

Grace and Holy Trinity Cathedral

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

Approved at the December 15, 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), Steve Moore (Chancellor), David Barker (Treasurer), Pat Decker, Sharon Cheers, Ken Stewart, Valerie Johnson (Clerk); Via teleconference: The Rev. Barbara Wegener (Deacon), Amy Cornwell, Kay Woolley, Ron Michka, Paula Livingston-Lewis

Absent: Michael Thomas (Jr. Warden), Bill Colvin, Nick Smith

Others Present: None

The meeting was held in hybrid format (in Common Room and via Zoom teleconference). The meeting was called to order at 5:37 p.m. by Dean Andy with opening worship.

Approval of previous meeting's minutes

Valerie Johnson presented the October 27, 2022, regular Vestry minutes that were distributed in the October Vestry Packet. Candy requested clarification be made to the October minutes. The minutes described a discussion point about lower Founders' Hall. The minutes read: "Clarification that this money is only for functioning of the kitchen and not the aesthetics of lower Founders' Hall discussed at previous meetings regarding lighting, etc." The edit now reads: "Clarification that this money is for food ministry and corresponding needs in lower Founders' Hall."

Ken Stewart moved to accept the amended minutes as now presented and was seconded by Candy McDowell. The motion passed without further discussion.

A modification to the order of the agenda included Associate's Report followed by the Dean's Report.

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

Children and Youth Ministry: Collection is ongoing for clean gallon jugs for a special project. Christine Morrison continues to work with organizing 3rd-5th grade and is preparing Lego Advent Bible study. Clare Stern-Berbano coordinated Youth and Young Adults as each hosted their own Friendsgiving with success. Young Adults invited the Deanery and had one participant.

Nametags and Welcoming Visitors: Ongoing training and management of visitor cards continues with greeting team members. There is an increasing number of visitors. Pet Blessing, Fall Festival, and Kirkin' events were promoted via Facebook and will continue to do so in the future.

Discretionary Funds: Deacon Barbara Wegener will be more involved with outreach for community. Financial assistance has been needed for rent and utilities. Central Branch library resources room would like to work together with us and are available to work with individuals--assisting in areas we may be unable to do so. Messaging/signage will be improved on our campus in order to inform individuals where they can seek assistance. Signs may be added: 1) by the breezeway door; 2) on the GHTC webpage; 3) to the phone/menu option on Cathedral main phone number. The messaging will include how we are able to assist with requests and where else they can obtain help. Also, a Google form has been set up and can be completed in order to streamline processing of photo ID and pictures of relevant documents.

Adult Formation: An Advent curriculum provided by the national church "Journeying the Way of Love" is being used for the upcoming Sunday morning formation and is being co-led by Dean Andy and Canon Ryan. Virtual

attendance will be encouraged Diocesan wide with future classes and will be recorded for asynchronous participation.

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

Dean Andy announced upcoming worship services for Thanksgiving, Advent, Christmas; The Nativity; Lessons and Carols; and Evensong.

The dumpsters have been onsite for the final clearing of unclaimed storage items in FH. Some items were donated to agencies whenever possible. Mostly items from the undercroft were discarded due to poor condition. Storage in lower FH can now be consolidated to create more space. The kitchen will be freed up of any unneeded items by tomorrow.

Pete's Garden Ministry: The contract with PG has been finalized. Their cleaning service will be in to work and move in their refrigerators. The outlet will be installed so their refrigerator truck can be plugged in. PG would like to have an open house in January 2023, so our members can view the space and learn about the ministry. Once the date is known, we will plan to promote the event.

Financial Report presented by David Barker, Treasurer

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

1) October numbers: Pledge and plate numbers continue to be strong. Most areas are under budget. Month to Date numbers basically reflect the Year to Date. The Diocesan number regarding the streetcar appears high because we pay the Diocese's part and they pay us back.

User fees will change a lot and we will see that in the budget. Operating is in line with expenses. The Facility numbers remain under budget. The Haden Hall sewer may be repaired with money currently available.

Sharon Cheers moved to accept the Financial Report as presented and was seconded by Ken Stewart.

Discussion points: Next year we will not have the additional income of government payments. Will the budget be affected going forward? Dave Barker indicated we will discuss this during budget presentation. Line 49 (Endowment to Operating) on page 2 of 13: There is no percentage noted from the Endowment, but it does represent 4%. Dave confirmed this is correct.

The motion passed to accept the Financial Report with no further discussion.

2) Budget: There have been 2 budget meetings with the Budget Committee. Dave presented the notes about the proposed 2023 budget.

Highlights to this proposal for income included: Income from pledges is anticipated to increase by \$40,000; plate income anticipated to increase by \$10,000; user fee income will increase post-pandemic and with Pete's Garden contracted lease agreement; the ERC payment of \$268,844 in 2022 will be used to budget for employee expense increases; the Endowment to Operating will remain at 4%.

Highlights to this proposal for expenses included: The Social Outreach fund has a balance of \$75,360.36 so there will be a reduction in the amount sent from Operating to Social Outreach. However, there will still be access to the same level of funding as 2022. This will create less impact on the Operating Fund. Clergy and lay salaries reflect an 8.7% increase; the addition of 2 staff positions (PT Volunteer Coordinator and PT Events Coordinator). The Facility Department will expand one custodial position to full-time.

Recurring Bequests can vary but Doyle White and Dave Barker will meet with the bank and try to better understand how to predict that number. Parking revenue is anticipated to increase as the downtown area has planned development that will decrease available parking and potentially increase the demand on our campus.

The ERC (Employee Retention Credit) income from the government payment (\$221,186.18) will be used to cover the deficit and balance the budget. The draw from the Endowment to Operating will remain at 4%. This is an attempt to continue protecting the fund as best we can.

Line 5800 (Merit Increases) is \$50,000.00 to allow merit adjustments for the discretion of the Dean.

Education reflects \$2500.00 for the William Jewell Partnership. Parish Life reflects St. John's Bible decrease to \$500.00 (from \$3475.00) as there does not seem to be a need for increased funds. Parish Life Flowers has an increase in budget allowance, as requested, as flower offerings do not adequately cover real expense.

Discussion points: Goals and objectives are reviewed for merit increases; reflection of benefits for employees in the budget when Cost of Living Adjustment (COLA) occurs; COLA is only for current employees; information about flower offerings is on the website and should be clear about the true cost of flowers so donors can understand the need for covering expense.

Dave Barker asked the vestry if removing \$500.00 from the Line 5692 (St. John's Bible Committee) could be considered based upon this discussion of ongoing non-utilization of funds and little expenses being incurred at this time.

Kay Woolley moved we remove \$500.00 from Line 5692 (St. John's Bible Committee) of the proposed 2023 budget and was seconded by Candy McDowell. The motion passed with no further discussion.

Also discussed: our ability to have a balanced budget with a continued 4% draw from the Endowment fund (as was in 2022) for 2023 is partly due to the one-time income from government funds. Additionally, Social Outreach did not obtain the full 'request' this year because of utilizing their surplus in 2022, but next budget year (2024) will likely need more funds. Moving forward, this adjustment to Social Outreach and no ongoing government income will have an impact balancing the budget in the future. It may be necessary to increase the amount drawn from the Endowment if expenses remain, or increase, and income sources decrease.

Candy McDowell recommended the vestry table approval of the budget until the December vestry meeting. All were asked to continue reviewing the numbers and forward any questions they may have to Dave Barker, Treasurer.

Stewardship Report *presented by Steve Moore, Stewardship Chair*

A Stewardship Luncheon will be held on November 20, in FH following the 10:30 a.m. worship service.

29 pledges have been received to date at \$125,834.00. The average pledge is at \$4300.00. Last year's paid pledges exceeded 100%.

Junior Warden Report *presented by Dave Barker for Michael Thomas*

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

A motion detector will be added to the main hall of Founders Hall with a projected cost of \$645. Two cameras and a lock have been installed for the playground next to Haden Hall.

Buildings and Grounds will continue to work with Ric Sweeting to arrive at a solution to our gardening needs. Should a part-time gardener be required, the funding is built into the 2023 budget. Also, a budget request has been made for moving a current PT cleaning position into to FT with benefits. The position would be revised to FT at the beginning of 2023.

Proposals are in the works for a renovation of part of the lower FH space to allow us to accommodate the needs of Pete's Garden and make it more accessible for other Cathedral functions.

There has been a long-running drainage issue in Haden Hall. Two drains need to be serviced by a plumbing company: the women's bathroom and the kitchen. This will be inspected and considered for repair.

A bid will be obtained for an electrical hookup needed for Pete's Garden's refrigerator truck during work hours.

A bid for repair to the floor of the main hall in Founders Hall will be obtained.

The Dean will proceed with calling a committee to begin the assessment and planning of Common Room renovation.

The next Buildings and Grounds meeting is scheduled for January 10, 2023 at 4:00pm.

Senior Warden Report *presented by Candy McDowell*

Vestry calls will be assigned in December. Lists will be sent out on December 28th with completion goal by January 23. January topic information to share during calls will include: January 7th ordination of Brittany Sparrow Savage; William Jewell class being led by Dean Andy beginning January 25; the Annual Meeting (January 29) and Diocesan Martin Luther King Jr. celebration. Stewardship calls may also become part of the message during that time but will discuss that further at the December vestry meeting.

Other Committee or Vestry Liaison Reports

Ken Stewart is convening a committee to address the Common Room. He will forward names to Dean Andy as they are known.

Sharon Cheers thanked the Cathedral on behalf of the Election Board. They expressed appreciation of the polling location noting especially the cleanliness and ease of parking.

Social Outreach

Social Outreach will meet in December. Free Store will be held on January 14, 2023.

Community Engagement, Safety/Security; Social Action; Children's; Communications; Young Adults

No additional reports

Old Business None

New Business

A Nominating Committee to the Vestry is needed for upcoming vestry election. Dean Andy would like at least 2 vestry members and 2 parish members. Ken indicated interest in being nominated for another term. Bill, Amy and Nick will not seek reelection. Nick and Bill will be asked to serve on this committee. Amy respectfully declined a position on the committee. Pat Decker offered to serve on the committee.

Vestry meeting planning: Our next Vestry meeting will be held on **Thursday, December 15, 2022, at 5:30 p.m. in a hybrid format.**

Sharon Cheers moved to adjourn the meeting. Ken Stewart seconded and the motion passed. A closing prayer was led by Dean Andy. The meeting adjourned at 7:07 p.m.

Respectfully submitted,

Valerie Blanco Johnson, Clerk