

# Grace and Holy Trinity Cathedral

## Minutes, Regular Meeting of the Vestry on Thursday, October 27, 2022

*Approved at the November 2022 Vestry meeting*

**Vestry Members and Leadership Present** In-Person: The Very Rev. Dr. Andrew C. Keyse (Dean), The Rev. Canon Ryan Wiksell (Associate), Candy McDowell (Sr. Warden), Michael Thomas (Jr. Warden), Steve Moore (Chancellor), Pat Decker, Amy Cornwell, Ken Stewart, Kay Woolley, Bill Colvin, Valerie Johnson (Clerk); Via teleconference: The Rev. Barbara Wegener (Deacon), David Barker (Treasurer), Ron Michka, Paula Livingston-Lewis, Nick Smith

**Absent:** Sharon Cheers

**Others Present:** Mike Thomas, Chief Operating Officer of Operation Breakthrough and Board Chair of Pete's Garden, via teleconference

The meeting was held in a hybrid format (in Common Room and via Zoom teleconference). The meeting was called to order at 5:32 p.m. by Dean Andy with opening worship.

### **Approval of previous meeting's minutes**

Valerie Johnson presented the September 22, 2022, regular Vestry minutes that were distributed in the October Vestry Packet. Dean Andy suggested a correction to the Finance Report where Dave Barker, Treasurer, reported the William Jewell co-hosting fees and Childhood Development Project costs came from the Parish Life line. Dean Andy noted these items did not come out of Parish Life. At this October meeting, Dave indicated this was an error in the posting to accounts and this will be rectified in the next month's report. No changes were made to the presented minutes.

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

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

Pete's Garden Ministry: Guest, Mike Thomas, presented information about PG to the vestry. PG has been operating for 3 years as a food recovery program working with caterers, restaurants, and institutional food providers. They pick up or receive large containers of prepared food surplus and repackage into family-size, take-home containers. PG volunteers help repack food into the smaller containers. Packaged food is distributed to 10-15 social service agencies in the metropolitan Kansas City area. These agencies determine eligibility and diet considerations of family recipients. They have the capacity to expand, but their current space location has limited their ability to do so. They currently distribute approximately 60,000 pounds (translates to approximately 15-20,000 meals annually) of food annually and plan to more than double that in the next year. PG typically turns food donation around to redistribution on the same day or within one day. Their grants have allowed them to increase the number of staff.

Hours of operation are Monday-Saturday approximately 8:30 a.m. – 2 or 3 p.m. This involves obtaining the donated food before 11 a.m.; repackaging food from 11 a.m. – 1 p.m.; followed by clean up. Recipient and donor agencies are listed on their website: [petesgarden.org](http://petesgarden.org). The model is to provide a healthy meal for a working mom at the end of the day. Meals focus upon proteins, starches, vegetables. Examples of donor sites include: JJ's, Eddie V's, New Theater Restaurant, cafeterias at Stower's Institute and American Century, Brocato's, Pembroke Day, Rockhurst High School cafeteria, The Loews hotel, Arrowhead meals for Chiefs players.

Discussion Points: PG has a license to use 'leftover' food items through the Health Department and is covered under the Good Samaritan's Act. Staff and volunteers are trained in safe food handling. On a given day, there will

be 4-8 volunteers onsite (no more than 10). Containers used to repackage are not returned to PG although they are reusable. Efforts are being made to compost unusable food donations, but this is anticipated to be minimal because of criteria set with donors. PG currently has a sealed and locked dumpster at Operation Breakthrough to deter access. GHTC will see what is available onsite for secure disposal. Access to doors on Broadway will need to be determined based upon key fob feasibility. The PG team will be limited to the lower level of FH. The PG truck will require a plug-in because of refrigeration. Conflicts with scheduling cathedral events should be minimal as PG operating hours are not in the evenings or Sundays. Election days will be moved to upper FH rather than lower to avoid conflict.

November 1 is the pre-health inspection to notify GHTC of changes necessary. The final cleanout of storage closets and kitchen of lower FH is scheduled for November 12 and 19. November 21 is planned for deep cleaning with a move-in after Thanksgiving.

Events: Blessing of the Animals had 150+ people and animals. The Facebook boost may have encouraged attendance from nonmembers.

Personnel: Janet Sweeting, Volunteer Coordinator, is retiring today but will serve through the end of the year. Staff positions to be advertised will be: 1) Events Coordinator position (approximately 25 hours and includes being onsite for events) 2) Assistant Organist (30 hours); and Volunteer Coordinator (approximately 15 hours). All positions are part time with no benefits with the exception of the assistant organist.

Strategic Planning Committee (SPC): The Stakeholders' Survey is completed and results are being reviewed with an anticipated presentation to the vestry sometime after November.

Upcoming Events: Fall Festival and Hymn Sing will take place on Sunday, October 30. The Diocesan Convention will be at GHTC on November 4-5; Election Polling will take place on November 8. Security is not required at the polling place and the security group was not asked to be present. It is not known if it is the election board's responsibility to obtain security or GHTC. At this time, there is no plan to enlist help of the security team. Having the Nave open was discussed to allow people to wander in if they choose. Kirkin' of the Tartan service is November 13 and Thanksgiving Service will be held at 10 a.m. on Thanksgiving Day.

The first clean out of lower Founders' Hall is taking place Saturday, October 29. Dean Andy will be there from 10 a.m.-12:00 p.m. so people may come by and take unwanted items. Dumpsters will be onsite November 12th and 19<sup>th</sup> to haul off what remains after donations and claims have been made. Items are mostly decorative and kitchen items—dishes, utensils, glassware, etc. Eventually, Haden Hall will undergo a similar type of process.

Pete's Garden will be using the kitchen in lower FH and some repairs will need to be made. Dishwasher is an \$8,000 repair or \$15,000 replacement. They will need to use the dishwasher in upper FH until repairs can be made.

Candy McDowell moved that the \$20,000.00 unrestricted gift made by Helen Cavanaugh in memory and honor of her parents, J. Earl and Nancy Cavanaugh, be allocated for renovations and repairs in Lower Founders' Hall which will enable food ministries to be reestablished on the GHTC Campus. It was seconded by Pat Decker. Following discussion, the motion passed.

Discussion included: Clarification that this money is for food ministry and corresponding needs in lower Founders' Hall. The contracted lease with Pete's Garden will be \$250/month for the space and \$250 for utilities for a total monthly rent of \$500. This is a one-year renewable lease. The vestry can view the lease. Pete's Garden carries their own insurance to cover volunteers onsite. The Health Department will visit GHTC and is possible they will want all equipment safe/operational even if not used regularly—including ovens, etc. PG plans to use walk-in cooler (our responsibility to get operational) and dishwasher. We will be responsible for repairs. Cleaning the space is the responsibility of PG. PG will be using the kitchen area and office space primarily. Parking spaces will be limited to 11 (one of which will be designated for their truck). Media exposure recommended upon the move-in and operation.

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

Canon Ryan informed the vestry of his roles and responsibilities to include Children and Youth, Newcomers, and has taken a larger role with outreach (particularly concerning discretionary funds) and Adult Formation.

Children and Youth Ministry: Fall Festival is Sunday and volunteer support is still needed. Playground timed locks arrived and will be installed shortly and cameras going in currently. Youth are doing an interfaith study. Youth will have a Friendsgiving Young Adults will have a separate one. Each are in a joint partnership with Church of the Resurrection.

Names tags and Welcoming Visitors: Ongoing training will occur with the greeting team members. The tower door will remain open 10-15 minutes prior to the service, weather permitting. Greeters are to assist visitors with their visitor cards and getting around service, hospitality time and obtaining their Welcome Bag.

Holy Hands has regrouped and will host coffee hour on the 3<sup>rd</sup> Sunday of every month. It is hoped enough volunteer teams will be formed in order to host all Sundays.

Adult Formation: Formation aims to enlist guest teachers/leaders. The current series led by Dr. Robert Johnson (Early Christian Literature) has just begun and had 13 in person with no online attendees. There are now 2 formation volunteers. Leticia Porter is assisting with the Zoom experience. In January, Christine Morrison will join this effort. The goal is to obtain more online participation.

Discretionary Funds: Currently working on signage to direct those needing assistance. The gas card program is temporarily suspended due to cost.

**Financial Report presented by David Barker, Treasurer**

The budgeting process is ready to begin and all vestry members are invited to participate. It is anticipated work will be completed by the end of November. Please contact David Barker, if interested.

The September Financial Report and statements were included in the vestry packet prior to this meeting. Dave Barker (Treasurer) highlighted:

The Payroll Protection Plan (PPP) and Employee Retention Credit (ERC) programs had a large impact on the numbers. MTD reflects Cavanaugh's \$20,000 gift. Endowment to Operating appears to be more than it should be due to an error (a double entry) and will be corrected in the report next month. The \$4,000 in Administration actually belongs in Parish Life line and will be adjusted next month as well.

YTD numbers remain strong and the Cathedral is in good financial shape at the moment. We need to continue to seek ways to bring in more income especially as we consider salary increases for staff and clergy.

On the balance sheet, 1104 Trust Fund UMB includes the deposit of the government Employee Retention funds. This is a one-time deposit.

Ron Michka inquired about our need for financial planning and spending based upon the market activity and how that may affect our draw from the endowment fund. Dave indicated the government payments have significantly increased our balance sheet and investments are still on the trend line. Vestry needs to be aware of the outflow and income. The long-range gain has been approximately 9% and we have reduced our draw from Endowment 5% to 4%.

**Michael Thomas moved to accept the Financial Report as presented and was seconded by Bill Colvin. The motion passed with no further discussion.**

**Stewardship Report** *presented by Steve Moore, Stewardship Chair*

A Stewardship Luncheon will be held on November 20, in Founders' Hall. Mailings with pledge cards are going out to members soon.

**Junior Warden Report** *presented by Michael Thomas*

The report of the Buildings and Grounds Committee (BGC) was included with the vestry packet prior to the meeting. Additional to note:

The next Buildings and Grounds meeting is Tuesday, November 8.

Trees: Tree trimming is completed.

B and G Staff: The part-time gardener has quit and a replacement is needed. The funding is still in place and we can hire for this position (approximately 12-hour week with no benefits).

Cleaning Services: Consideration is being made about how to maintain adequate cleaning services on campus. We may want to consider elevating current part-time status employee to a full-time position. The hope is to arrange by the first of the new year, if feasible in the budget.

A recommendation was made to install a motion detector in the main area of FH. There is already one in lower foyer. The cost is \$640.15 for one detector and would come from the Facilities budget.

**Senior Warden Report** *presented by Candy McDowell*

Pre-K Pathways: Cathedral staff and members who participated in the process in one way or another included Dean Keyse, Canon Wiksell, Brittany Sparrow Savage, Clare Stern Burbano, Angie Graham, Dave Barker, Steven Lewis, Paula Livingston-Lewis, Robin Rusconi, Bethany Zaiger, and Candy McDowell. In addition to the hired consultants, there have been conversations with a variety of persons from the community including Carrie Stewart (Commerce Bank), Dan Yoder and Nina Ward (Crossroads Academy), Anne Miller (St. Louis and Kansas City Pre-K Cooperatives), Whitney Hosty (GKCCF and St. Paul's School), and Mary Mulkey and Mary Esselman (Operation Breakthrough).

The cost of the Exploratory was \$6,500.00

- \* \$1,500.00 for the Clockworks test fit plan and notes (\$2,500 was approved at the February 2022 Vestry meeting).
- \* \$5,000.00 for the Pathways Report and Presentation (\$5,000.00 was approved at the April 2022 Vestry meeting).
- \* \$0 for the MidAmerica Contractors estimate.

At this point, there are too many factors involved to put a price tag on getting a Pre-K program operating and accredited. However, we were able to get a ballpark estimate of \$199,672.16 or \$280,401.76 (depending on HVAC alternatives) for renovations to the south end of Haden Hall which would provide 2 licensable, 20-student, 3 or 4 year-old classrooms. The plan includes constructing a toilet room between the two classrooms and providing office space in part of what is now "the Outreach Room". The plan does not address fire code regulations, food service, entryway options, or other factors that will need to be addressed if and when we move forward with Pre-K programming.

That brings us to the "if and when". Our recommendation is that *now* is not the *when*. However, there is a great need for increased Pre-K programming in our community - a need that will continue to grow - so our recommendation is that we review the information and reconsider the possibilities in another year. We also

recommend that we address issues and concerns which surfaced during the Exploratory. Most of the measures that are being taken in order to host Pete's Garden, were going to be taken as a result of the Pre-K Exploratory. The process has made us aware of ways we can better steward and utilize our spaces. In addition to the work being initiated in Lower Founders', awareness has been raised about other areas on our campus that need attention and suggestions have been made about upgrading the restrooms in HH and refreshing the Nursery. These may be topics for the Strategic Planning Committee to consider.

Candy believes the Pre-K Exploratory process has been worthwhile. From time-to-time in the past, GHTC has considered, or been approached, about doing some sort of early childhood programming, but we have dismissed it without really looking into it. This time we have given it serious thought and although we are not moving forward with initiating a program at this point, she believes it is a very real possibility for us in the future.

Discussion points: Candy and her team were thanked for their time with this exploration. This was a major undertaking to examine and consider. One reason this project did not move forward was cited as the need for energy and momentum that can be driven by parishioners. Until there can be more dedication to a large-scale effort, this would be challenging. The hope is that a level of energy can be raised with ministry work such as with Pete's Garden and other volunteer opportunities. Also, the cost of getting Haden Hall constructed for the purpose of becoming a licensed facility with an accredited education program is overwhelming. This is a highly regulated program because of health and education focus.

## **Vestry Liaison Reports**

### **Social Outreach**

The current SOC has maintained numerous outreach activities throughout the pandemic. These past couple of years have been difficult to enlist volunteers and the return of ongoing support remains slow. Ongoing current members of the SOC are: Kari O'Rourke, Marian Philip, Vangie Rich, Donna Knoell, Christine Morrison

Current Outreach Activities: *October:* Trick or Treat so others can eat. *November:* Crittenton in need of sweatpants/unisex clothing for children's arrivals at the center. In November, the preparation of 200 treat bags will need to occur so these can be delivered BY December 1, for Crittenton. *December:* On the 10th - Women's GHTC Luncheon with Treat bags being packed for Backsnack. Also, bags can be prepared for the December 16<sup>th</sup> delivery to 50 residential Crittenton. On the 11th- Family bags will be packed at GHTC. Terri suggested a sock drive to create a supply for the winter needs. *January 7<sup>th</sup>*- Free Store will be held at St. James Methodist (hosted by St. Andrew's). GHTC usually purchases boots. St. Augustine provides hygiene kits. Winter clothes are shopped by those in need and lunch is provided.

### **Community Engagement, Ron Michka via email**

General information from the Downtown Council (DTC) which may of interest to GHTC include:

12<sup>th</sup> and Broadway RFP issued for mix use and parking; South Loop "670 Lid" idea progressing; Downtown stadium momentum building; Mayor visited the September DTC meeting requesting support for KCMO ballot initiatives; National League of Cities Summit in KC November 17-19; DTC annual luncheon April 14, 2023; Community Services Center update includes Nourish KC completed updates and new beehive concept planned to offer one-stop shop.

For GHTC to consider: Are there any opportunities to partner with the city or other organizers to showcase our space such as plan a prayer luncheon or evening event? At the DTC annual luncheon, GHTC has participated in the past with a table sponsorship. Should we share our offering, space opportunities?

At the next DTC Board meeting, they will be discussing the KC Spirit Playbook (KCMO Comprehensive Plan) as this team completes the draft of the city's new comprehensive plan. City staff will provide an overview of the objectives related to Downtown KC. The City is requesting input and feedback from DTC members. This meeting is November 3, at 4 p.m. in the KC Public Library.

A West Bottoms development speaker (SomeraRoad) will be presenting on November 9, 11:30 a.m.-1 p.m.

Canon Ryan added Kansas City Southern merger is resulting in the HQ being consolidated in Kansas City and assumption is that employees will be relocating from Minneapolis.

Tuesday Conversations attendance has declined.

Croquet Tournament this year was not feasible due to loss of volunteers and scheduling conflicts. Recommendation is to evaluate the goal of this event as a fundraiser, diocesan event, neighborhood event or simply a cathedral member activity. May also set up during Cathedral picnic or other events. Perhaps this could also be a summer Sunday pop up.

#### **Safety/Security; Social Action; Children's; Communications; Young Adults**

No additional reports

**Old Business** Nominations to be considered for January 2023. Current vestry members ending their terms are: Bill Colvin, Amy Cornwell, Nick Smith and Ken Stewart. Ken indicated interest in being nominated for another term. Vestry members are to ask around for interested nominees.

#### **New Business**

Vestry meeting planning: Our next Vestry meeting is to be held earlier because of Thanksgiving on **Thursday, November 17, 2022, at 5:30 p.m. in a hybrid format.** The December meeting will also be adjusted to Thursday, December 15, 2022.

**Candy McDowell moved to adjourn the meeting. Ken Stewart seconded and the motion passed.** A closing prayer was led by Dean Andy. The meeting adjourned at 7:00 p.m.

The Vestry entered Executive Session following adjournment and the recording process of the meeting was discontinued. Executive Session ended at 8:20 p.m.

Respectfully submitted,

Valerie Blanco Johnson, Clerk