

Grace and Holy Trinity Cathedral

Minutes, Regular Meeting of the Vestry on Thursday, February 23, 2023

Approved at the March 16, 2023 Vestry meeting

Vestry Members and Leadership Present In-Person: The Very Rev. Dr. Andrew C. Keyse (Dean), Candy McDowell (Sr. Warden), Michael Thomas, Pat Decker, Sharon Cheers, Julie Brogno, Mathias Nichols, Steve Moore (Chancellor); Via teleconference: Kay Woolley, Ron Michka, Paula Livingston-Lewis, Blain Lagergren, The Rev. Barbara Wegener (Deacon), David Barker (Treasurer)

Absent: Sara Copeland, Valerie Johnson (Clerk) **Others Present:** John Braum via teleconference

The meeting was held in hybrid format (in Common Room and via Zoom teleconference). The meeting 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 January 26, 2023, regular Vestry minutes that were distributed in the February Vestry Packet. One correction was noted regarding the due date for the list of Diocesan Convention delegates. The list is due on March 1 rather than Feb. 1.

Sharon Cheers moved to accept the minutes, with this edit, and was seconded by Mathias Nichols. The motion passed without discussion.

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

Christmas Offering: The Christmas plate offering is divided in half. This year, half of the offering was for GHTC and the other half was shared by Nourish KC and Harvesters. The amounts were: Total collected = \$4812.18. GHTC received \$2406.09; Nourish KC received \$1203.05 and Harvesters received \$1203.05. Nourish KC later received a separate online donation for \$1500.

Diocesan Convention: The vestry was asked to approve the following members to serve as GHTC delegates: Sara Copeland, Janet Sweeting, Ric Sweeting, Christine Morrison, Chris Morrison, Nick Smith, Joyce Morrow, Dani Montoya, and Kim Smith (Alt.).

Candy McDowell moved to accept the list of individuals to serve as GHTC delegates at the 2023 Diocesan Convention on November 10, 11. The motion was seconded by Mike Thomas and passed unanimously. These delegates are: Sara Copeland, Janet Sweeting, Ric Sweeting, Christine Morrison, Chris Morrison, Nick Smith, Joyce Morrow, Dani Montoya, and Kim Smith (Alternate).

Lenten Programs: There will be two, in-person Wednesday evening classes offered during Lent at 6:30 p.m. They are:

My Body is Not a Prayer Request: Disability Justice in the Church, taught by The Rev. Brittany Sparrow Savage (5 Wednesdays); and *The Unanswered Question: Music as a Means of Processing and Reflecting the Human Experience*, taught by Dr. Ian Coleman, Professor of Music, William Jewell College (4 Wednesdays). Dean Andy will lead a class on the 5th Wednesday. Compline will follow at 7:45 p.m. in the Nave.

Episcopal Parish Network (EPN) Conference: March 8-11th, 2023, in Jacksonville, FL. Dean Andy, Julie Toma, Clare Stern Burbano and Candy McDowell will be in attendance.

Choir Tour 2024: John Braum and Dr. Paul Meier were invited to present the August 2024 plan for the Choir Tour. This tour would include London and a week's residence at Hereford Cathedral. Dr. Paul Meier was unable to attend the meeting due to illness, but available for future questions and clarifications, if needed. John Braum presented a thorough overview regarding: 1) How the Choir Tour benefits the Cathedral; 2) where the tour will go; 3) when the tour will take place; and 4) how much the tour will cost.

An explanation of costs was shared with the vestry verbally and to be followed up with an email outlining the details. The requests of the Vestry included:

- 1.) \$4,000 - \$5,000 for British Pound fluctuation. and 2.) \$5,320 - Hotel Surcharges* For a TOTAL request from the Vestry of: \$9,320 - \$10,320*. (This is an approximate estimate per Choir member based on British Pound: \$1.00 = GBP 1.20)

*This \$10,000 from Vestry is to provide cushion due to fluctuation of the British Pound and hotel surcharges, including extra costs that may occur due to possible reconfiguring of guest rooms at time of stay. This total is an estimate, and it may not be as high as \$10,000. This would most likely come from the endowment (Faeth Fund) and not from the operating budget.

The breakdown is as follows:

A. \$1,600 Airfare; Economy Class: MCI - LHR - MCI (Gateway city TBD)

B. \$1,300 - London Hotel* (not including surcharges); room tax included; 3 breakfasts; 1 dinner; Airport Transfers; Baggage Handling; Round trip Coach (LHR - London - Hereford - Day Trips - London - LHR); 5 Day trips including group admissions; packed lunch (box lunch 04/08).

C. \$500 - 8 days Hereford Green Dragon Hotel*(not including surcharges), 8 breakfasts; room tax included. 1 dinner out on the town.

D. \$540 - British currency and Oyster Card This is in order to exchange money before the trip and make sure each chorister has cash on hand and a public transportation card before leaving the US. Exchanging money costs more at airports and once landed, takes extra time to complete. This is an estimate.

E. \$60 - Inclusive tips = \$30 Hotel + \$30 Driver; suggested rate 25 GBP

*TOTAL = \$4,000 per choir member. Does NOT include Total hotel surcharges of \$5,320 based on 20 choir members; will be higher with more persons.

"Price includes VAT (Value Added Tax-national tax) @20% where applicable"

Trip insurance would be up to each chorister per Charter travel. Airfare purchase may be different. Also, all choristers would be asked to make a deposit (approx. 10%) to hold their spot on the trip.

No action was taken at this Vestry meeting, but due to the time-sensitive request, it was proposed to be tabled only until the February 28, Vestry Retreat.

Financial Report *presented by David Barker, Treasurer*

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

January report: The Finance Committee will discuss January budget numbers at the March Finance Committee Meeting. December income was disappointing but January was great. The 2022 pattern of revenue and expenses was good and the actual numbers pattern appears to be similar for 2023 so far. No questions were raised by the vestry regarding the January report.

Dave would like to adjust how numbers are reflected on the balance sheet. Line 1103 Property Fund shows a deficit of \$131,000, but should be a \$0 balance (or a positive balance) because this is an asset account and should not be showing a deficit. The SE corner of the campus (formerly a gas station) was purchased years ago and is the 'property' being referenced in this Line item. It is unclear why it is being accounted for separate from the rest of the campus. Dave would like to take the \$340,000 and meld it in with Property Cathedral 1610. Mathias Nichols researched this online (kcmo.org) and it indicated the GHTC property is one full block—not two separate properties. It was agreed that separation of the parking lot from main campus property in accounting is an inaccurate way to document the property line(s) and should be rectified to reflect GHTC has one property rather than two separate ones.

Ron Michka asked Dave Barker if he foresaw any expenses coming up and how our funds are doing with today's market. Dave indicated there are some possible repairs to the organ expenses. Everything so far as been included in the budget and does not anticipate any major expenses at this time.

Mike Thomas moved to accept the Financial Report as presented. It was seconded by Julie Brogno and passed without further discussion.

Stewardship Report *presented by Steve Moore, Stewardship Chair*

Our 2023 goal is \$500,000 in pledges. As of February 10, there are 104 pledges totaling \$361,000. There are 42 non-renewed pledges at just above \$100,000. We are not on pace to achieve the pledge goal for 2023. It is anticipated we will meet last year's pledge income number, which was still a good year. Dean Andy and Steve Moore send letters to members who have not renewed and follow up with phone calls.

Junior Warden Report *presented by Michael Thomas*

There is 2022 carried over repair of the floor in Founders' Hall and is still obtaining bids on this. The plumbing in February included drain repairs in Founders' Hall and the water main shut off had to be replaced. The drain repair was \$1000 which brought total FH plumbing repairs to approximately \$7,000.

The Boresow Lawn service contract was renewed (2-year renewal) with a \$90/month increase. Their work has been high quality and we will maintain their services. The Sacristy requires a hot water heater replacement due to leakage in the undercroft. Another anticipated project may be relocating an A/C unit to improve efficiency in the chapel and chancel.

Discussion points: process to report needs for repair includes Angie Graham or Michael Thomas.

Senior Warden Report *presented by Candy McDowell*

Candy indicated she would be sending new members a copy of a resolution adopted by the vestry during a prior executive session so they can understand the action that was taken on a personnel matter in 2022, since it may need to be discussed at future vestry meetings.

Governance update: At last month's meeting, 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 this was emailed to vestry members for input. It will be discussed at the Vestry Retreat.

Other Committee or Vestry Liaison Reports

Social Outreach *presented by Paula Livingston-Lewis*

During the entire Lenten Season, Outreach will be collecting food and hygiene supplies for JFSKC Pantry in Brookside. Volunteers will pack Family Bags on March 5th between the morning services for Backsnack students so they have food during Spring Break.

Nourish KC: food prep on Saturday from 9:00-12:00 a.m. on March 11. Need a minimum of 5 volunteers.

Crittenton, KAW Valley, and Sheffield Place: Assemble Easter Baskets between morning services on April 2.

Children at Clardy, Gashland, and Hazel Grove Elementary BackSnack packing: every other Wednesday in March and April.

During the month of January Outreach collected 943 diapers for Happy Bottoms, KC diaper bank. Donations were down vs. 2022 when 3010 diapers were collected. Additional diapers will be purchased by Outreach at Costco when they go on sale. Deacon Barbara will start making announcements each Sunday during both services to encourage supporting the outreach drives.

Outreach gave \$500 to the Absalom Jones drive during Black History Month which benefits 2 Episcopal HBCU (Historically Black Colleges and Universities)

Outreach gave \$5000 to ERD for disaster relief to Turkey and Syria after the deadly earthquake.

During the month of February, Outreach collected 139 paper items for Sheffield Place. Outreach will purchase feminine hygiene products and additional paper products for this homeless shelter for women and children.

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

No additional reports

Dean Andy announced vestry committee assignments will be discussed at the Vestry Retreat. Members will have an opportunity to switch assignments, if desired.

Old Business

No Old Business

New Business

John Braum would like funds from the Cathedral Music Trust to go to the Cathedral in order to supplement salary for choir director and organist and staff singers. This would enable an increase for singers from \$69 per call to \$75. Other churches in the area are paying more than \$69. GHTC has 8 staff singers currently and this provides a core of voices every week. There can be up to 106 calls per year so this gift amount would cover it, but not likely be needed. Staff singers are paid but this does not take away opportunities for volunteers who wish to sing. Vestry must accept the gift from the Cathedral Trust Fund to place in the Cathedral fund. At the Finance Committee meeting, John Braum described as “sustainable” as the Cathedral Music Trust would continue to gift to the Cathedral.

Paula Livingston-Lewis moved \$5,000 be accepted by the Cathedral from the Cathedral Trust fund in order to supplement the salaries for organist and staff singers. Candy McDowell seconded the motion. The motion passed with one abstention.

A question was raised about the defibrillator(s) as to how often they are inspected and whether trainings have been updated. Defibrillator locations include: back hallway of the Nave, Founders’ Hall, Haden Hall. Dean Andy will inquire with Angie Graham, Facility Manager, as she is responsible for all these types of inspections.

The next Vestry meeting is scheduled for March 23, but Dean Andy will be away. The Vestry was offered March 16 or 30 as alternate times to meet with the 16th being the preferred date. **The next Regular Vestry Meeting will be Thursday, March 16, 2023, in a hybrid format in the Common Room.**

The April 27th Vestry will also need to be rescheduled due to the absence of Dean Andy and Candy McDowell. **Vestry will meet on April 20** that month.

Dean Andy will email the Vestry Retreat agenda prior to February 28. It will include an overview of GHTC calendar of events, vestry committees

Sharon Cheers moved to adjourn the meeting. Candy McDowell seconded and the motion passed.

A closing prayer was led by Dean Andy. The meeting adjourned at 7:18 p.m.

Respectfully submitted,

Valerie Blanco Johnson, Clerk