

Grace and Holy Trinity Cathedral

Minutes, Regular Meeting of the Vestry on Thursday, February 17, 2022

Approved March 24, 2022

Members Present: The Very Rev. Dr. Andrew C. Keyse (Dean), The Rev. Canon Ryan Wiksell (Associate), Candy McDowell (Sr. Warden), Michael Thomas (Jr. Warden), Valerie Johnson (clerk), Nick Smith, Ken Stewart, Pat Decker, Ron Michka, Bill Colvin, Kay Woolley, Paula Livingston-Lewis, Sharon Cheers

Members Absent: Amy Cornwell

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 5:30 p.m. by Dean Andy with opening worship.

Approval of previous meeting's minutes

Dean Andy presented the minutes from the previous Regular Vestry meeting on January 27, 2022.

Kay Woolley moved to accept the minutes as presented and was seconded by Paula Livingston-Lewis. The motion passed unanimously without further discussion.

Dean Andy presented the minutes from the Vestry meeting that followed the Annual Parish Meeting on January 30, 2022.

Candy McDowell moved to accept the minutes as presented, seconded by Paula Livingston-Lewis. The motion passed unanimously without further discussion.

Dean's Report, *The Very Rev. Dr. Andrew C. Keyse*

The CEEP (Consortium of Endowed Episcopal Parishes) Conference is next week in Atlanta, GA on February 23-26, 2022. Those attending from the Cathedral will be: Dean Andy, Canon Ryan, Candy McDowell (Sr. Warden), Julie Toma (Cathedral Administrator), Brittany Sparrow Savage (Children's Ministry Coordinator). Those attending CEEP will have reports for the Vestry at the March regular meeting.

Ash Wednesday is March 2: There will be 3 Ash Wednesday in-person worship services (7 a.m.; 12:05 p.m.; 7 p.m.) with imposition of ashes at every service. This will be the first time to worship in person on Ash Wednesday in 2 years due to the pandemic. The 7 PM service will also be livestreamed from the Cathedral.

Vestry Retreat: The Saturday, March 5, Vestry Retreat will be held via Zoom teleconference. It is planned for 9:00 a.m. through 2:00 p.m. The agenda will be sent to Vestry members in advance of the retreat. The current Vestry Covenant will be reviewed, modifications discussed, and voted upon for the new year. All Vestry members will be asked to sign and submit.

Playground Update: The funds raised to repair the ground surfacing of the playground last year allocated an additional \$10,000 to the already raised roughly \$19,000. In the spring of 2021, a verbal estimate from Gary Bressman believed it could be completed for \$30,000 with some 'sweat equity'. However, the estimate is now \$37,000. Through consultation with Candy McDowell, Michael Thomas, and Dave Barker, Dean Andy believes with this increased estimate for the project, additional bids should be obtained from previous vendors who bid on the project. Julie Toma will seek updated bids from them.

Candy recommended we allocate an additional \$10,000 to get the project completed but aim for the best price possible. Dean Andy recommended we consider approving this additional \$10,000. Dean Andy asked for a motion to allocate (this would be a capital expenditure) up to an additional \$10,000 to take the project allowance to almost \$40,000 but taking the lowest possible bid we can get.

Candy McDowell moved to allocate the additional \$10,000, but no more than \$10,000 to complete the playground project. Kay Woolley seconded this motion.

Discussion Dave Barker (Treas.) recalled there was money raised for instrument purchase for the children's area of approximately \$4,000 through parking funds. He indicated the fundraising group was ok with using the proceeds toward the playground. He will investigate if those funds could be utilized for playground as it has not been needed for the musical instrument project. Candy added that Richard Wolf (Finance Mgr. of GHTC) has currently parked the \$19,000 for the playground in the "Garden Fund". Rev. Canon Ryan recommended we look at the Young Adult fund as well.

Dean Andy indicated that regardless of the approximately \$4500 (referred to by Dave Barker), we can still pass this motion knowing that the additional \$4500 would enable us to avoid spending up to the full \$10,000 being considered in this motion.

Canon Ryan supported the motion by suggesting the Young Adult Grant money be looked into, which has been opened up for potential "other purposes". He has not yet heard specific ideas how to direct it, or a portion of it.

The motion passed without further discussion.

Dean Andy noted he will be checking on those other sources of potential funding.

Strategic Plan Update: A consultant from William Jewell College has been hired to help with the Strategic Plan. Mark Galus (Chair of the Strategic Planning Committee), Candy McDowell, and Dean Andy met to discuss the structure of that committee and will be assembling a committee with Tom Vansaghi to begin meeting in March 2022. At the upcoming Vestry Retreat Tom will be present for 30 minutes to outline the procedure. The Vestry will be included with the process and is invited to voice ideas, thoughts and concerns.

Approval of 2021 Parochial Report: Vestry members received the 2021 Parochial Report prior to the regular meeting.

Ron Michka inquired about the number of "members reported" and "total communicants in good standing" and whether there is a list of those members on Page 2 of the Parochial Report.

Dean Andy shared the 2021 Parochial Report on his screen so all could view who were on video.

The number comes from a few resources: 1) The Green Books, official registries kept in Janet Sweeting's (Assistant to the Clergy) office. These are the official rolls of members; 2) The Parish Registry Book aka Red Book, kept in the vesting sacristy, which contains the number of all services and the attendees at all services. This also provides the "average Sunday attendance", which is currently thrown off because of the pandemic/hybrid services; 3) The book of Confirmations, Baptisms, Marriages, Burial.

By reviewing these resources, it is determined who are the current active members. Increases and decreases can then be determined based upon deaths, baptisms and transfers in or out. Upon Dean Andy's arrival, counts were being purged to more accurately report "active members" on the roll. Purges are based upon inactive status and those who have left the church.

Communicants in Good Standing is determined through those books to see the ages of people for reporting purposes (ie. Age 16 and over; under age 16) The numbers are close because some active members meet the requirement but have not been there in the last year and these members are not counted as 'in good standing'. There are a variety of other considerations for this number such as whether they are a giver of record over the last 6 months, they've received communion 3 times over the past year, etc. The Communicants in Good Standing is a difficult number to determine but it is based on numbers from years past and the Green Books. It is a fairly accurate picture of the active membership rather than membership.

The number of decreases in membership (18) was greater than the increases in membership (11), but it was due mainly to deaths rather than transfers out or other reasons. Most transfers out are due to moving away.

The total number reported here in "good standing" (518 noted on this 2021 Parochial Report) is also used to determine the number of delegates for the Diocesan Convention, which is currently 8 for GHTC. This list of delegates will need to be approved by the Vestry. Dean Andy will have the list of delegates for Vestry to vote upon during the Vestry Retreat. If anyone is interested in serving as a delegate, they should let Dean Andy know.

With no additional questions, Michael Thomas moved to accept the 2021 Parochial Report, and was seconded by Kay Woolley. The motion passed unanimously without further discussion.

This Parochial Report will need to be formally signed and submitted.

A list of Eucharistic visitors and lay Eucharistic ministers will be emailed to the Vestry after this meeting. Vestry will need to approve that list of individuals so they can be re-licensed. Approval from Vestry members will be acceptable as 'approve' in a reply email. This list will also need to be formally signed and submitted.

Associate's Report, *The Rev. Canon Ryan Wiksell*

Children and Youth ministry Brittany Savage Sparrow (Children's Ministry Coordinator) in addition to her children's ministry has been working on the Diversity, Equity, and Inclusion (DEI) report and it will be ready to review prior to CEEP and will build upon this area while at CEEP.

Clare Stern-Burbano (Youth and College Minister) is launching an initiative with college students. They have begun an online book club and are reading *Just Mercy*. She is also teaching the Youth Confirmation Classes, which are now ending.

Welcoming Committee: There is a strong base to re-launch this group. They had their first Zoom meeting deciding what to include in Welcome Bags. Ideas have been: art to make, new cathedral mug (maybe also make these available to current members for purchase). They are also considering special nametags with easily identifiable "Welcome Team" so visitors can identify them.

Coffee Hour Hospitality has been providing sandwiches and refreshments for coffee hour. Canon Ryan has been picking these items up prior to Sunday purchased from Sun Fresh grocery. Cost has been approximately \$170 per week and might consider reducing the amounts being purchased based upon surplus/leftovers each week. (Dean Andy added comment that the funds are coming from the Parish Life line. It has not been allocated to that yet so the numbers for January should have been higher because we are considering that part of Parish Life.) Canon Ryan noted it will grow with the help of volunteer effort over time. Currently, he is managing it and would encourage volunteers to take it forward.

Canon Ryan will suggest the Welcoming Committee make note of number of attendees during these hospitality hours. Dean Andy and Canon Ryan approximated 25-30 at one time or 40 over the course of the hour.

The Welcoming Committee is considering partnering with Vested Coffee (located at 8th and Central) to provide coffee occasionally at coffee hour. Canon Ryan has ordered business cards that will serve as vouchers for one free drink at Vested. Unlike a gift card, which would be purchased in advance, these vouchers will only be paid for if redeemed. These cards will be put in the Welcome Bags.

Clergy Discretionary Funds: Dean Andy and Canon Ryan would like to continue assisting with rent and utilities but would also like to provide more real solutions for people in need by partnering with agencies for long-term support. They have been referring individuals to Bishop Sullivan Center (BSC) which has broader scope of expertise. BSC has been asked to let the clergy know if their referrals received help and clergy can 'underwrite' this to a certain point. BSC can provide more long-term assistance as the goal is to equip those in need to be self-supportive. The Community Resources at the Central Library on 10th Street is another way to help because of access to computers, internet and up-to-date on community resources.

Currently, clergy provide gift cards to help those in need from Aldi and Phillips Gas at \$25 each.

Adult Formation: The Old Testament class on Sunday mornings will be ending and the New Testament will be studied during Sundays in Lent. These have been 'hybrid' classes (online and in-person simultaneously). Dean Andy has been leading Episcopal 101. On Wednesdays during Lent, both will be leading two separate classes on Wednesday evenings.

Financial Report *presented by David Barker, Treasurer*

The Financial Report and Financial Committee Minutes were submitted to Vestry members prior to this meeting. Dave Barker (Treasurer) highlighted:

The Cathedral keeps its books on a Cash Basis, which means operating with expenses addressed the following month. Items are not backdated and the expense is dealt with in the current accounting period.

Pledge and Plate is below what we had budgeted and what they were last year. Endowment to Operating expenses are high with the reduced amount of 4% (down from the 5% last year) coming from the endowment this year. That number was carried over from the 5% number. Next month will make up for that and then it will flatten out for the rest of the year. This explains why that number is larger than budget.

Our payment to the larger church was underpaid in December 2019, and we will make it up in January 2022, so that number is skewed as we 'catch up'. Utilities are in line with budget but based upon gas prices rising this year, this may go over budget. Parish Life expenses will increase over time and January was low. Facility expenses were low as we budgeted \$20,000 but paid \$10,000. Year to Date figures are the same as Month to Date at this point so will not address this here. The investments across the board are down because the stock market was down at the end of the month.

Ron Michka asked Dave if he could speak about the Cathedral Music Trust Fund mentioned in the minutes from the Finance Committee meeting. Dave indicated money has been raised over the years with no specific purpose and goes to this trust. For example, when money is needed for the organ it may be allocated from that fund. Dean Andy added there is actually a current estimate for work to be completed on the organ.

Candy McDowell moved to accept the Financial Report as presented and was seconded by Paula Livingston-Lewis. The motion passed unanimously with no further discussion.

(Dave Barker, Treasurer, departed the meeting at this time.)

Stewardship Report *presented by Steve Moore, Stewardship Chair*

As of last Friday, 112 pledges totaling almost \$370,000.00. This time last year we had 133 pledges totaling about \$390,000 so we're trailing about \$20,000. The average pledge this year is approximately \$3,300 whereas last year it was \$2,900.00. There are 15 new pledges; 36 people have not formally renewed their pledges yet 9 of them are already giving. 2 are intending to renew to pledge. That makes 25 not renewed but will be receiving letters to follow up early next week. All the non-renewed pledges would be approximately \$100,000 so if every one of those comes in, we will be above what is budgeted for pledge in 2022. A letter is being finalized and will be sent to those 25.

Dean Andy commented that most of the 9 who have been giving without a formal pledge have now turned in pledge cards.

Junior Warden Report *presented by Michael Thomas*

Building and Grounds: Michael is having discussions with committee members about current issues and gauging interest about serving on the Building and Grounds Committee. He will present a list of committee members to the Dean and Sr. Warden for approval. The committee will list immediate

concerns and will include: 1) playground; 2) the development and maintenance of the garden; 3) Condition of the reredos in the Diocesan courtyard because it is sandstone and the tiles are deteriorating from the weather. Buildings and Grounds Committee will plan to meet on alternating months and any time issues arise that need to be addressed. When the committee membership is finalized, it will be shared with the Vestry with the approval of Dean Andy and Candy McDowell.

Ken Stewart inquired whether the kneeling rails in the nave were still being considered as there was some concern about the padding and distance when in use. Michael Thomas made note of this request.

Senior Warden Report *presented by Candy McDowell*

Pre-K Programming: Dean Andy and Candy McDowell met with parishioner Steven Lewis, Program Director of Mid-America Head Start, early in February. Steven thinks a realistic timeline is 18 months to 2 years for getting from today to licensing and accreditation to become part of the KC Pre-K Cooperative. He suggested we engage a consultant to help us map out a course to accreditation and has recommended Jill Meriweather of The Meriweather Group. The Group does Early Childhood Development and DEI consulting. Jill Meriweather, Dean Andy, and Candy will meet at the Cathedral early in March for Jill to develop a proposal for mapping a course to pre-K accreditation. That proposal should be ready by the March Vestry meeting. Jill indicated that in the current environment it will be 2023 before GHTC can achieve licensing and accreditation.

At the last Vestry meeting it was reported a walk-through of Haden Hall was done with Chris Jimenez, an architect from Clockwork Architecture and Design – the firm that Operation Breakthrough has worked with and recommends for the licensing side of the project. Chris proposed the design and administration services would result in 2, 20-student licensable pre-K classrooms. The cost of the entire 5-phase Clockwork proposal is \$18,000. A retainer of \$1,200 is required for the work to begin. Further, the project can be done one phase at a time. The cost of Phase 1 – doing Existing Conditions Documentation and Test Fit - is \$1,200.00, which can be done before proceeding to next phase. This first phase of the design process would be done in conjunction with the Strategic Planning process and help us understand whether we want to broaden the scope of the renovations to Haden Hall.

Before entering into any agreement with Clockwork Architecture and Design or The Meriweather Group we need to have Steve Moore, GHTC Chancellor, look at the contract.

Senior Warden, Candy McDowell, is requesting up to \$2,500 to enter into the first phase of the Clockwork proposal so we can begin the process to licensing 2 pre-K classrooms. She suggests this funding comes from the Young Adult Program line.

Once 1 or 2 rooms are licensed, we will be able to begin a type of programming (per Steve Lewis and Jill Meriweather). A Parents Day Out, or other children's program a couple of days a week, would be feasible even before the approximately 18 months it may take for a fully functioning Pre K program.

Discussion

We can get licensing but to get any form of programming that accepts funds for children to enter our space, it must be licensed by city, fire marshall, etc. Candy believes we can get started with an evaluation of the space and may determine we do for our own purposes without licensing.

The formed Strategic Planning Committee will oversee this process and the \$2500 will help us understand the possibilities for our spaces and estimate costs and options for programs.

This is work we need to do regardless of the final outcome. The consultation/evaluation would get us started in the process of evaluation and help the Strategic Planning Committee determine use/plan for our church school as well as possible outside programming.

GHTC would be a satellite space and not responsible for full accreditation. Having 2, 20-student classrooms is based upon conversations with Operation Breakthrough and GHTC would be providing them additional classroom space to an already accredited program. They suggested the "break even point" is 20 students. The Kansas City pre-K Cooperative has students who are funded by the state of Missouri. The state will allocate funds to public and charter schools of approximately 4% of their enrollment. 4% of the Crossroads Academy enrollment is 40 students. With a combined student enrollment of private pay.

Ron Michka asked what the \$2500 will cover. The \$2500 will cover looking at those real numbers so the Strategic Planning Committee can have an understanding of the potential costs. The current balance of the Young Adult Program line is \$46,122.

Paula Livingston-Lewis moved that \$2500 be used from the Young Adult Program Fund to cover the cost of entering into the first phase of the Clockwork proposal so we can begin the process to licensing 2 pre-K classrooms. Sharon Cheers seconded this motion. The motion passed without further discussion.

Vestry Committees: Our bylaws require us to have 2 Vestry members on each of the Vestry Committees, therefore this task will be on the agenda of our upcoming Vestry Retreat. These are the 5 Vestry Committees: Budget, Buildings and Grounds; Finance; Social Outreach; Stewardship.

2022 Vestry Calls: At the Vestry Retreat we will address phone calls to parishioners as was done in the past. Consider: 1) in the Spring: focus on gathering information for and publicizing the Photo Directory. This can overlap with Communications Committee; 2) Late summer: Focus on promoting Fall programming; 3) Late Fall: Focus on Advent and Christmas.

Memorial Request: The Rev. Steven Clark Wilson Grace Episcopal Church in Carthage, Missouri, passed away February 14, 2022. The obituary indicated donations may be made to the Rev. Steven C. Wilson Scholarship Fund for the study of foreign and classical languages. Candy McDowell suggested we consider a memorial gift in his honor to Hispanic ministry in the Diocese.

A motion was called for to make a memorial gift from the church. No motion was made.

Discussion about what the procedure for memorial gifts has been in the past and whether that is a precedence we want to set for other clergy memorial gifts. Is there a policy regarding memorials and how is an amount determined?

Candy McDowell will look into this ministry further and report back at the March Vestry Meeting if there is an appropriate amount based upon the needs of that ministry.

Vestry Liaison Reports

Social Outreach The Outreach Report was submitted by Terri Curran via email to Vestry members and is summarized as follows: 1) 1772 diapers donated by the congregation during the January Diaper Drive. Outreach will supplement this donation by purchasing diapers in the larger sizes since all donated were small sizes. 2) Outreach donated \$500 to the HBCUs Saint Augustines University in North Carolina and Voorhees College in South Carolina in honor of the Feast of Absalom Jones and Black History Month. 3) Plans are being made to donate 25-30 lunches to a department at Saint Lukes (Plaza) for healthcare workers. 4) March 6th between services we will be packing family bags for Backsnack students to take home over spring break. 5) April 10th, Palm Sunday, we will be packing Easter Baskets for the children at Crittenton, KAW Valley, and Sheffield Place 6) There will be a food drive each week during Lent for Saint Mary's pantry. Each week during Lent a different food item will be requested.

No further reports from the committees of: **Safety, Community Engagement, Children's Formation, Communications, Young Adult**

Old Business

Dean Andy asked if there was any Old Business to address at this time and there was none.

New Business

Dean Andy announced Rev. Kevin White resigned from his appointment as Deacon at the Cathedral. Although his appointment was meant to be short, this was unexpected timing. Dean Andy has met with Bishop Diane and there will be an effort to identify a female deacon to fill this position, as was previously planned, before Easter.

There was no further discussion or New Business to address.

The Vestry Retreat will be Saturday, March 5

The next Regular Vestry Meeting will be Thursday, March 24, 2022, 5:30 p.m. via Zoom.

Sharon Cheers moved to adjourn the meeting. It was not seconded. The meeting adjourned.

Respectfully submitted,

Valerie Blanco Johnson, Clerk