

Grace and Holy Trinity Cathedral

Minutes, Regular Meeting of the Vestry

Thursday, May 27, 2021

Members Present: The Very Rev. Dr. Andrew C. Keyse, *Dean*; Candy McDowell, *Senior Warden*; Richard Morse, *Junior Warden*; Phaedra Fahnestock, *Clerk*; Jeff Johnson, Amy Cornwell, Ken Stewart, Ron Michka, Pat Decker, Sharon Cheers, Robin Rusconi, Bill Colvin

Not Present: Nick Smith

Others Present: David Barker, *Treasurer*; Steve Moore, *Chancellor*

The meeting was held via Zoom teleconference due to the COVID-19 pandemic and was called to order at 5:36 p.m. by Dean Andy in prayer.

1. Approval of previous meeting's minutes

Phaedra Fahnestock presented the minutes from the previous Regular Vestry meeting on April 22, 2021. Per feedback from Candy McDowell, "USB" has been removed from the motion regarding the playground resurfacing and the colon was missing in the time recorded for adjournment. Sharon Cheers moved to accept the April 22, 2021 minutes, the motion was seconded by Ron Michka, and the amended minutes were approved by unanimous voice vote.

2. Dean's Report

Dean Andy emailed his report to the Vestry in advance of today's meeting. It read as follows:

Update on in-person services: Last Sunday, May 23, was our return to in-person worship at the 10:15 am service. We had 91 people in attendance (76 in congregation, 15 clergy, choir, etc.). People were very happy to be back. The biggest comment I received was disappointment in not being able to sing hymns, but understood reason. Many young families with children there. The 5 pm attendance went down (29), but we figured that would happen once 10:15 am opened back up. 8 am will return on June 27. A live Coffee Hour will return on June 6. It will be outside in the courtyard with coffee and lemonade only, served by members of Holy Hands.

Rogation Day: We had 27 people show up and were able to complete all projects on list.

Children's Formation: I have been meeting with Brittany, Linda, and Paul (and separately with Ryan to keep him in the loop) to discuss how we would like children's formation to look once we return in the fall. We would like to change when the children meet for formation time, moving it to before the late morning service instead of during the service. Part of formation is being in the service and learning about what takes place. We are discussing children's formation beginning at 9 am and adult formation beginning at 9:15 am. This will allow parents to drop off children and have a few minutes to get a cup of coffee before adult formation classes begin. Also, in order to accommodate a little more time for children's formation, I would like to move the 10:15 am service to 10:30 am. This will allow children's formation to run from 9-10:15. The children would spend half the time with Brittany in Godly Play format and half the time with Linda for music. We believe music is equally part of Christian Formation. Ryan suggested that we still offer some sort of care available during the service for parents who simply need a break or need to have their children otherwise occupied. We would most likely rotate Brittany with volunteers to cover this. Since this is a change over how formation has been done in recent years, we would like to get word out soon so parents are ready for this change when it starts up in September.

Vestry Covenant: The final document has been forwarded to you and a motion will be made at the meeting to adopt it.

Playground update: We are still waiting on Gary to come and look at the playground.

Upcoming Events: Parish picnic is this Sunday, May 30. We currently have 60 registered. We will serve box lunches due to COVID. I will be on Vacation from June 9-22. The Rev. Darrel Proffitt will be the supply priest for Sunday services. The Rev. Robin James, rector of Grace, Liberty, and the Rev. Charles Everson, rector of St. Mary's, KCMO, will be clergy on call for pastoral emergencies. Ryan will be moving here over the weekend. He and his family will be in a two-bedroom apartment in the building at Washington and Pennsylvania, one block from the Cathedral. Ryan's first day will be June 23.

Adding snapshots to Friday emails: One week would be financial, showing where we are MTD and YTD, one week would be stewardship, showing where we are on pledges to date, one week would be Vestry highlights from most recent meeting, the 4th week would be open for other news we wish to highlight.

Diocesan Convention: The vestry needs to approve 5 delegates (and at least 1 alternate) for our next Convention, Nov. 5-6, 2021. Last year we had six delegates: Robin Rusconi, Chris Morrison, Christine Morrison, Ric Sweeting, Marc Galus, and Joyce Morrow, and one alternate, Alexandra Connors.

Parochial Report: We still need to submit our parochial report. I will take what you have submitted for the narrative section and combine it into something cohesive, then will distribute for you to approve.

Facility Assessment: We had received bids from Gould Evans and STRATA regarding a full facilities assessment. The Executive Committee met and decided not to take either of these bids because we felt we were not ready to make that move. I reached out to both groups to let them know our decision. We are looking into other ways to evaluate the buildings and see what we would need to do in order to move forward with some of our new Task Force initiatives. We received a free assessment in 2006 from the Church Insurance Group. We have already contacted them and they will do another assessment once they resume visits this fall. Dave Barker has also been working with George Schluter to get ideas on codes, permits, licenses, and other updates to facilities. Dave will update us in his report.

Associate Housing Allowance: I will put this forward for approval at the meeting.

Jeff Johnson shared that due to other commitments that Gary was unable to come to view the playground. He will reschedule that just as soon as he can.

As far as the parochial report goes, Dean Andy will pull together everyone's narratives and gain the Vestry's approval prior to leaving for vacation.

The Vestry Covenant is ready to be reviewed for approval. Candy McDowell moved that we adopt the Vestry Covenant as written for the 2021-22 Vestry year and that it be reviewed and renewed every subsequent year at the Vestry retreat. It was seconded by Sharon Cheers. The Covenant was approved by unanimous vote.

Everyone is to print it out, sign it, and return it either via email or in person. Dean Andy will make sure that Melissa has a copy of the covenant so that it can be published to the website and the parish would then have access to it. Dean Andy will also work with the staff to develop a staff covenant.

Dean Andy requested the adoption of the housing allowance for our soon-to-be Associate, Ryan Wiksell. Richard Morse asked if there was an amount or a range of the amount being requested. Dean Andy stated that it's 30% of the clergy's annual salary, which is standard and Canonical. Ken Stewart moved to accept the Ryan Wiksell Housing Resolution 2021, it was seconded by Candy McDowell and passed by unanimous voice vote. Phaedra Fahnstock, Clerk, will sign the Resolution and promptly return it to Dean Andy for it to be filed.

As a Vestry we have to vote for Convention delegates. We are only allowed five for this year plus alternates. We had six last year. Dean Andy reached out to last year's delegates to see if any of them would like to do it again this year. Chris and Christine Morrison would like to continue. Mark is not eligible since he's the Assistant Chancellor to the Diocese. Robin is likely not eligible because she's a postulant. Dean Andy is waiting to hear back from the others. There's no decision on where the convention will be held but it most likely will be held at the Cathedral November 5th and 6th if it's in person. The Cathedral has been reserved.

As far as the Facility Assessment, it's been decided not to accept either of the bids. We have come to find out that a free assessment was performed in 2006 by the church insurance group. We reached out to them and they agreed to do it again, for free, after Labor Day.

3. Financial Report

Julie sent out the financials in advance of this evening's meeting.

Pledges continue to be above budget. Plate is the same way. Recurring Bequests: \$10,000 came in April. Endowment is the money we take out of the Endowment to run the business.

Practically all the expenses are less than budget, which should continue to be the case for a little bit longer. Clergy salaries are trending below budget.

Facility: we spent less than nothing, which is due to a double payment of an insurance payment that has now been refunded.

The YTD numbers are a reflection of the above.

Jeff Johnson wanted to note that the pledges have started trailing off. While we're above budget by about \$23,000, April was right at budget.

The Balance Sheet is pretty much unchanged. Investments are split between short and long term. The practical impact of investing in cash equivalents is that they don't pay anything. We've been so lucky for the last decade that the stock market has gone up but in reality, it can go down too. That's why we keep short term stuff and the long term stuff in the stock market. At some point, the stock market will take a crash. The mix is about 60/40.

Property is going to stay the same forever. George Schluter is a home builder. He knows the ins and outs of code issues but not so much on commercial stuff. Dave Barker and George went through areas of the Cathedral (Hayden Hall, Founders' basement). George talked to the city about the facility. We will hire a consultant, who will look at things and advise what changes and upgrades need to be made. That person will then make the case to the city on our behalf. At that point someone from the city may come to the Cathedral to review the work that's been done. If we have a daycare center we will have to obtain a license but it's pretty cut and dry. Dean Andy said that we may want the insurance review done first. We're still in the very early stages of all of this stuff. We need to find out what we need to do to make the space compliant. Dave has materials regarding the consultants and can share that when the time comes.

4. Stewardship Report

Steve Moore didn't have updated numbers to report. We're trying to continue to create a year-round stewardship template that we can use to educate the parish on year-round stewardship. We'll roll out the process in August and focus on the education side of stewardship. Hopefully we'll have another warm response this year.

5. Junior Warden's Report

Ken will share some proposals he has on the bike rack. There's a couple things going on with Buildings and Grounds but it's TBD. The fence was run over again, a different section this time.

Ken emailed the Vestry that the total for the two bike racks is \$728. It has an icon of a bike in the middle, which costs an extra \$100. The installation is \$500. It would have to be pegged for utilities. They will be dark purple. It'll be uphill of the handicapped spots on the corner in the grass. Each rack can handle two bikes. Jeff inquired as to the vendor, BikeWalkKC. They do a lot of advisement regarding bike lanes and equipment. Other vendors that Ken contacted all referred him to them. They're the go-to in Kansas City.

\$1228.00 for racks, freight, and installation. It's two racks, each of which can handle two bikes. We would just have to add another post if we wanted to add another bike. **Candy moved that we allocate up to \$1,350 for the purchase and installation of bicycle racks on Cathedral property. It was seconded by Richard Morse.** Jeff Johnson wanted to make sure that Buildings and Grounds and Sharon are on board with the location. He was thinking that it would be closer to the playground but agrees with the proposed location. To have put it closer to proposed locations would have required that current parking spot slots be reduced in quantity. Trying to keep them visible but not in the way. Ron Michka thought it's smart to think about growth and how to expand it into more racks. He also asked where the funding would come from. Candy suggested that Buildings and Grounds has the authority to spend a certain amount of money without the Vestry's permission and this amount falls below that threshold. She believes that there are funds available in Buildings and Grounds. Richard Morse said that he could get with Buildings and Grounds to confirm where the funds would come from. We will proceed with the motion and get confirmation from Buildings and Grounds later. **The motion passed by unanimous voice vote.**

6. Senior Warden's Report

Dean Andy suggested that if we are a church that serves, then Mission needs to be front and center. We are called to serve. The budget contingency groups from last year were looking for ways to save money in order to maintain our budget and our ministries. Then it shifted to ways to improve. We're in a much better position now and can make it more mission-focused rather than budget-focused. We now need to pull together subject matter experts in order to come up with ideas that will help us to serve the parish family and the community in which we live.

Senior Warden, Candy McDowell, reported that in accordance with the LOA signed by Senior Warden Paula Connors, the Dean, and the Bishop in October 2019, which states "The Dean will have a performance evaluation with the Wardens of the Vestry after the first 90 days of employment and annually thereafter.....", the current wardens, Candy McDowell and Richard Morse, have scheduled a performance review with Dean Keyse for Monday, June 7th. The format of the performance review will be to discuss the Dean's responses to the 2021 Performance Review Questionnaire which he received earlier this month. The questionnaire was developed by Candy in consultation with Richard and after reading the 2020 Performance Review.

The Dean's LOA also states "There shall be an annual discussion and mutual review of the total ministry of the Cathedral by the Dean and the Vestry and/or lay leadership...". Therefore, Candy recommended that a Mutual Ministry Review be put on the schedule for some time next fall.

Additionally, Candy recommended that in the fall the Vestry should review and revise our Strategic Plan. Exactly when and how we should go about doing this is something to ponder over the summer. Maybe it can be wrapped into the Mutual Ministry Review. It certainly should be considered as we get into the 2022 budgeting process.

Finally, after comments from the Dean about mission, Candy presented the MISSION FORWARD TASK FORCES Proposal. The proposed task forces were conceived by Candy and the Dean in response to the work done last summer by the Budget Contingency Subgroups and in taking into consideration many conversations with Vestry members and other Cathedral leadership. From that information Candy and Andy sorted out some tasks they think we can do, redo, revamp, or at least look into. The first 4 Tasks are low hanging fruit and could probably be done simultaneously. Tasks 5, 6, and 7 are more challenging and would take more investment in every sense of the word. The proposal suggests that each Task Force is developed under the auspices of an existing group or groups, but that does not mean that membership of each task force is limited to the membership of the sponsoring committee or group.

Discussion ensued, but in the interest of time the Vestry decided to continue further discussion of the proposal during Monday evening ZOOM meetings beginning Monday, June 7th. In the meantime the PICTURE DIRECTORY TASK FORCE will move forward with its task under the auspices of the Communications Committee.

Picture Directory Task Force – Communications Committee

- Identify and recruit Task Force members.
- Publish a GHTC picture directory by the end of 2021.

Infrastructure Task Force - Building and Grounds and Stewardship Committees

Next Steps include:

- Bolstering membership as needed.
- Reviewing the 2006 Church Insurance Company's Cathedral Property Survey.
- Scheduling a 2021 Cathedral Property Survey with the Church Insurance Company.
- Looking at possible code issues.
- Working with other GHTC groups to avoid redundancy.

Parish Life Task Force - Congregational Growth and Development Subgroup, Hospitality, and Christian Formation

Next Steps include:

- Identifying and recruiting Task Force members.
- Reviewing current and former events
- Exploring new ideas.
- Coordinating with other GHTC groups and staff in selecting, scheduling and planning #? or more events over the next 18 months.

Community Events Task Force - Building and Grounds Utilization Subgroup and Music Program

Next Steps include:

- Identifying and recruiting Task Force members.
- Reviewing current and former relationships and events.
- Brainstorming and cultivating new relationships and events.
- Coordinating with other GHTC groups and staff in developing an events calendar.
- Are there ways we can "exploit" relationships with outside groups?

Community Outreach Task Force – Stewardship Subgroup and Social Action Committee

Next Steps include:

- Identifying and recruiting Task Force members.
- Reviewing and revising, as needed, Dean's Discretionary Fund policies.
- Researching existing programs of other churches.

Child Care Task Force - Long Range Planning Subgroup

Next Steps include:

- Identifying and recruiting Task Force members.
- Contacting Community Resources about program needs.
- Whitney Hosty - GKCCF
- Jovanna Rohs - MARC
- St. Paul's, Guadalupe Center, MCC
- Exploring code requirements.
- Consider being an "annex" of an existing program.
- Coordinating with other GHTC groups to avoid redundancy.

Coffee Shop/Food Service Task Force - Building and Grounds Subgroup

Next Steps include:

- Identifying and recruiting Task Force members.
- Exploring and developing 1 or 2 concepts.
- Coordinating with other GHTC groups to avoid redundancy.

Other:

Saint Luke's Health System walk-in clinic.

Dean Andy then shared his experience with a community outreach project from his time in Florence, AL. They had a group, The Saint Francis Project, who raised and gave away \$1,000,000 over the course of ten years to community agencies through a grant process. There was a board that oversaw the grant applications and determined how to distribute the funds. This was done through various fundraising events such as bake sales, art shows, Bingo nights, and galas. It brought the church closer to the community and what these agencies do. One of the requirements was that the agency would have to have a parishioner as their sponsor.

Robin commented that the Social Action group did do fundraising like this. Candy agreed that this isn't really a new concept, it's just aimed at redefining it and getting started.

7. Vestry Liaison Reports

Amy Cornwell, *Children's Formation*

I've been meeting with Brittany to hear more about her plans for Children's Formation for summer and going forward; she's working to get Godly Play training and working on rooms with Godly Play materials; summer months will be very different (off). All in all, things are fine and she's growing / learning into the job.

Old Business

Dean Andy sent out the background information regarding the new computers request. We are in agreement to go with PC's, not Macs. Robin moved that we allocate up to \$26,000 from the Operating Fund to cover replacement of office computers according to the information provided by Dean Keyse. Candy seconded the

motion and it was passed. Dean Andy shared that when we work on the Budget for next year that we will reintroduce a line item for putting a certain amount in to stagger these costs going forward.

Ken raised concerns that his questions weren't addressed with the specificity that he was hoping for. While there wasn't an itemized list, Jeff suggests that the details are in the narrative.

There are some additional funds needed in order to complete the livestreaming project so that the choir can be heard and not be drowned out by the organ music. **Sharon Cheers moved that the Vestry amend the previously adopted motion of \$40,000 for new livestreaming equipment to a new amount of up to \$46,000 to include three new microphones, and installation, for the choir as described in the attached information, dated May 13, 2021, which includes all items and costs. It was seconded by Robin and passed by unanimous voice vote.**

Ron shared that, for the sake of perspective, we're at approximately a month's worth of pledges to cover the extra expenses we're approving tonight.

8. New Business

Christine Morrison addressed the Vestry regarding the Nativity.

Since the opening up of society, The Production Team for the Nativity would like to bring the Nativity back to the Cathedral for December 1-5 plus two rehearsal days prior and one additional day before November. This is how it's done traditionally. Messner Puppet Theater has spun off the Nativity to a separate group. This was Paul Messner's passion and brainchild. This new production group is volunteer-based and has no funds. They, The Production Team for the Nativity, would like to organize a volunteer group to cover house, parking, and facilitating production. They would also like to park for funds. Christine's goal for the Nativity is to have a show that first week in December and to begin a touring model where the host church provides volunteers. They do the banner procession with angels in the back that would be comprised of the volunteer core of that church. They could also double as the house crew that seats the guests. They could even take the tour out of town. Christine's mom is at a Catholic church in St. Louis who would love the Nativity to travel to her church.

Ken asked about livestreaming. Sharon shared that the show was written specifically and almost exclusively for the Cathedral and was very successful. The Messner Company took care of a lot of the administrative activities before but with the spin-off to the third-party company, that responsibility needs to shift.

The livestream cost has not been negotiated with them yet. Each show that Messner put on was \$300-\$500 per performance. Robin shared that from her perspective, that her family has always thought of the production as part of the Christmas tradition at the Cathedral.

Jeff asked how much is hoped to be raised through parking and is it a recurring request year over year?

Christine said that the professional personnel is about \$5,000-\$7,000. This is for actors, singers, musicians, and stage directors. She's thinking that a bank of \$10,000 would be necessary to get this off the ground. The puppet technician will cost about \$500. We should also consider understudies.

Steve Moore asked if a 501c3 has been established and she said yes. Steve asked her to please confirm.

Ron chatted that it might be good to table this for a formal motion to be reviewed via email or next meeting. Issues. 1. Parking. Shall we consider this as a second string sign-up. 2. Video equipment. Let's evaluate new cost structure for using Cathedral live streaming equipment. 3. What extra costs will there be for sextons and security? Candy echoed that we should get it on the calendar and that Christine should put together a business plan. Where will the supplies be stored? What about repairs? An Income/Expenses proposal should be delivered to the Cathedral. This fits well with Ministry.

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Ken expressed concern regarding opening parking to a non-profit. Steve Moore chatted that he will look at the legal implications of allowing an outside organization using our parking lot to raise funds.

Robin shared that this is an event that brings all kinds of people to the church and the production is a form of evangelism. She's struggling to understand why something so familiar is making waves.

Christine would like to come back to the June Vestry meeting with all the paperwork and do a 5 minute proposal. Ken asked if the Cathedral would be displayed as a sponsor in the billing. Christine says yes. Candy suggests that it be worded "A Ministry of Grace and Holy Trinity Cathedral since (date)".

Ken said that the grounds look really pretty right now following all the rain. It's an ideal time to get new drone photos for marketing and public relations. It's \$500 and we would own the footage. Sharon asked if Ken would put his request in writing and we can address it in an upcoming Monday event. Candy agreed with Sharon's suggestion. Robin asked if it could come out of the communications budget. Ken said that the Heartland Men's Chorus agreed to pay for \$100 of it. Dean Andy said that he's pretty confident that we could come up with \$400. As long as it's in the budget, we don't have to vote on it.

We typically take off one month in the summer. Do we want to take it off in June? Or July? The Vestry agreed on taking the month of June off and resuming regular sessions in July.

The meeting adjourned at 7:37 p.m. The next regular meeting of the Vestry will be Thursday, July 22, 2021.

Respectfully Submitted,

Phaedra Fahnestock, Vestry Clerk