

Grace and Holy Trinity Cathedral  
**Minutes, Regular Meeting of the Vestry**  
**Thursday, October 22, 2020**

Members Present: The Very Rev. Dr. Andrew C. Keyse, Dean; Paula Henderson Connors, Senior Warden; Richard Morse, Junior Warden; Jonathan Sternberg, Clerk; Amy Cornwell; Phaedra Fahnestock; Jeff Johnson; Ron Michka; Nick Smith; Ken Stewart; Ryan Thomas

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

Not present: Sharon Cheers; Bill Colvin

The meeting was held via Zoom teleconference due to the COVID-19 pandemic and after some technical difficulties was called to order at 5:30 p.m. by Dean Andy in prayer.

**1. Approval of previous meeting's minutes**

Jonathan Sternberg, Clerk, presented the minutes from the previous Vestry meeting on September 24, 2020. Paula Henderson Connors offered one amendment to correct a typographical error. Jeff Johnson moved to accept the minutes as amended, Ryan Thomas seconded, and the motion was approved by unanimous voice vote.

**2. Dean's Report**

Dean Andy presented his report.

Dean Andy reported that he and the Executive Committee, as well as he and the staff, had conferred about reopening for in-person indoor services, and all would like to try to do something indoors. We will stop the outdoors services beginning this week due to the problems of cold and dark, but will move the 5:00 p.m. service inside starting on Advent 1, which is November 29, with a maximum attendance of 60 people using a registration and check-in process. We will continue to live-stream the 10:15 a.m. service.

Dean Andy also discussed Christmas with the Executive Committee and staff, as well as clergy around the country, and the general consensus both there and with staff is that we cannot do Christmas in person. We will pre-record Christmas Eve so that we still can have the choir singing Christmas hymns, a pageant of some sort, and other worship that we're used to, so that there will be

some semblance of normality. It's not what anyone would like, but Dean Andy thinks it's the best we can offer at this time.

As for the Budget Contingency Groups, Dean Andy reported that we've received everyone's reports, we're pleased, and he and Executive Committee decided that there should be a committee including Dean Andy to vet the reports further and come up with the best ideas to go forward (though personnel issues would not be included). He invited Vestrypeople to be on that committee, and Jeff Johnson, Richard Morse, and Paula Henderson Connors all agreed to do so. Dean Andy look for this to start in a week or so and have some report within a month, due to the budget timing.

Dean Andy also inquired about new Vestry nominations or if anyone has spoken with potential Vestrypeople who would be interested in running. He said an e-mail would go out seeking people to run for Vestry. There won't be a "nominating committee" this year, and instead the whole Vestry will be the nominating committee.

### **3. Financial report**

David Telep, Treasurer, presented the financial report.

Year-to-date up through September, for our operating funds, which is the most telling of the state of the Cathedral, it has been unfolding as we expected pretty consistently. Our pledges are \$18,000 below budget coming to the end of the year for 2020, but plate is up \$11,000 over budget, showing we've stayed strong through a time when we haven't been at the Cathedral. Things we would expect to be low are low, such as fundraising, bequests, etc. Our recurring bequests from trust funds are steady because they're baked-in. A major portion of what was coming in was our PPP money, but it appears the Government is finally starting to release forgiveness information, which Richard Wolf is looking into and should have more knowledge about that soon. Overall, in terms of revenue, we're only down \$20,000.

As for expenses, it has been an unusual year. Not using the Cathedral has saved a lot of money from an expense standpoint, as has Canon Dorn leaving us in March. Dean Andy still plans to find someone else around February of next year. We see savings lower than budget in terms of personnel, parish life, property, etc. Overall, year to date, we're \$211,000 below budget for operating expenses, which is extremely unusual.

Commerce Bank has agreed to un-restrict the young adult grant of \$46,000, which just means we can use it as we see fit. It could still be used for young adult ministry, but we can choose to use it otherwise. This was their recommendation; we didn't request it.

We are looking at an ending cash balance of \$456,000 and a year-end cash balance in the region of \$370,000, which is much higher than normal. In this strange year, we'll probably end up with a surplus of cash. The finance and budget committees are discussing what we could do to use that for the future.

For the 2021 budget, we've started a straw-man like we've done before, which Richard Wolf and David had run through the Finance Committee. We're starting a budget committee to go through and vet that. Last year, we started with a \$120,000 budget deficit, and the Vestry closed the last \$40,000 of that with trust money to guide us to pay certain bills. That money hasn't been taken out yet, so there's an opportunity to use extra cash to pay those bills. For the fiscal year 2021 straw-man, some assumptions going into this included what the Diocese would do for its assessment, how the cost of living would increase, and other concerns. We also aren't trying to forecast the stock market, but are using this year's numbers for it. It might even be better than it was last year. But the way the numbers are right now, there's a deficit projected of \$221,000. Dealing with that is the purpose of the budget committee and the Budget Contingency Process, but this means that there will be some decisions that the Vestry will have to make when the budget committee presents to the Vestry.

#### **4. Stewardship report**

Steve Moore, Chancellor, reported on ongoing stewardship.

We've been receiving more pledges. Very few people have decreased theirs, most have increased theirs, and while the data is somewhat inconsistent it appears we will be making our budget goal of \$410,000. In this week's mailing, we have included testimonials from members to try to weave those into the message that we're conveying. Everyone on the Vestry have gotten their pledges in already. We're also trying to get "thank you" letters out as quickly as possible.

#### **5. Junior Warden's Report**

Richard Morse, Junior Warden, presented his report.

Richard invited anyone to make testimonials for the pledge reports and send those to Steve.

Building and grounds had a meeting to review the pre-COVID priority list, but at the end of the day there's nothing that has to be done immediately. We do have an invoice for the chiller finally, for \$71,297 at this point, but that may go up because part of the system still has to be installed.

## **6. Senior Warden's Report**

Paula Henderson Connors, Senior Warden, presented her report.

Paula reminded everyone about Fall Festival this Saturday, October 24, from 1-3 p.m., which is a drive-in program. She requested food gifts for St. Mary's Pantry "trick or treat so others can eat." This will be an opportunity to reconnect with people. She had called 40-50 people in the last week and offered this as such an opportunity. Most people report they just miss seeing who they're used to, and the calls have been wonderful.

## **7. Vestry Liaison Reports**

Phaedra Fahnestock reported on outreach. Terri Curran reported we have only done two diaper drives rather than three, but we'd collected 2,000 more diapers than we did in 2019. Special thanks to George Helmkamp and Jack Whittaker, who between them donated more than 4,000 diapers. Backsnack started in October for two of five schools, but there are fewer volunteers and a need for drivers typically on Wednesday mornings. We're collecting for St. Mary's Pantry, as Paula reported. Dean Andy mentioned that typically, there's an annual "free store" in December, which we do with St. Andrew's, and Terri asked what we want to do this year. He suggested boxed meals, gathering clothes, and a personal shopper. Vestry members discussed what could be done about this.

Ron Michka reported on community engagement. He mentioned that we still meet on Tuesdays for conversations that are always good, and reminded about Barney Allis Plaza. With Founder's Hall being used as a polling place, it seemed that it would be a good idea for some hospitality. The Cathedral's stand, though, is that because of COVID and issues regarding the election, we don't want to do anything there, even from a 25-foot distance. Ron wanted to make sure that everyone understood that.

Ryan Thomas reported on social justice. Their programming has been postponed due to health issues.

**8. Old and new business**

Ron Michka brought up the strategic plan, committee structure, and by-laws, and inquired where that stood. Dean Andy said that once the budget issues were shored up, we'd certainly get back to that.

Ken Stewart inquired about Kirkin' o' the Tartan. Dean Andy reported that this had been discussed, and it would occur in some capacity.

The meeting adjourned at 6:49 p.m. The next regular meeting of the Vestry will be Thursday, November 19, 2020.