistency, since he signed the previous contract with CCS.

Michael V. made the motion to change signers which was seconded by Leigh. Motion was unanimous. Motion passed.

The cost expenses have been included in the campaign and the cost of the contact will be floated to the largest donor. People are ready to give. Plan B. if in six months the contributions are not there, the Capital Campaign will be a receivable and transferred to Fund 4. The odds are low of a default of pledges, but not zero.

Leigh made the motion to sign the CCS contract which was seconded by Michael V. Motion was unanimous. Motion passed.

Clergy Report – Broderick Greer

Broderick has interviewed three candidates for the Sacristan position. He will conduct a second interview with one of the candidates. During the interim, Sarah Strand will fill in for duties on All Souls Walk and for Baptisms. Sarah's extra duties will be about 20 hours a week of additional work, so she will be compensated additionally. Sarah will handle the computer work and the clergy, primarily Broderick will handle the face-to-face work.

On October 7th through the 9th the first 20's and 30's retreat was held at Cathedral Ridge. There were 17 persons in attendance. Bradley thought it was great and Stefan enjoyed the meditation and community time. He also thought that the unplanned time was great.

Regarding Christmas Eve services, there will be five: 1:00, 3:00, 5:00, 8:00 and 11:00pm. There will be one service only on Christmas Day, December 25th and New Year's Day, January 1st.

Audrey reminded the Vestry that the Cathedral will be closed on Monday and Tuesday, December 26th and 27th, and also on Monday, January 2nd in observance of New Years. The new Deacon, Jack Karn will start on February 1st. Jack will be attending both the 8:00am and 10:30 services. Jack's position has been budgeted for the next three years through the use of the funds Spencer gift, which is discussed in previous 2022 Vestry meeting minutes.



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Clergy Report – Katie Pearson

Eucharistic Visitor (EV) training was just held and there were 17 in attendance. The training was for new volunteers as well as for re-certification of existing Eucharistic Visitors. Katie gratefully acknowledged Julie Fletcher for all of the work she does with the EV program. Katie also gratefully recognized Sarah Strand for helping to organize the Christmas card project.

Leigh received a letter from Amanda Barker, a parishioner at Saint John's and a Postulate for the Episcopal Church of Colorado updating the cathedral on her studies for her M. Div. degree. Amanda is just over two years into her studies, and she hopes to meet the four-year timeline. Amanda is deeply thankful for all of the support she has received in her journey. Her letter is on page 15 of the Vestry packet. More wonderful news in that Liz Wolfert was just made a postulate for priesthood.

Senior Warden's Report

Leigh is coming to the end of her term as Senior Warden and happily announced that Helen Richards has been selected to serve as the new Senior Warden. Richard will work with Helen to select a Junior Warden. Leigh will be continued to chair the Campus Stewardship Task Force moving forward. The December Vestry meeting will be held earlier on December 11th due to the cathedral's and everyone's busy schedules this time of year.

Leigh also reminded the Vestry that all volunteers must take the Safe Church certification, and this includes all members of the Vestry.

Junior Warden's Report

The vestry was directed to page 16 and 17 of the Vestry Packet to review the Charter of the Nominating Committee of Saint John's Cathedral. This is a draft for discussion and Michael V. hopes that this will be an action item at the December Vestry meeting. All Vestry members must attend the January 22nd meeting which will be the last month of the old Vestry. The annual meeting will be held on January 29th at the 10:30 service.

Investment Committee Report/2023 Endowment Draw Calculation

Audrey presented the Investment Committee Report which is on pages 18 through 23 in the Vestry packet. The markets have been extremely volatile in the 3rd quarter of 2022. Both stocks and bonds lost value. The bond market was unusually volatile which underlies the stability that bonds historically have provided. Audrey asked the Vestry Clerk, David Loos, who is a member of the Investment Committee for comment. David reiterated that although the Endowment Fund had lost considerable market value, the income strategy was unchanged which allows cash flow to continue. Page 23 of the Vestry packet explains how the draw was calculated using a 13-quarter average.



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Director of Operations' Report

Finance Committee Recommendation

Audrey commented that every gift counts toward our pledge goal. The pledging is going well, however; we need to step it up and talk to friends at the cathedral to get their pledges in.

Tom and Shirley are coming to the end of their tenure and have asked member and financial expert, Jennifer Sherman to be the next treasurer. Jennifer will join the Finance Committee in January 2023 to observe for 12 months before becoming the Treasurer at the end of Tom's term.

Expenses have increased due to the economy. The budget includes a 2% COLA but that is only a fraction of real cost of living because inflation is high. Repairs and Maintenance went haywire in 2022 tracking at \$70k over budget which will be moved from Fund 8 to cover, since Fund 8 always pays for large and one-time building needs. The Kimberly also continues to underperform.

Two projects have started, the Columbarium and the Air Conditioning for the staff offices. \$50k is needed to be released to get started and order equipment for the HVAC. Regarding the Columbarium, we will have to see the scope of the work needed after a few pavers and graves have been opened.

Leigh, motion to approve the annual Endowment distribution. Michael V. 2nd. Motion passed unanimously.

A motion is needed to approve depositing monies owned by the Episcopal Camp & Conference Ministries of Colorado (ECCM) to Saint John's into the cathedrals operating budget, Fund 1 when received. The amounts in arrears are \$26,032.56 for the first year (2013) and \$39,264 for 2021.

Michael V. motion to approve depositing monies received from ECCM into Fund 1. Illana 2nd. Motion is unanimous. Motion passed.

Consent Agenda

Michael V. motion to approve minutes from the October 16th meeting. Bradley 2nd. Motion is unanimous. Motion passed.

Closing Prayers Officiant: Rebecca Richardson



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Meeting adjourned at 6:13pm.