

# Grace and Holy Trinity Cathedral

## Minutes, Regular Meeting of the Vestry on Thursday, January 26, 2023

*Approved at the February 23, 2023 Vestry meeting*

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

**Absent:** Amy Cornwell, Kay Woolley, Steve Moore (Chancellor)

**Others Present:** None

The meeting was held in hybrid format (in Common Room and via Zoom teleconference). The meeting was called to order at 5:31 p.m. by Dean Andy with opening worship.

### Approval of previous meeting's minutes

Dean Andy presented the December 15, 2022, regular Vestry minutes that were distributed in the January Vestry Packet.

Sharon Cheers moved to accept the minutes as presented and was seconded by Ken Stewart. The motion passed without discussion.

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

Dean Andy thanked Bill Colvin, Nick Smith, Amy Cornwell and Ken Stewart for their time serving on the Vestry these past three years. Ken will stand for re-election for another term.

Annual Meeting and Vestry Retreat: Sunday, January 29, will have one worship service at 10:30 a.m. followed by the Annual Meeting. During the sermon, the Dean's Report will be included and published in the future. An overview of the agenda and how ballots would be distributed and collected was described. Sharon Cheers, Bill Colvin, Nick Smith and Michael Thomas will serve as tellers. Julie Toma will monitor/collect online votes for those attending virtually. Following the Annual Meeting, the Vestry and newly elected vestry members will meet in the Common Room to decide upon a date for the Vestry Retreat, and to elect a Jr. Warden and Clerk.

Diocesan Convention (Nov. 10 and 11, 2023) delegates will be identified as these names are due March 1, in order to participate in the Deanery.

Update on Children's Ministry/Youth: Brittany Sparrow Savage needs volunteers. The Youth group has begun meeting on Sunday nights rather than Wednesday evenings.

A written resolution was distributed to the Vestry prior to the meeting for consideration and approval. Candy McDowell moved that 30% of the total compensation paid to the Rev. Brittany Sparrow Savage for the remainder of the calendar year 2023 is hereby designated to be a housing allowance pursuant to Section 107 of the Internal Revenue Code; and that the designation of 30% of the total compensation as a housing allowance shall apply to calendar year 2023 and all future years unless otherwise provided. The motion was seconded by Paula Livingston-Lewis. The motion passed unanimously.

Discussion included a clarification of eligibility for this allowance. She is a transitional deacon and is eligible to claim housing allowance upon ordination and is also a paid staff member.

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

The December Financial Report and statements were included in the January Vestry Packet prior to this meeting. Dave Barker (Treasurer) highlighted:

December report: December income was not as anticipated. December often experiences end-of-year pledge balances being paid/caught up, however, that did not happen and is now down \$22,000. Expenses were in line with what was budgeted in 2022. Facilities number is under budget. We spent \$1200 over our 2022 Budget.

Income not designated goes to the Plate line. The current reporting does not distinguish between Gifts and Plate. Gifts in the plate could be categorized into “nonrecurring income”. A meeting with Bank of America account administrators and Doyle White should help understand trust income, which was better than expected this year.

User fees are up and Dave Barker advised the Vestry to focus upon this line in order to make a concerted effort to expand this income. With our growing budget, we need to increase revenue. This can be accomplished through parking lot fees for special events. Julie Toma sends “Group Me” message to a number of churches when a special event may require additional parking. If an outside group/church manages the lot, half is shared with the Cathedral.

Discussion points: Why is a gift not going into Gifts and Bequests line? Why would a different line need to be created? Dave would like to separate Plate from Gifts that come through the plate and not through Gifts and Bequests. How do recurring vs. nonrecurring bequests factor into Diocesan assessment? Dave indicated the assessment is based upon what we spend in the Operational account. He believes we will be able to sustain this into 2025, but will eventually need the Endowment in order to support this level of assessment. Because the 2023 Budget was balanced with ERC funds and part of the PPE was retained for 2024, we will have a gap of revenue in 2025. In two years, we will need to increase our income because of ERC and PPE funds being used up. It is from parking revenue, user fees and increased pledges we will need to help fill that gap, otherwise it will need to come from the Endowment. Recalling Bishop Diane’s description of the Diocesan budget process beginning at zero, this may be the opportunity to have more input about the assessment. The 2023 Budget is the largest we have had (\$2,071,000.00) while Budget 2022 was \$1.8 million.

Ken Stewart moved to accept the Financial Report as presented. It was seconded by Michael Thomas and passed without further discussion.

**Stewardship Report** presented by Dean Andy for Steve Moore, Stewardship Chair

Our goal is \$500,000. The last pledge report was January 16. At that time, 89 pledges have been received to date at \$319,701. We have 56 non-renewed pledges from 2022.

**Junior Warden Report** presented by Michael Thomas

Despite all the repairs in 2022, especially toward the end of the year, we remained under budget for the month and for the year by \$17,000.

During this time, there are 3 main projects moving forward: 1) Parking lot repair and restriping; 2) Common Room is undetermined at this time; 3) There is carried over repair of the floor in Founders’ Hall and currently obtaining bids on this repair.

Gardening requirements for the year include retaining Borsow services on the grounds along with another potential contractor. Ric Sweeting is anticipating regular assistance from Cathedral groups with gardening and the grounds as well.

Discussion points: Durability and recurring repair costs with the Founders' Hall floor. Suggested we examine repair costs over time and the consideration of more durable material with less risk of damage. Anticipate there will be an Increased use of FH with help of Events Coordinator. Michael Thomas will obtain historical information about repairs to accompany further discussions.

Sharon Cheers was recognized for her excellent leadership with the Safety and Security Committee.

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

There are currently 6 candidates running for Vestry for the 4 open positions. They are Ken Stewart (re-election), John Braum, Sara Copeland, Julie Brogno, Blain Lagergren, Mathias Nichols. Biographies of the candidates will be released tomorrow.

Vestry calls are to be completed by February 7, 2023.

#### **Other Committee or Vestry Liaison Reports**

##### **Social Outreach** *presented by Dean Andy*

Social Outreach met on January 23, 2023. The calendar events/social outreach activities were considered and the Easter 2023 plate offering designation was also discussed. The next Social Outreach Committee meeting will be held on March 13, 2023.

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

No additional reports

##### **Old Business**

No Old Business

##### **New Business**

Senior Warden, Candy McDowell suggested the Vestry consider examining a governance item regarding leadership of Budget Committee, Finance Committee and Financial Administrator of the Cathedral.

Historically the positions of Treasurer, Finance Committee Chair, and Budget Committee Chair have been held by 3 individuals, then 2 individuals and currently by the same individual. Candy believed that change has resulted in a lot of responsibility for 1 individual. Also, she has concerns about our aging and shrinking leadership pool.

In light of our recent budgeting process, she questions the wisdom of the 1-person, multiple-hat policy even more than before because the function and perspective of the two committees may be redundant and believes they should be separate and different.

Candy proposed the Vestry consider separating the roles of the Treasurer, Finance Committee/Chairman and Budget Committee/Chairman and reduce the redundancy of membership on the Finance and Budget Committees. A description of the 3 positions and functions might include:

Treasurer: Works with the Financial Secretary and keeps track of GHTC's day-to-day financial status, report to the Finance Committee and Vestry and be available to the Budget Committee.

Finance Committee/Chair: Works with the Stewardship Committee and financial advisors. Others would focus upon GHTC's funding sources/potential and financial health.

Budget Committee/Chair: Works with the Dean, staff, and others and focus on GHTC's expenses and mission.

With information and recommendations from the Finance Committee and the Budget Committee, the Vestry would determine GHTC's annual Operating Budget.

Discussion points: Succession planning is important. At one point, 21 Vestry members served and had an Auxiliary Vestry (nonvoting). With the restructure (from 21 to 12 members), the Auxiliary Vestry no longer existed and the opportunity for leaders-in-training was diminished. This Vestry expressed desire to encourage involvement of more/new lay leaders.

Nick Smith closed with a personal message to the Vestry in appreciation for his Cathedral family and their ongoing support through the years. He offered his ongoing dedication and encouraged all to continue reaching out to others in all ways.

Vestry meeting:

The next Vestry meeting will be held following the Annual Meeting on January 29, 2023.

The next regular Vestry meeting will be held on **Thursday, February 23, 2022, at 5:30 p.m. in a hybrid format.**

Candy McDowell moved to adjourn the meeting. Michael Thomas seconded and the motion passed. A closing prayer was led by Dean Andy. The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Valerie Blanco Johnson, Clerk