

# Grace and Holy Trinity Cathedral

## Minutes, Regular Meeting of the Vestry on Thursday, May 25, 2023

*Approved at the July 27, 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), Ron Michka, Blain Lagergren, Sharon Cheers; Via teleconference: Kay Woolley, Pat Decker, Paula Livingston-Lewis, Sara Copeland, The Rev. Barbara Wegener (Deacon), David Barker (Treasurer), Valerie Johnson (Clerk),

**Others Present:** Ken Stewart      **Absent:** Julie Brogno, Mathias Nichols, Steve Moore (Chancellor)

The meeting was held in hybrid format (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** Valerie Johnson presented the April 20, 2023, regular Vestry minutes that were distributed in the May Vestry Packet. Sara Copeland moved to accept the April 20, 2023, minutes and was seconded by Paula Livingston-Lewis. The motion passed without discussion.

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

Strategic Planning: The Strategic Planning Committee met on May 11 for a retreat. Two focus groups have met with two more scheduled to meet, which includes the vestry. Since vestry will not meet in June, it was suggested the regularly-scheduled time be used for the focus group. If there are not enough vestry members available for the June time, another will be suggested and the plan for this will be coordinated through email.

Upcoming events: First Friday in June (2<sup>nd</sup>) will be an open-house format event. Art will be on display, tours of the nave and stained-glass windows will be highlighted and refreshments served. June 3 is the ordination service at GHTC, which includes Robin Rusconi's ordination into the vocational diaconate; June 4 is the Parish Picnic following the 10:30 a.m. worship service. June 10 GHTC will participate in the Pride Parade. A calendar of upcoming events was shared with the vestry in order to see other events for the year.

Personnel updates: Dean Andy announced Brittany Sparrow-Savage was called to St. Paul's Episcopal Church in Kansas City, MO, to serve as Associate Priest and Chaplain to the St. Paul's Episcopal Day School. A search for Children's Ministry staff person will soon begin. The search for an associate priest at GHTC has begun and one application has been received to date. These openings are posted on the National Office of Transition Ministry website and Episcopal News Service. Our diocesan transition ministry officer is Fr. Chas Marks. Word-of-mouth is another way to alert others to the openings.

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

Plate numbers are above budget this past month. User fees are also up, yet this does not include parking fees. Income is slightly behind budget.

Expenses are on pace but that number will increase because of a recent HVAC repair. Clergy salary is higher than budget because when clergy position for Brittany changed (post ordination), the pension status/costs increased. June will still reflect this but all will level out as additional clergy costs disappear.

Administration and General has a negative balance because of a fee associated with a discontinued contract with a publishing vendor. However, the new vendor will pay the penalty/fee on our behalf and this will be recovered.

Facility costs will continue to catch up and utilities were higher this month, yet all is generally within our budget.

In Year-to-Date, pledges are slightly ahead of budget because of a generous March collection. User fees are well ahead of budget. However, Gifts and Bequests are down as we have no control of that line and Endowment to Operating is close to budget.

Discussion: Where income from parking fees is reflected in the documentation; where income from parking fees earned by choir is reflected in their accounting for the tour; where income shared with other organizations is noted—amount to the organization(s) and GHTC. GHTC receives 50% of parking fees collected and the working organization receives 50%. The choir's fundraising efforts will mainly come from parking fees collected.

It was suggested the income from parking fees be routinely reported since it is a significant amount (at times greater than pledge income for the month). Also, a discussion about how the collected cash from parking is securely monitored and handled. When a GHTC group conducts the parking, all funds go to GHTC—not into a specific ministry account. However, the Choir will be able to earmark their earnings to go toward the fundraising for the choir tour.

Dave Barker noted the vestry should consider 2024 carefully so 2025 budgeting process is less difficult. Because the PPP and ERC (COVID funds) has supported the GHTC finances, future planning will be more challenging without them. Additional revenue opportunity may come from leasing parking spots Monday-Friday as construction takes place a couple of months this summer on Washington. Steve Moore, Chancellor, is reviewing this proposal.

Dean Keyse added that July is planned to begin the budgeting process this year, which is earlier than in the past.

**Candy McDowell moved to accept the Financial Report as presented. It was seconded by Sharon Cheers and passed without further discussion.**

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

There are 118 pledges totaling \$ 447,095. Of those 118, 18 are new pledges in the amount of \$28,870. There are still 31 pledges from 2022 not yet renewed, which is \$58,940. "Not yet renewed" describes not pledged and paying but not formally pledged. The goal for 2023 pledge income is \$500,000 so we are \$52,905 short of that amount.

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

The parking lot work and the HVAC controller repair has been completed. Julie Toma and Angie Graham are being trained on remotely accessing/controlling the HVAC system.

The Buildings and Grounds Committee is considering portable handicapped parking signs. They are \$150 each and will be placed in the south parking lot so access through back of the nave is possible. The Finance Committee will consider the cost for 3 of these signs, at this time. Additional bike racks have been suggested to the committee. Although these are not utilized as much on Sundays, there are groups who meet on campus during the week who can use more spaces. The location of these could be discussed with Bike Cooperative as to avoid taking up parking spaces in the lot. The goal is to be visible and accessible. Installation of the racks is \$700 and is \$900 per rack for a total of \$1600. Angie Graham may have a prospective part-time gardener.

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

Candy McDowell shared the following motion with the vestry prior to tonight's meeting. Sharon Cheers requested the question be called and the vestry voted to call the question.

**The positions of Finance Committee Chair, Treasurer, and Budget Committee Chair be held by three different individuals and was seconded by Kay Woolley. The motion unanimously passed and discussion continued.**

A handout was distributed to the vestry and shared on screen for those attending remotely. The Description of this governance proposal is a draft and presented for review:

The Finance Committee Chair, the Treasurer, and the Budget Committee Chair DO NOT have signing authority for any of GHTC's accounts.

The **Finance Committee Chair** is appointed by the Dean and is often a former Treasurer. She/he sets the agenda for and presides at monthly Finance Committee meetings. The Finance Committee focuses on GHTC's revenues and overall financial health by: 1) Hearing the Treasurer's report of recent revenue and expenditures; 2) Considering and then recommending to the Vestry potential funding sources for non-budgeted expenditures; 3) Determining investment guidelines and policies; 4) Meeting with and reviewing reports from external investment managers to keep abreast of the Endowment Funds' performance and current market trends; 5) Engaging an auditor and reviewing the annual audit; and by 6) Performing such other activities that will enhance GHTC's financial well-being.

The **Treasurer** is appointed annually by the Dean and has a voice, but not a vote at Vestry meetings unless she/he is an elected member of that body. She/he focuses on the day-to-day financial operations of GHTC by: 1) Meeting monthly with the Cathedral Financial Coordinator and/or Administrator to review expenditures for appropriateness given the approved Operating Budget and to provide guidance on accounting treatment of approved expenditures that are not of a normal recurring basis; 2) Attending monthly Executive Committee meetings; 3) Attending monthly Finance Committee meetings in order to make reports regarding revenue and expenses; 4) Attending monthly Vestry meetings in order to make reports regarding revenue and expenses and to be available to answer questions and clarify points; 5) Meeting annually with the auditor regarding GHTC's financial statements.

The **Budget Committee Chair** is appointed by the Dean, convenes and presides at Budget Committee meetings, and, working with the Dean, Staff, Vestry, and others she/he facilitates a budgeting process that focuses on expenditures and GHTC's mission and whether the annual Operating Budget is in line with that mission. Chair and Budget Committee activities in the past few years have included: 1) Setting the format by which GHTC ministries submit funding requests for the coming year; 2) Reviewing and prioritizing requests so that revenues and expenditures generally match; 3) Presenting a proposed Operating Budget to the Finance Committee to be checked and reviewed and to make recommendations to the Vestry for approval and/or adjustments; and 4) Presenting the recommendations of the Budget Committee to the Vestry and answering Vestry questions regarding the budget and budgeting process.

Discussion: Concern about finding 3 different volunteers to serve in each of the 3 areas; how to get the word out that these are available positions; creating an "Assistant" or "Junior" position in order to train up a succession of leaders. A possibility of 'term limits' to encourage succession Dean Andy will include this information in the regular Friday "Cathedral News" email.

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

**Social Outreach; Children's Formation; Community Engagement; Communications; Young Adults** No reports

**Safety/Security** Ken Stewart, who resides in the neighborhood, addressed the vestry regarding security in the neighborhood which includes our GHTC campus. Downtown neighbors do not feel safety concerns are addressed by the KCPD and believe GHTC may support the effort to be heard by reporting to KCPD about campus incidents.

Sharon Cheers, vestry liaison to Safety and Security Committee, described the process to report incidents to KCPD through an online form with a copy to the Downtown Security Council and the 2 Community Interaction Officers (Central Patrol Division). Phoned-in reports are not feasible as KCPD is understaffed and priority must be given to more urgent situations. This should not preclude GHTC, or others in the area, from reporting any/all incidents (property damage and misuse, unsafe environments, threatening situations, illegal activities, etc.). These recorded reports can then be communicated more readily to Downtown Safety Council. Sharon referenced other Safety and Security information that was reported at the April Vestry meeting (See the approved "Regular Vestry Minutes from April 20, 2023). Sharon will send the information to Ken Stewart to share with the neighborhood group,

Diocesan office, and vestry. All agree the concern of safety for residents of the area, staff at the Cathedral and all who attend events/activities is important and remains a priority to GHTC. Resource officers are available to fill the gaps and this information needs to be shared.

In addition, Ken requested Sunday volunteers and staff be informed when a security officer is not on campus on a Sunday. When this occurs, the Downtown Security Council can be contacted to patrol the area. If they are contacted to respond to an incident/concern, the caller should remain available upon their arrival so responders can obtain information from caller.

**Old Business** None

**New Business** None

There will be no June Vestry meeting. The next Vestry Meeting will be Thursday, July 27, 2023 at 5:30 p.m. in the Common Room and teleconference.

Sharon Cheers moved to adjourn the meeting. Blain Lagergren seconded and the motion passed.

A closing prayer was led by Dean Andy. The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Valerie Blanco Johnson, Clerk