

**Minutes of the Vestry Meeting of
Grace and Holy Trinity Cathedral
June 25, 2020 – 5 pm**

The Dean and Vestry of Grace and Holy Trinity Cathedral met via Zoom on Thursday, June 25, 2020.

Members Present: Dean Keyse, Paula Connors, Richard Morse, Ken Stewart, Amy Cornwell, Jeff Johnson, Nick Smith, Ryan Thomas, Sharon Cheers, Ron Michka

Members Absent: Jonathan Sternberg, Kristen Ellis Johnson, Bill Colvin

Others Present: David Telep, Treasurer; Steve Moore, Chancellor

Dean Keyse called the meeting to order with opening worship slightly after 5 pm, once a quorum was present.

Accepting the minutes from the May meeting was tabled because the minutes had not been received by the start of the meeting.

Dean's Report: Dean Andy spoke about our efforts to reopen the Cathedral. He mentioned that COVID-19 cases were on the rise, both nationally and in KC metro. He had hoped for a July restart but that looked doubtful. The Dean had talked with other clergy in town and all were still a bit hesitant. Andy spoke recently with the Dean of the Cathedral in Topeka, KS, who thought it would be August at the earliest when he would reopen. The Cathedral is still preparing for reopening. Andy said he had questions about reopening from the Tuesday morning coffee group and met with them via Zoom to answer those questions. They suggested that when we do a walkthrough of how our service will go we should film it or take pictures. This way we can post the pictures and people will have a better sense of how things will be once we return. It will put peoples' minds at ease.

Andy then spoke to a question that Paula had previously asked about the ages of those who responded to our survey on reopening. Andy said that we had received 118 responses to date. Of the 54 who responded that they "would return right away," 20 were under the age of 60 (34 over 60). Of the 26 who responded they "would return after a few weeks," 10 were under 60 (16 over). The majority of responders attend the 10:15 am service. Andy stated that we would go ahead with removing prayer books and hymnals, etc., from the pews. We were also continuing to rope off pews for social distancing. The only thing left to do is the walkthrough and decide when we would reopen. We also have plenty of hand sanitizer and masks on hand.

Sharon asked the Dean if he had spoken with anyone at Immaculate Conception since they had reopened. Andy replied that he had spoken with Fr. Paul Turner and is aware of how they are

conducting services. Sharon asked if the experience had been good or bad, successful or not. Andy said it has worked well, but attendance has dropped since the first Sunday they were open, which was surprising to Fr. Turner.

Richard asked about our having an outdoor service which we had previously discussed. Andy replied that an outdoor service will be a part of the offerings once we reopen. He mentioned we may start with an outdoor service first before bringing people inside, a kind of “soft” opening. Most likely the outdoor service would happen in the evening on the grassy area by the parking lot. Richard asked if there was a reason for having it in the evening rather than in the morning? Andy replied that if we were only having an outdoor service it could be in the morning, but not once we return to normal service times. Another problem is that we won’t be able to livestream the outdoor service like we normally do because equipment won’t reach out that far. Andy said he would still like to offer the livestreamed service at 10:15 from the Cathedral Nave. Paula asked about the possibility of having a Saturday evening service outdoors. Andy said he is reluctant to do that since he is the only priest on staff right now. He will be at the Cathedral for the Sunday 5pm service, so it makes sense to just stay and do another service. Once an Associate has been hired and is in place a Saturday evening service could be a possibility.

Ken commented he had just had a Board meeting with the Episcopal Booksellers Association and heard that one of the Cathedrals on the East coast, maybe North or South Carolina, had opened back up. They were asked what they were doing with their music and they shared that in place of hymns with congregational singing they have been using guest soloists from the local orchestra or symphony. This past Sunday they had a cellist. People loved it, he said. Andy said he liked the idea and would have to see if people would be willing to come play. Andy mentioned that starting this Sunday, June 28, we would have a choir ensemble in the chancel, socially distanced on either side of the Reredos, to chant the Psalm and sing an anthem. They will be masked the entire time. Other participants – production crew, etc. – will be masked as well. Andy said that he and Linda will remove masks to read, preach, etc. Ken asked if we were ever going to have different readers and Andy replied that we would once we return to in-person worship. Right now he is limiting it to staff only to keep exposure levels low. Paula asked how staff would clean between services and if we had a fogger. Andy replied that he didn’t know what method Angie and her staff would use, but they have assured him they can thoroughly clean between services.

Andy then talked about the Budget Contingency groups. He had emailed everyone on the Vestry with the names of the parishioners who said they would serve on these groups. He is still waiting to hear back from a few people, but has most of it set. The Budget Contingency Committee had a question about who should serve as Chair for these groups – vestry or parishioner. The consensus was it didn’t matter and each group could choose their own Chair. Paula and the Dean will talk and decide how to get each group started. They will contact each group with the time of their initial meeting.

The Dean said we need one more meeting working with the Mission Statement. Nick has put together a chart with all ideas and we just need to nail down a time to meet. It was mentioned that we had a meeting scheduled for Monday, June 29, at 5:30 pm, and we decided to stick with that.

David then gave the financial report. He shared that these Contingency groups are going to be very important moving forward as we look to the end of this year and, especially, next year. David shared a high level view of current 2020 numbers and budget. He said the current annual budget was not reflective of reality and that the Finance Committee has modified some numbers to make it more reflective of our current situation. He said Julie Toma sent updated numbers on pledges - \$418K for 2020, \$20K short of what we had budgeted, but still a good number considering the times being what they are.

On the Operating Fund: YTD through end of May for revenue we're running \$41K under from what we had budgeted. Pledges have stayed fairly strong. On expense side, since Cathedral is not open, we're under YTD by \$92K, driven by property (\$29K below), utilities (\$9K below), and places where we wouldn't want to be under budget such as Parish Life (\$16K below). We have offset our lack of revenue with lack of expenses. We should see these start to climb back up when we are able to return to the Cathedral. David also made mention of the latest numbers on the balance sheet. You'll see a correction. He said we're using this mid-year period to alter the budget from June to December, but leaving the Annual Budget static. This is being done to give us a more realistic projection for month to month and year end. One thing that gives us the ability to do this as we reduce revenue streams – mainly pledges, plate, gift and bequests, things we know won't hit budget – is to insert in the area of users fees the PPP money. We have it in the bank, \$166K, and we're going to insert it in the budget line starting in June. That will now offset many of the numbers we see going down. It is a lifeline for us and substantially helps us get towards a balanced budget for year 2020. It is a government grant and we are treating it that way. Richard (Wolf) has been in constant contact with the Bank and they have been filling us in on what to do to have these monies forgiven. Richard has been compliant with their rules. Richard thinks for the 8 week period we should get \$131K forgiven, but it has since been modified to a 24 week period to use the full amount. This should allow us to have the full amount forgiven. The time period to have this done may roll into Fiscal year 2021. We have listed this money as revenue in the budget and are now under the assumption we will have a forgiven loan, and you can see that rolled into the balance sheet. This is the reason for the modification. The good news is we should come very close to having a balanced budget for 2020.

Paula asked about the revised amount shown on budget in June, \$157K worse, wondering why the discrepancy (from \$166K). David said he knows the full \$166K revenue was added so he'll check with Richard to see why it is only shown at \$157K. He then stressed that the Budget Contingency groups are critical to our fiscal health in 2021 and years forward. This work is serious given we expect a bigger deficit next year due to the current market. Please emphasize your work is critical to the health of the Cathedral.

The Dean passed it on to Steve for the Stewardship report. He thanked Paula for giving him the information to watch a CEEP presentation on stewardship during this COVID-19 pandemic. He said it was interesting and he was pleased because some of what they talked about are things we have done historically at the Cathedral as part of our stewardship plan. One thing that struck him in particular is that we've never had a stewardship prayer, something we could all say together in services once our campaign begins. Sharon mentioned she has seen many examples of stewardship prayers. Steve said how Dean Andy had used them at his parish in Alabama, so we'll look at using one. He said he would look at the upcoming lectionary to see when we want to kick-off. He felt personal appeals would be hard given we're not back to in-person worship, but once we have our theme and schedule established we can have a successful year. He thinks people will respond in a positive way. He then set a Zoom meeting for July 9th to meet and discuss a theme and schedule.

The Dean passed it on to Richard for the Jr. Warden's report. Richard mentioned he also watched the CEEP presentation on stewardship. He discussed some Buildings and Grounds issues: the chiller in Founders' was still working and there were some minor sprinkler repairs which may cost \$15-1800.

The Dean turned it over to Paula for the Sr. Warden's report. Paula reiterated that we don't get a false sense of security looking at our budget since we did get quite a bit of help. She also stressed that the work of the Budget Contingency groups will be important and wants them to be productive. She said she had a couple things she had mentioned to Andy that she would like Buildings and Grounds to follow up on: the outside lights at the Cathedral and the Tower bells. The lights have been on a multi-color setting for Pride month. She said Andy had mentioned that we were having issues with the lights and that Angie was working on them. Paula wondered if we could get in touch with the manufacturer because we have seem to have been having difficulty with them since they were installed. Ken mentioned that he was by the Cathedral recently and saw Angie working on the lights. He said she was switching parts from some lights to fix others. Angie and Julie are working together on them. As for the Tower bells, Andy said that Paul is working with the manufacturer to address the problem and Andy will get an update. Paula said we have some nice features and need to figure out how to keep them working. Especially at times like these it provides a good message to the community, that we're here and supporting you. Richard asked if our three on-line banners were still up. Andy said they were.

The Dean asked for Liaison reports. Sharon gave an update on our security teams and things around the Cathedral and property staff. She reported that Angie says they have to frequently clean up "camps" and areas around the property. This means a lot of clean-up work from security and property staff and she hoped the Vestry could thank them. Our downtown security groups are also helping to patrol around the Cathedral during the night. Sharon said she is grateful for the work they do.

Ron said that he would begin to share a document with the Vestry of notes from the Tuesday morning coffee group. He said some good ideas come out of these meetings and he wanted to share them with the Vestry.

Ryan mentioned he sent an email with a schedule for upcoming meetings for the Social Justice Committee. He has spoken with Kari O'Rourke, especially about issues having to do with racial equality, immigration, and voter registration. He will share meeting information with the Vestry.

Sharon asked about when we return to in-person worship, would there be a roll for some of the groups who won't be as busy as usual, such as the Hospitality group? She said they could probably help with whatever is needed: hosts, ushers, greeters, etc. She didn't want jobs to all fall to staff. Andy thanked her and said he would talk to Janet about it.

Jeff updated us on his work with Julie on Realm. He has started a group which people can join through Realm. They also are figuring out how to use Realm to schedule phone calls to parishioners, update records, and communicate with one another. He mentioned if people want to utilize Realm for coordinating groups they can contact Julie. Paula asked if there was any training that came along with the purchase of Realm. Jeff was not aware of any, but directed her to Julie with questions. He said it has been easy to figure out.

Ken said he would get Zoom meetings set-up for continuing to rebuild the Communications Committee.

The Dean asked for any old business. Sharon mentioned how our world and community have vastly changed since our last meeting in May. She said she appreciated Dean Andy's, and other Cathedral members', participation in events such as Prayer on Troost and the prayer event at St. Augustine's. She said this says a lot about us as a church and how we reach out and look for ways to heal and examine what we're going through.

The Dean asked if there was any new business. Hearing none he mentioned our next meeting would be July 23 at 5 pm and asked if there was a motion to adjourn. Paula moved and Sharon seconded. The Dean then led the Vestry in the Grace and the meeting ended at 6:06 pm.

Submitted by Dean Keyse