

**Minutes of the Vestry Meeting of
Grace and Holy Trinity Cathedral
July 23, 2020 – 5 pm**

The Dean and Vestry of Grace and Holy Trinity Cathedral met via Zoom on Thursday, July 23, 2020.

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

Members Absent: Jonathan Sternberg

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

Dean Keyse called the meeting to order with opening worship at 5:07 pm, once a quorum was present.

We looked at the minutes from both the May and June 2020 meetings. Sharon made a motion we accept the May minutes, Ryan seconded. Hearing no discussion the minutes were accepted. Sharon made a motion we accept the June minutes, Paula seconded. Hearing no discussion the minutes were accepted.

Dean's Report: Dean Andy started by saying that at the Staff gathering the day before they set a date to do a walk through for returning to an in-person worship service. Tuesday, July 28 at 2:30 pm. He said they will walk through both indoor and outdoor services. Once a date has been set to reopen there will be a second walk through with all volunteers who will help usher, etc. Pictures or video will be taken at this walk through to share with the Cathedral so people know what to expect when they return. Andy then mentioned that he and Paula had met with all the Budget Contingency groups via Zoom and that all groups were off and running. He also mentioned that he knew some of the groups had already begun meeting. Andy then pointed out that the agenda for tonight's meeting had the newly created Mission Statement woven into it. He thanked everyone for their help on getting the new Mission Statement written. Paula asked if we ever formally adopt the Statement to which Andy replied we had not. Andy said we had not published it yet because we had wanted to sit with it for a bit to make sure it was what we wanted, but we still needed to adopt it. Andy asked if anyone was ready to make a motion to adopt it and Richard asked if we could wait and do it later in the meeting when more vestry members were present. It was tabled until later in the meeting.

Financial Report: David began by saying 2020 Pledges have stayed stagnant at \$417K for the year. He said we did see positive movement in the PPP, CARES Act, money we received, \$166K. With the original 8 week plan we felt only \$130K would be forgiven, but now that it has been extended to a 24 week plan we feel we will have all of it forgiven. He said Richard (Wolf)

was staying on top of this with the bank (UMB) and that we did not yet have the paperwork in hand. Once we have the paperwork we will apply for forgiveness of the full amount. He said this will have significant impact on this year's budgeting process. He went on to talk about Year to Date (YTD) numbers and said the \$166K has now been incorporated into the User's fees as of last month. He recalled that at our last meeting it had been decided to adjust all the budget revenue numbers from June to December to get numbers that will be more realistic so it's easier to look at trends, but keep the Annual Budget static. YTD through the end of June we are \$26K under budget in expenses. He pointed out that on June 18 we received a \$7,500 check that was counted as Plate Offering, so that was quite extraordinary for June. Also in expenses: we are \$116K below budget for the year. One contributor to this is \$31K savings YTD in clergy salaries with the Associate position being open. Andy said he will most likely not fill the position until 2021, so savings will continue through the end of the year. Also, there are big savings in property this year, \$39K below budget. Part of this is from utilities being down, \$13K, because we aren't using the buildings. David said that all told it looked like 2020 will end in a favorable position which is not what we had originally expected. The combination of not using the buildings due to COVID-19 and receiving the PPP loan is what is allowing us to end favorably. It is certainly not the way we would have wanted it.

David mentioned a request that Paula had taken to the Diocese to reduce our yearly assessment by \$8,000. He said because we are looking to end the year favorably and since other parishes in the Diocese are hurting, the Finance Committee would like to withdraw that request. He asked if the Vestry would like a resolution from the Finance Committee making that request. He also asked Paula if she had anything to add to this. Paula agreed there should be a resolution making this request since there were smaller parishes that could use the money. David said they would formally submit this resolution if the vestry agrees. The Dean asked if the vestry would like to make a motion requesting this resolution. Sharon moved that the vestry accept the recommendation of the Finance Committee to withdraw our request for an \$8,000 assessment reduction in 2020 from the Diocese. Richard seconded the motion. The Dean asked for discussion. Jeff said he doesn't see the point in withdrawing the request, to which Nick agreed, and added that the current conditions don't change his mind on this. Sharon added that since we were able to use all of our PPP money and, as David mentioned, other parishes are hurting, it would be generous of us to allow this money to go to other things. She said it's not that we couldn't use the money, but that we were in a better situation than we had anticipated when we voted on the budget back in January. Ron pointed out that the PPP forgiveness was not official yet. While we expect it to go through it was not yet official and there then stands a chance we won't get it and won't be in this rosy situation. Secondly he asked for clarification if the \$8,000 assessment was for 2019 or 2020. Paula said 2019. Ron said since we are looking for relief from last year that it would help us. 2020 assessment is a different story. Thirdly he asked if we already were told no by the Diocese and Paula said we have not officially been told no. Sharon commented it seemed to be taking a long time to hear something from the Diocese. Paula said she felt it was slow due to the Pandemic. She last reached out to the Diocese in February. The Dean asked how we would account for this \$8,000 in 2020 since the 2019 books had been closed. David said he would get with Richard Wolf on that and let us know, but believes it was

accounted for in 2020 budget. Ryan said if this is the case he agrees with Sharon and we should allow the money to go to other parishes who might need it more than we do. The Dean reminded the Vestry that the motion on the table was to withdraw our request. PPP loan may affect that, but this is the motion we are discussing. Bill asked if we had to make the decision right now or could we wait until we know the outcome of PPP loan forgiveness? If the loan is forgiven this will resolve itself. Andy said that we still need to vote on the motion. Jeff added that it wouldn't be resolved, the request for the \$8,000 reduction is a separate issue, independent from COVID or the PPP loan. The request has to do with how we were assessed and that we feel it was an undue assessment. He understands the sentimentality of the withdraw, but our disagreement with the assessment doesn't change. It was clarified that the assessment is based on our operating budget which includes money earned from the endowment. Andy mentioned the discrepancy had to do with the assessment including Evelyn's salary. Paula explained that we were assessed on both Dean Peter's and Evelyn's salary, so twice, when it was a situation out of our control. Richard commented that regardless of the past and whether we felt the assessment was unfair, there are still churches in worse shape than we are and he still felt the motion to withdraw was the right thing to do. Paula added to what Bill said that it would make sense to wait until we know the status of the PPP loan. The question was called and the motion did not carry. The Dean said we could now revisit the request to withdraw once we learn about the PPP forgiveness.

David wanted us to remember that even though we may end the year with a balanced budget due to all these unforeseen circumstances, we still face a budget shortfall for 2021. He is hopeful that the work of the Budget Contingency groups will help going forward. He said he has instructed Richard Wolf to start a strawman for the 2021 budget. Ron then asked if there was a target dollar amount each Budget Contingency group was to come up with in their ideas? Andy explained there wasn't a target number specifically because certain ideas might not necessarily increase revenue, they might build community or even have an initial cost. Andy also said he didn't want a dollar amount to rule out any idea because it might not meet that amount. Paula mentioned it would be good for each group to set their own goals for how much they could increase revenue or community. Richard asked David if we had a collective number for what we project the deficit to be in the 2021 budget. David said we're looking at about a \$250-300K projected deficit, so that gives us a collective target to try to make up. Richard mentioned that in the original Budget Contingency committee meetings there were categories on our chart of ideas specifying if an idea would incur a cost, increase revenue, be revenue neutral, etc. Andy said this was not included in the list of initial ideas sent to the groups but that he would send it out to everyone. Andy then asked Paula to clarify the budget discrepancy question noted in last month's minutes. Paula first welcomed a visitor to the meeting, Vern Barnet, who was listening in. Paula then asked David if he had spoken to Richard Wolf regarding the reporting discrepancy in the PPP loan in the financial report (\$157K vs. \$166K). David said he had not spoken to Richard yet. We will revisit in August meeting.

Stewardship Report: Steve noted that his Budget Contingency group on Pledging and Stewardship had already met a couple times and it was going well. A start date for the 2021 Stewardship campaign had been set for August 23. He mentioned the group also came up with a

theme, talked about the direct mail portion of the campaign, and was going to add a stewardship prayer this year. He said he was hopeful we would have a good campaign this year. He also asked for leadership from the Vestry to get their pledges in as soon as possible. Jeff added that the group had discussed that the rest of the Fall might look like it does now with us being separated, not worshipping in person at the Cathedral. He said we didn't know when we would reopen and then how many people would come once we do reopen, so it's important we keep a virtual parallel presence that has its own energy and excitement along with the in-person worship. It's important to remember that things will be different the rest of 2020 and possibly into 2021. He said we just aren't sure when people will feel comfortable coming back. Richard added that the group talked about a hybrid approach knowing we could have a mix of people coming back when we have in-person worship and people staying with on-line worship, so we need to plan this campaign to reach both and any ideas from the Vestry would be welcomed.

Junior Warden Report: Richard reported on the outside lights, the multicolored lights, at the Cathedral and that they remain problematic. He said it would take \$8-10K to fix them. Paula asked if anyone has reached out to the company who installed them because they have been problematic since day one. Richard said they have reached out to them several times and he would discuss it more outside of the meeting. He then reported on the chiller status in Founders' Hall. The chiller set to be replaced stopped working and the temperature was rising causing the floor to buckle in some places. The new chiller should be installed by the first week in August, so it will be fixed soon. Finally he asked if a replacement banner had been ordered for the one that went missing at 13th and Broadway. Andy said it has been ordered but we had not received it yet.

Senior Warden Report: Paula thanked everyone for their work and participation with the Budget Contingency groups and reminded us how important this work will be for 2021. She then encouraged everyone to familiarize themselves with the new REALM system. She mentioned it's a very nice, intuitive tool. A lot of information and event schedules are being placed in REALM, so it's important to know how to use it. She also encouraged us to check our own information and make sure it is correct.

Vestry Liaison Reports: Ron (Community Engagement) started by saying two groups, Tuesday morning Coffee group and Building and Grounds Budget Contingency group, were already using REALM to list meetings and communicate with one another. He mentioned the B & G Contingency group was going well and has lots of good energy and ideas. He said the Tuesday Coffee group continues to meet with about 7-12 people every Tuesday morning. This is a good brain-storming group and he is pleased to see some of their ideas have already been implemented: opening the Cathedral Nave on Wednesdays for prayer and quiet time, and that photos will be taken to show what to expect when we do return to in-person worship. He also shared a concern the group had about Deacon Jerry, and others, who might have difficulty connecting to groups through the computer, and we should be aware of this and help where we can so people can still feel connected. Andy said that people have reached out to Jerry to help him and would continue to do so. Ron said that he would like to see a calendar added back to the

website so people can see all that is, even now, going on at the Cathedral. He also added a weekly report from someone at the Cathedral would be helpful as well, noting that this may be covered through current emails that go out. He said perhaps REALM will be the best way to communicate to everyone. Sharon mentioned the Sunday Digital Bulletin had a section about the upcoming week at the Cathedral, Paula said we have a weekly email blast on Fridays that goes out with information, and Andy added that he will soon be sending a weekly report as well. Jeff reiterated what Paula said about using REALM, how the calendar function shows everything that is going on whether you are in that group or not.

Sharon (Security) asked the Dean to talk about the incident that happened the day before (Wed., July 22) with Federal agents trying to park and leave cars filled with tactical equipment and ammunition on the Cathedral grounds. They were asked to park the cars elsewhere and they did. They were most likely part of Operation LEGEND.

Andy shared a report from Terri Curran on Outreach: group sent \$2500 to Episcopal Relief and Development for COVID relief, \$750 for scholarship for a student in Pakistan (this ministry in support of Renee Neff-Clark, \$1500 to El Hogar in Honduras for scholarship (this ministry in support of Dave Pierson), requested \$1000 be sent to Crittendon Children's Center to purchase forty \$25 gift cards to be given to children who typically do not receive gifts on their birthday, on June 9th the committee had pizza delivered to Sheffield Place since they couldn't be there in person to serve dinner (all pizza was donated by Sarpino's Pizza, Jeffrey Bennett and Ron Verhage provided cookies and drinks), the St. Mary's Food Pantry drive brought in 886 lbs. of food, July is school supply drive for Crittendon Children's Center and Terri will be in Cathedral parking lot to collect supplies from 10 am – 2 pm on 6/30 and 8/4, August is onesie drive for the birthing center in Haiti – Maison de Naissance.

Ken (Communications) shared he has had three general information gathering meetings (2 Cathedral membership, 1 staff) and will be setting up meetings with Vestry and clergy. He also worked with Alexandra to get responses from the Youth. He has received a lot of good information. Anyone who was not able to attend a meeting received an email to get their responses. He said a lot of people have similar ideas but different approaches to them. Ken said the whole process has been positive and he is excited about what this means for growing the Communications Committee. He hopes to have everything compiled by next Vestry meeting. Paula asked if his notes would be shared with the Vestry. Ken said with those who participate in the meeting. Since there is not an actual committee yet, there is nothing to share with the Vestry. Paula then asked the purpose of these meetings he is conducting. Ken said they are to find out what goals people have for communication from the Cathedral. What do they want to hear and how do they want to receive it. This input will help us to form the Communications Committee. Paula asked if all groups were asked the same questions and Ken said that all groups are asked the same three questions.

Ryan (Social Justice) reported he is working with Kari O'Rourke to call a committee meeting. The three main points they are discussing are Racial Equality, Voter Registration, and

Immigration. They want to meet and creatively come up with ways to address these topics, especially given the current times. Kari did address immigration by sending out 80 letters through personal contacts and members of the committee to the Immigration Review urging the Department of Justice to rescind recent rules on the Asylum. These were not sent out on behalf of the Social Justice Committee, but from individuals. There will be more to come once the committee meets again.

Amy (Children's Christian Formation) said she met with Linda Martin on children's formation. Linda is helping to cover this area since Julie Brogno left. They will meet again to share ideas and talk about the fall. Andy mentioned that Linda had volunteered to help fill the gap and has just started a curriculum with the children on Sunday mornings.

Old Business: Paula asked what the Vestry thought about doing another round of phone calls to parishioners. All thought it was a good idea. Amy asked if we could distribute communion again like we did at Easter. Andy replied that we still do not have permission from the Bishop to deliver communion during this COVID time. He said we will offer Eucharist once we return to in-person worship. Ron added that he has heard from some people that they would like us to do a Eucharist once in a while, they miss it. Sharon commented that people she has talked to enjoy having the Chamber Choir and are glad the Cathedral is open on Wednesdays for prayer and reflection. She thanked the Community Engagement committee for the idea. Andy added that we had 4 people come on the first Wednesday and 5 or 6 yesterday.

New Business: Ken shared that Presiding Bishop Michael Curry is coming out with a new book on Sept. 22, Love is the Way: Holding on to Hope in Troubling Times. Ken will pre-order copies and have available when it is released because everyone who purchases a copy will be able to join in a Zoom call with Bp. Curry in October. Andy revisited formally adopting the new Mission Statement. After reading the statement out loud, Paula moved we adopt the statement and Ken seconded it. Hearing no further discussion a vote was taken and the new Mission Statement was adopted. The Vestry thanked Nick for keeping us on task in getting the statement updated.

Executive Session: The Vestry then went into Executive Session to appoint a new Vestry member to fill out the term of Kristen Ellis Johnson. Our visitor to the meeting was asked to leave while this took place. The Vestry offered thanks to Kristen Ellis Johnson for all of her work with the Vestry and the Dean Search over her time. Andy explained we will appoint someone to fill the unexpired term which runs through Jan. 2022. This person would then be allowed to run again for a full term. The Vestry deliberated on those who had been nominated but not elected at the Annual Meeting in January. After deliberation the Vestry appointed Phaedra Fahnestock to fill the unexpired term.

Andy mentioned our next meeting would be August 27 at 5 pm and asked if there was a motion to adjourn. The motion was moved and seconded. The Dean then led the Vestry in the Grace and the meeting ended at 6:55 pm.

Submitted by Dean Keyse