

Grace and Holy Trinity Cathedral

Minutes, Regular Meeting of the Vestry on Thursday, December 15, 2022

Approved at the January 26, 2023 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), Michael Thomas (Jr. Warden), Ron Michka, Sharon Cheers, Bill Colvin, Ken Stewart; Via teleconference: Amy Cornwell, Kay Woolley, Pat Decker, Paula Livingston-Lewis, Nick Smith, David Barker (Treasurer), Valerie Johnson (Clerk)

Absent: 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

Valerie Johnson presented the November 15, 2022, regular Vestry minutes that were distributed in the November Vestry Packet. Michael Thomas requested an edit to the meeting time of the Buildings and Grounds Committee, which should reflect a date of January 10, 2023.

Ken Stewart moved to accept the minutes as presented and was seconded by Michael Thomas. The motion passed without further discussion.

A modification to the order of this agenda included Stewardship Report immediately following the Dean's Report.

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

Dean Andy announced upcoming worship services for Christmas Eve and Day. Bishop Diane will be at the 5 p.m. Christmas Eve service. Christmas Day will be one service only at 10 a.m.; New Year's Day will be one service only at 10:30 a.m. January 8, 2023, returns to all service times. Bishop Diane will be at the Cathedral on Sunday, December 18, and will meet with the vestry following the 10:30 a.m. service. She will also be at the 5 p.m. service that same day.

Pete's Garden (PG) Ministry: The PG truck is now parked onsite and PG has moved into Founders' Hall lowest level. They would like to have an open house in January 2023, so our members can view the space and learn about the ministry. No date has been set.

Honorarium for Livestreaming In the past, an honorarium was provided to Chris Morrison for livestream set up and oversight. Although a team of individuals is now involved, Chris still remains the point person for these efforts. It was suggested to continue an honorarium this year, but consider a stipend in the future since this will be ongoing position of oversight. This would be a similar structure as the Sacristan being compensated while Altar Guild members are volunteers.

Kay Woolley made a motion to provide a \$1500 honorarium to Chris Morrison for his work, again, this year. It was seconded by Candy McDowell. The motion passed with one abstention.

Discussion points: Livestreaming of special services/events should be offered to outside groups for a fee. We should consider and structure this as a way to bring in revenue for the person/team livestreaming and sharing the other portion with the Cathedral (similar to parking fundraising). Currently, if a funeral is during the week, Julie Toma provides the service of livestreaming. This service has not been offered for weddings, yet, but will be considered. Candy McDowell suggested we plan to formalize the livestreaming position in the future.

Christmas Plate Offering The plate offering for Christmas is often divided in half with a charity organization and the Cathedral. Nourish KC has received this designation the past two years and we want to continue supporting them. Other organizations suggested included: Ukraine or Afghanistan refugee support, homelessness council in Kansas City, GHTC Social Outreach, Community Resource Room at the library, Hope Lodge, food insecurity, Harvesters, Pete's Garden and children services. In an effort to support charities surrounding food insecurities in Kansas City, Harvesters Community Food Network and Nourish KC will share the Christmas plate offering designation this year with GHTC.

Ordination of Brittany Sparrow Savage will be on January 7, 2023. Dean Andy suggested we gift her something to commemorate this event.

Candy McDowell moved Grace and Holy Trinity Cathedral purchase a vestment of her choice. Michael Thomas seconded this motion. The motion passed without further discussion.

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

Week 4 of 2023 pledge campaign: Our goal is \$500,000.

70 pledges have been received to date at \$270,861. Of the 70 pledges, 31 are the same as previous year. 23 are increased and 6 are decreased from 2022. There are 10 new pledges this year totaling \$24,220. The average pledge is at \$3869. We are over halfway to our goal.

Associate's Report, The Rev. Canon Ryan Wiksell

Children and Youth Ministry: A free-standing/portable handwashing station is being considered in Haden Hall by the Buildings and Grounds Committee so children do not have to use the bathroom facility every time. Michael Thomas and Canon Ryan are continuing to discuss this idea.

Nametags and Welcoming Visitors: Visitors have been attending services, but cards are not being turned in. Greeters are continuing to become familiar with the process. Canon Ryan is welcoming and seeking those interested in confirmation and/or volunteering with the aim to match them up to a ministry of their talents and interest. We will continue to welcome visitors during announcements and direct them to filling out a card in the pews. Canon Ryan will confirm those cards are stocked in the pews.

As a pastoral item, there has been an attempt to identify some data points to capture members who have been absent from in-person services for an extended period of time. With the pandemic, regular attendees may not have returned for various reasons, but it is important to track those who were attending and have been away for a time. It was suggested having attendees sign in could identify visitors and who has, or has not, been able to attend in person. There was not general support with the vestry for sign ins.

Adult Formation: Adult Formation in January is planned with Dean Andy and Canon Ryan sharing this teaching program. February topic will be *Mere Christianity* by C.S. Lewis.

Playground Crossroads Academy is considering partnering with us in order to use our playground. They will also help with upkeep of the space as part of their agreement. Banners on the lawn announce the availability of playground. We are examining our liability insurance since the playground would be utilized more often by outside groups. Installed timers will make it accessible during daytime hours. Any liability issues are being researched.

Financial Report presented by David Barker, Treasurer

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

November report: Pledges and plate continue to be strong. In expenses, Administrative line reflects some changes because Episcopal Parish Network (EPN) dues increased; a temporary financial administrator staff member was paid \$4800 from this line; and our Strategic Planning Consultant was also paid. These are all one-time events. Facility costs increased. The November report also reflects two payments for insurance premiums (total \$8800), which may be adjusted to be reflected in different accounting periods rather than one. Dave will consult with the Finance Committee regarding this possible adjustment.

The dishwasher in lower Founders' Hall was \$3700 with another payment of \$3700 due. These expenses should be paid for with the Cavanaugh Memorial fund. Currently, this month's report reflects the expense coming from the Facilities line. Dave Barker will adjust this for next report. (See motion below.)

YTD: Pledge income can still increase because December often experiences end-of-year pledge balances being paid/caught up. Dave expressed optimism about achieving the \$500,000 goal for next year.

Sharon Cheers moved to accept the Financial Report as presented with the amended line to reflect expenses from Cavanaugh Memorial Fund for the dishwasher. It was seconded by Bill Colvin and passed without further discussion.

Budget: The vestry approval of the proposed budget for 2023 was tabled at the November vestry meeting in order to provide more time to review the numbers and forward questions to Dave Barker, Treasurer.

Michael Thomas moved to accept the proposed budget for 2023, and was seconded by Candy McDowell.

Discussion points:

Continued concern from last month's meeting was expressed about the ongoing, large increase in budget requests. One area noted was clergy and lay salaries increase from 2022 to 2023 totaling \$235,800. This is an ongoing increase that will need to be sustained, and the vestry was challenged to consider how this will be funded long term. After 2023, we will not have the additional income of the one-time government payment of \$268,844.10 and the benefit of the adjustment of reduced funding toward Social Outreach. In summary, the overall concern was about utilizing temporary funding to support permanent ongoing, increasing expenses.

With the hiring of new positions (Volunteer Coordinator and Events Coordinator), we should consider raising money in our rental/facility user fees because of frequent use by outside groups and wear on property. It was agreed this topic could be revisited in the future outside of the 2023 budget discussion.

Concerns were raised about balancing the 2023 budget without considering 2024 and future impact upon the budget. Mention of the Endowment's 4% vs. 5% draw was also made as the need for income will increase in order to cover rising costs.

Michael Thomas explained the Budget committee is not using the full amount of the government ERC (\$268,844.10) for the 2023 budget and some was held back for 2024. The 2023 budget is using \$221,000 of that money while leaving the balance of approximately \$47,000. This amount can be invested for future use. Additionally, the \$166,000 PPG received from the government is not being used in the 2023 budget. The combined unused ERC balance (\$47,000) and the PPG (\$166,000) provides nearly \$213,000 to invest and grow for our use later. Also, using the ERC to balance the 2023 budget guards the draw from our Endowment fund. By protecting

the Endowment fund in this way, it will allow us to weather the market storm so the fund can recover. Additionally, he noted, the momentum at the Cathedral and some of the revenue-raising ideas discussed can all play into funding the budgets moving forward.

Diocesan assessment was also mentioned as a large single expense and questions were raised about the amount changing in the future and how that impacts our Endowment fund. It is an area to discuss for future budgets.

Candy McDowell suggested our sustained, permanent expenses may need to be supported by increasing the draw from our Endowment fund from 4% to 5% in the future. We were able to draw 4% in 2022 and will, again, in 2023. The 5% has been the amount we used in the past and we should not be afraid to be there again, if need be.

Ron Michka requested we identify goals to assure we are working toward increased pledges/revenue/membership. He challenged us to make a monthly assessment of whether we are accomplishing our goals and make concerted efforts to ensure we can support the increasing costs of our budgets.

At last month's vestry meeting, a motion passed to remove \$500 from Line 5692 (St. John's Bible Committee) from the proposed 2023 budget. The edit has not been made to the current 2023 budget form. Therefore, **the motion at this time is to approve the proposed budget with the edit to Line 5692 which should reflect the removal of \$500. The motion to accept the budget passed 7-2.**

Dean Andy proposed we continue to discuss impacts upon future budgets. Ron Michka suggested we better understand the goal of budget, where/when vestry has input, and designing a budget reflecting our mission beyond the goal of mainly seeking balance. Dave Barker suggested designing budget can occur throughout the year and need not wait until fall.

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

The report of the Buildings and Grounds Committee (BGC) was included with the December Vestry Packet prior to the meeting.

The next Building and Grounds Committee will meet on January 10, 2023.

Haden Hall The 2 drains in the kitchen and 1 in the women's restroom have been repaired. The plumbing company dug up the problem areas, replaced the pipes in that area. Concrete flooring was installed over the repair sites.

Founders' Hall Can lights were replaced in lower FH and some others in the back of the Nave. The outlet for PG refrigerated truck will (or has been) installed. The floor in FH is being considered for repair, and bids are being obtained with hope of being completed by the end of the year. The dishwasher repair was more cost than anticipated but within the amount allocated for repair.

Senior Warden Report *presented by Candy McDowell*

A reminder that Vestry calls will be assigned at the end of December.

Other Committee or Vestry Liaison Reports

Social Outreach *submitted by Terri Curran; read by Paula Livingston Lewis*

A total of 335 treat bags were assembled at GHTC: This included 200 treat bags for the foster care Christmas Party; 100 treat bags for Backsnack students; and 35 treat bags for residential children at Crittenton.

Next Tuesday, December 20th, Outreach will host a Christmas Party at Crittenton for the residential children and will be making a craft project, serve pizza, drinks, dessert, and hand out treat bags.

Family bags were assembled last Sunday and delivered this week for Backsnack students

Sweatpants (19 pairs) were collected during the November drive. Currently, 118 pairs of socks have been donated to the homeless at KCCCK. During the month of January, it will be the first diaper drive of 2023, and hoping to get volunteers to help pack diapers at Happy Bottoms

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

No additional reports

Old Business

Nominating Committee has been assembled: Diane Barker, Bill Colvin, Pat Decker, Leticia Porter, Nick Smith.

Ken Stewart will seek continuation on vestry. Bill Colvin, Amy Cornwell, Nick Smith will complete their terms.

Strategic Planning Committee is meeting in January 2023, and will be presenting to the vestry at a future date.

New Business

No new business.

Vestry meeting: Our next Vestry meeting will be held on **Thursday, January 26, 2022, at 5:30 p.m. in a hybrid format.**

The Annual Parish Meeting will be held on Sunday, January 29, 2023.

Bill Colvin moved to adjourn the meeting. Paula Livingston Lewis seconded and the motion passed. A closing prayer was led by Dean Andy. The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Valerie Blanco Johnson, Clerk