

Grace and Holy Trinity Cathedral

**Minutes, Regular Meeting of the Vestry**

**Thursday, January 28, 2021**

Members Present: The Very Rev. Dr. Andrew C. Keyse, *Dean*; Paula Henderson Connors, *Senior Warden*; Richard Morse, *Junior Warden*; Phaedra Fahnstock, *Clerk*; Sharon Cheers, Jeff Johnson, Richard Morse, Bill Colvin, Amy Cornwell, Ken Stewart, Pat Decker, Ron Michka, Robin Rusconi

Members Absent: Nick Smith

Others Present: David Barker, *Treasurer*; David Telep, *Outgoing Treasurer*, Steve Moore, *Chancellor*

The meeting was held via Zoom teleconference due to the COVID-19 pandemic and was called to order at 5:30 p.m. by Dean Andy in prayer.

**1. Approval of previous meeting's minutes**

Dean Andy presented the minutes from the previous Vestry meeting on December 17, 2020. Robin Rusconi suggested a correction to the date provided for the Annual Meeting to be January 17<sup>th</sup>, not December 17<sup>th</sup>. Ron Michka requested a typographical correction be made to reflect that he was not present for the last Vestry meeting. Ron Michka moved that the amended minutes be accepted, Richard Morse seconded, and the motion was approved by unanimous voice vote.

**2. Dean's Report**

Dean Andy welcomed the new Vestry members: Robin and Pat and re-welcomed Paula and Ron.

Dean Andy reminded the Vestry of the upcoming retreat scheduled for a Zoom meeting Saturday, February 27<sup>th</sup> from approximately 9 a.m. to 2 p.m., firm times to be announced at a later date.

Dean Andy announced that Alexandra Connors, after nearly nine years of being a volunteer with and an employee of the Cathedral, has resigned her position as Youth Director and Director of Christian Formation. Her last day with us will be next Friday, February 5<sup>th</sup>. Dean Andy and the Vestry express their deep gratitude for all of Alexandra's work for and with the Cathedral, especially with our Youth Program.

The Fat Saturday Drive Through Event, arranged by Alexandra, is scheduled for Saturday, February 13<sup>th</sup> during which Lenten resources, such as communion and ashes, will be distributed from 11 a.m. to 1 p.m. Dean Andy reiterated Paula's suggestion for Vestry volunteers for this event.

The CEEP (Consortium of Endowed Episcopal Parishes) Conference will be held via Zoom, rather than in Dallas, TX, March 2<sup>nd</sup> through the 5<sup>th</sup> and will be attended by Dean Andy, Paula Henderson Connors, and Dave Barker.

Per Canon, the Vestry needs to vote on Dean Andy's housing allowance. Since there will be no change to the form, it will remain in effect and as such a re-vote is not necessary. Last January's minutes should reflect the Vestry's vote on the topic was that Dean Andy can designate 30% of his salary toward his housing allowance.

We have a resolution from the Finance Committee as it pertains to the 2019 Audit and their recommendation for the Vestry to accept the audit. David Telep stated that there were some insignificant findings in the report that can be found in the comments section. Paula Connors moved to accept the 2019 Audit as is, it was seconded by Robin Rusconi, and passed unanimously by voice vote. David confirmed that the Vestry does not need to present anything to the Finance Committee regarding the vote, that Richard Wolf takes care of that.

### **3. Financial Report**

David Telep welcomed Dave Barker as Treasurer. The strange year of 2020 resulted in a large ending cash balance. A driving factor of this cash balance was the \$166,000 in PPP funds, which we are still working to have forgiven. A large savings in expenses as a result of the Cathedral's eight months of closure is the other major factor in the cash balance. The Vestry also previously voted to take the monthly draw from the endowment in December. This resulted in an ending balance of approximately \$500,000 versus a typical year-end balance of \$150,000.

2020 Year End Review

#### **Revenue**

Pledges were on budget and plate offerings were above budget

Recurring Bequests – There was some extra trust fund money in the beginning of the year over what was expected

User Fees includes the \$166,000 in PPP funds

Interfund transfers is \$305,000 of excess cash, which represents the Vestry's October and December of 2020 actions: \$34,000 for settling the Dean's Search account, \$71,000 paid off the chiller invoice, and \$200,000 went to a Trust for use at a later date in order to remove it from the Diocesan Assessment. It's essentially parked outside of the Assessment until needed. These actions reduced the ending cash balance to \$166,000.

#### **Expenses**

2020 Expenses were dramatically less than what would normally be expected.

\$75,000 below budget for Clergy Salary due to vacant positions

\$34,000 below budget for Lay Clergy

\$10,000 below budget for Clergy Support

\$69,000 below budget for Property

\$23,000 below budget for Utilities, primarily electricity since the Cathedral was closed

\$16,000 below budget for Education

\$19,000 below budget for Music

\$45,000 below budget in Parish Life

\$308,000 below budget in Expenses in Total

Ron Mlchka questioned why PPP funds were placed under User Fees and he requested annotated PDFs going forward so that we can better understand the various nuances. David Telep explained that the Finance Committee just needed a parking spot for the PPP funds so

used User Fees and that it's explained in the comments. Dave Barker suggested that it's difficult to anticipate what the questions are in order to respond to them in advance of the Vestry meeting. Dean Andy shared that the Finance Committee meetings are over a week prior to the Vestry meeting and we can begin sharing the notes with the Vestry at the same time that they go out to the Finance Committee so that there's more time for the Vestry to review and compile questions. Ron also requested that the Treasurer announce what page of the report they're referencing as they move through their review so that the Vestry can follow along.

At the end of December, the Vestry successfully passed the 2021 budget with a deficit of \$75,000 in the anticipation of Expenses continuing to remain low as we expect the Cathedral to remain closed for several more months due to the pandemic.

The 2019 \$300,000 bequest of the Lola Faye Richards Fund is now properly placed in the Vestry Discretionary Fund, the Grace Fund for Property, and the Trinity Fund for Ministry, now debited by the \$70,000 for the LED lighting TIFF money, reflected as a 20/40/40 split, respectively. \$230,000 of these funds remain.

David thanked the Vestry for the past two years serving as Treasurer and Dave Barker for his new role. Dave stated that the diminution of Expenses will be reflected in the Diocesan Assessment.

#### **4. Stewardship Report**

Steve Moore reported 130 pledges totaling \$381,000 on a budget of \$410,000. We have 27 outstanding pledges totaling \$65,000 that have not been renewed. Steve is confident that we will meet or exceed our budget. He reported that we have 9 new pledges this year with an average new pledge of \$2000. This year's average pledge is holding right at \$2,900, which is favorable over recent history. The Stewardship Committee will focus on the 27 that did not renew, some of which are known to not renew. We need to start focusing on the second leg of Stewardship, which is time. Steve will be working to set up a Rogation Day to clean up the Cathedral in May. Steve inquired as to whether we will qualify for a second round of PPP. Dean Andy suggested that he does not believe that we would qualify. Dean Andy also pointed out that we received a new member of the parish, along with their request for a pledge card, based on our live streaming alone.

#### **5. Junior Warden's Report**

Richard Morse has nothing of significance to report this month.

#### **6. Senior Warden's Report**

Paula Henderson Connors would like to establish a Vestry Covenant at the beginning of our upcoming Retreat. This is a working agreement used among teams to create a better working group to make sure that everyone's on the same page and it improves team efficiency. She will forward reading materials on the benefits of a covenant within a team. Tim Gunn, CEO of Forward Movement Publishing, was a presenter at last year's CEEP conference and he suggested

that Vestry begin their retreat by creating a covenant, an agreement on how we treat each other and work together.

Paula also suggested that we start talking about what to do with the endowment draw that we took in December.

We also need to start prioritizing the ideas generated from the Budget Contingency Committee. We reached out to two different architectural firms to begin a facility assessment process on our space to determine what repairs are necessary both now and in anticipation of the future so that we can prepare a budget. It would be really great if the funds produced by any of these ideas could then be used for Outreach purposes. The four committees came up with a list of various ideas ranging from a preschool to a commercial kitchen, among others. We need to determine which of those ideas we want to start moving forward. The two firms we worked with were Strata Architectural and Gould Evans. Both of those professional contacts were facilitated by Alexandra Connors, who knew the right architectural questions to ask and information to request.

There are still opportunities for folks to participate with the Budget Contingency Committee.

## **7. Vestry Liaison Reports**

Sharon, Cheers, *Safety*

Sharon thanked the staff for being on campus in 2020 to maintain the spaces and serve the needs of the congregation. More details can be found in the Annual Report.

Ron Michka, *Community Engagement*

The report submitted for the Annual Report is worth reviewing, which summarized most of what we did last year. People are interested in moving beyond the challenges of Covid and communication improvements. The Downtown Council and Imagine KC are active with Barney Allis Plaza and parking lot projects that we'd love to have a Cathedral contact to become a part. We haven't done a Ministry Fair in a long time but might be good to look into doing one virtually.

Paula reminded the Vestry of how difficult the winter blues can be and that it's very important, this year especially, that we check in on one another.

Phaedra Fahnstock, *Outreach*

Outreach gave 681 hygiene items to Rose Brooks Domestic Violence Shelter in January.

We had planned a Souper Bowl canned food drive for Saint Mary's but there's been a recent change to their structure and it's now on hold.

Ken Stewart, *Communications*

There's an interest in getting meetings started soon.

TBD, *Social Action*

We will further discuss who does what during the retreat.

Richard Morse, *Buildings and Grounds*

Nothing substantive to report this month. The campus survey is underway.

Jeff Johnson, *Stewardship*

In addition to Steve's report, Jeff elaborated on Ron's ideas regarding formation. Often times we don't communicate and share successes, the good things that are going on. The Ministry Fair is an excellent idea. It's important for us to remember and memorialize the decisions we make regarding finances so that we understand what was going on at the time that we made those decisions. 2020 was a success but 2021 is going to be challenging as we continue through semi-lockdown. Stewardship opportunities will be available and parish ideas are important to encourage the kind of behavior we need in order to have a vitally positive and generous congregation. The Stewardship meeting is scheduled for next week. It's time to do the things we've set out to do and to live out the Restore, Renew, Return objectives.

Bill Colvin, *Finance*

Bill had nothing to add over what was already covered.

## **8. Old and New Business**

### **Old Business**

Live streaming equipment proposal needs to be determined. It's not an immediate need but it will be eventually. Vestry discussions on this topic, and remaining questions, led us to decide that more diligence is necessary before a decision can be made. Paula suggests that maybe this should be incorporated into the overall facility assessment plan as opposed to an ad hoc project. Dean Andy explained that we still have difficulties with our existing equipment. The new equipment will swivel and move so that more of the Nave will be visible in recordings. We can wait longer to discuss in detail. Sheron requested that Chris Morrison share his expertise with the Vestry through a presentation so that we can better understand the need and the solution. Robin suggests that Chris would be experienced to explain what the challenges are with the existing equipment.

### **New Business**

Ken asked what is the go-forward plan following Alexandra Connors' resignation. Dean Andy stated that we will move forward with the wonderful formation calendar Alexandra had already developed. The position has been posted.

Ron wondered when we would start working on hiring an associate priest or an additional Deacon. Dean Andy shared that the Deacon portion comes from the Bishop. The associate position will be posted with the National Church and will happen. Ron commented that it may be good to begin developing those relationships now, prior to going back to in-person. Dean

Andy has been working his way through the directory making contact with the congregation. Sharon asked if there's a way to have volunteers help fill these positions temporarily but personal safety, as it relates to Covid, is of particular concern regarding volunteering. Once weather is nice, we will go back to outdoor services.

Sharon asked if Founders could be used for vaccine distribution if we were approached by the health department. Dean Andy said he would entertain the idea if it came to that. Robin shared the challenges of administering vaccines in her experience as she works with the community in the Wyandotte County area. Missouri doesn't appear to have a plan at this time, which makes it difficult for us to provide assistance.

#### **Local Discernment Committee Report on Robin Rusconi**

The job of the Vestry is not to discern, that is the job of the committee, the job of the vestry is to accept/not accept the recommendation of the committee. Robin has met with the Bishop and that went well. Ultimately, she would attend Bishop Kemper School for Ministry for a two or three year program to become a Deacon. The local discernment committee recommends that Robin continue her pursuit. Milt Tootle, a visitor and member of the Local Discernment Committee, commented that the committee guides Robin through her own discernment in preparation for her decision to become ordained, upon approval by the Vestry. Robin shared with the Vestry that she has been interested in pursuing ministry since she was a young adult and has had discussions with various clergy over the years and that now feels like an appropriate time in her life to make progress on her calling. Robin then left the meeting. Ken Stewart moved to accept the recommendation of the committee, it was seconded by Jeff Johnson, and unanimously approved by voice vote.

Jeff Johnson expressed how important the topic of the live streaming equipment is and that he wants to make sure we keep that as an active agenda item.

The meeting adjourned at 655 p.m. The next regular meeting of the Vestry will be Thursday, February 25, 2021.