

Grace and Holy Trinity Cathedral

Minutes, Regular Meeting of the Vestry on Thursday, August 24, 2023

Approved at the September 28, 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), Blain Lagergren, Steve Moore (Chancellor), Valerie Johnson (Clerk); Via teleconference: Sara Copeland, Julie Brogno, Ron Michka, Sharon Cheers, Paula Livingston-Lewis

Absent: Kay Woolley, Mathias Nichols, Pat Decker, David Barker (Treasurer) **Others Present:** Connie Boyd

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 July 27, 2023, regular Vestry minutes that were distributed in the August Vestry Packet. Candy McDowell moved to accept the July 27, 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 /Committee: SPC will present their finalized document with a presentation to the Vestry in September for approval. A copy will be sent to the Vestry prior to the meeting. This Strategic Plan will pertain to years 2024-2026.

Upcoming events: There will be a presentation by Bishop Spencer Place at GHTC following worship service on September 10. Dean Andy is a board member of the BSP and may lead worship or Bible study at BSP on a regular basis in the future. September 16 is the Croquet Tournament at GHTC from 1-5 p.m. Team sign ups are underway. September 17 is the Ministry Fair at GHTC. Ministry groups will be available to invite others to join and see what ministries are available.

Personnel updates: Candidates are still being sought for Associate Priest and the position will remain open until best candidate is found regardless of timeline. The Assistant Organist position has been filled by Dr. Lucas Fletcher and he will begin on October 1. The announcement will be made in the Cathedral News Friday Email message. Dr. Fletcher will reside in Lawrence. The position of Children's Ministry Coordinator is still vacant, but activities in this ministry area are organized and covered by staff through Christmas.

Jackson County -Leasing Parking Spaces: Jackson County has withdrawn their request to lease parking from our lots citing the overflow is no longer an issue for them.

Common Room Renovation Committee (CRRC) – Connie Boyd, member of the CRRC, presented an outline of the recommendations being made to the Vestry. The CRRC is focusing on form and function of the space with three primary uses: 1) meetings/instruction; 2) celebrations; and 3) comfort (funerals, counseling). *Other CRRC members: Gary Bressman, Denny Brisley, Sara Copeland, Terri Curran, Carol Whitehead and Ken Stewart (Chair).*

Two recommendations by CRRC to Vestry: 1) The murals that are currently on the walls be photographed for the Cathedral's permanent record; 2) The murals be carefully removed and stored with the other (previously removed) murals in the undercroft. The quote to remove and store the murals is \$1575.00. This does not include repairing any damage to the walls and painting.

Once this initial work is completed, they will continue to meet and plan regarding: removal of bookshelves and paneling; additional repairs and painting of walls; kitchenette removal and replacement of a wet bar area; removal

of chandeliers, lowering of fans (with no current plan to change ceiling), wiring additional outlets, flooring/carpet without disrupting asbestos contents, and wall-mounted technology devices.

Preliminary quotes from Global Construction LLC: structural work = \$46,250; Technology = \$2,530 for total \$50,355

Items not reflected in this quote: hallway doors, tables, chairs, comfortable seating areas, window treatments, light fixtures.

The CRRC asked the Vestry to make a motion to authorize moving forward with the preliminary work.

Candy McDowell made the following motion: The Common Room Renovation Committee (CRRC) recommends and I move that the Vestry authorize the CRRC to move forward with developing an action plan and budget for reimagining the function and form of the Common Room with an understanding that the project will require removing existing fixtures and decorations including the murals on the wall. Blain Lagergren seconded the motion. Following discussion, the motion was approved by the Vestry.

Discussion points: There will be two phases: the removal of murals with repair and painting of walls is the first phase. The Facilities budget can cover the first phase. That work could begin rather quickly—even before September Vestry meeting. Funds will come from the Facilities Repairs Line 5261 of the 2023 Operating Budget. That money is available now. The second phase will need to be considered with the contractor with a timeline. Second phase capital improvements require two bids and requests for money will need to go through the Vestry for approval. The time between the two phases would render the room usable (walls semi-finished aesthetically) until second phase. Items in the room could be repurposed/sold. Timeline of the space being ‘out of commission’ is important to communicate since the CR is utilized regularly. Second phase work will be planned in consultation with Buildings and Grounds, which includes Angie Graham. Bids will be obtained through Buildings and Grounds. Chair, Ken Stewart, will present these findings to the Vestry.

Budget Timeline: Sara Copeland, Dean Andy, Chip Buckner and Dave Barker will be identifying a time for the Budget Committee to meet and begin budgeting process for 2024.

Choir UK Tour: Dr. Paul Meier and the Executive Committee guided the decision-making process regarding the postponement of the 2024 Choir tour. At the time of August reservations deadline, only 10 choristers were able to commit their participation in 2024. The goal is to have at least 20 choristers. With the current building of music program(s) at GHTC, it would be desirable to have the tour serve as a product of a more robust offering at GHTC. Assistance with obtaining refunds for any deposits made to date will be provided. Moving forward, there will be a clearer outline of how choir tours are funded. A heartfelt thanks to John Braum for the hours spent organizing the anticipated travels. John’s generosity to offer the financing and personal hours spent devoted up to this point is greatly appreciated. Ongoing communications about a future tour will resume closer to a more feasible date with a larger number of GHTC musicians and choristers.

Financial Report presented by Candy McDowell for David Barker, Treasurer

Financial Reports from May, June, and July were included in the August Vestry Packet. The May report had not been considered for approval because the Vestry did not meet in June. At the July Vestry meeting, there was no motion to accept the Financial Report and approval was tabled pending an explanation of an interfund transfer. In today’s absence of Treasurer, David Barker, it was recommended the report approval be tabled until the September Vestry meeting since explanations and questions could not be addressed. In September, the Vestry will need to consider and approve Financial Reports of May, June, July and August.

Dean Andy noted the discrepancy in June's Financial Report has been examined and has been identified, but the correction has not been completed yet. Candy explained there are discrepancies in the Interfund Transfers line between the May, June, and July Financial Reports and believes they are the result of communication gaps between the Vestry, Treasurer, and Financial Secretary because of transitions and work is being done to remedy that.

It is Candy's understanding that from time to time, for cash flow reasons, an expense is paid out of one fund and later reimbursed out of another fund. Under the direction of the Treasurer and Assistant Treasurer, reimbursements are subsequently carried out by interfund transfers.

When the June report showed a transfer out of the Operating Fund of \$153,802.00 Candy asked Steve Berman for a breakdown of that figure. The breakdown included 10 checks written in 2022 and 2 checks written this year. When she looked at the list of 2022 checks, it was identified that 2 checks were written to Clockwork Architectural & Design and 1 written to TURF, Inc. The first two checks were for work done when the Vestry was exploring the feasibility of establishing a Pre-K program and the third check was for resurfacing the playground. In all 3 cases, the funds had been approved by the Vestry to come from other funds, not the Property Fund. Because of this discrepancy, Candy asked Steve Berman to re-review and document all ten 2022 transactions and she is researching the 2022 Vestry minutes so that documentation of Vestry actions will be available when they meet to iron this all out. This will be completed in consultation with Dave Barker, Treasurer, and Candy is confident these transactions will be clarified by the September Vestry meeting.

It was recommended that in the future, any action items pertaining to approval of funds at a Vestry meeting be provided by the Clerk (Valerie Johnson) to the Finance Coordinator (Steve Berman) and the Treasurer (Dave Barker) following the meeting to accurately note Vestry authorizations.

Some portion of the \$155,034 transfer may continue to impact our bottom line and we also need to keep aware that our Plate Offering, Gifts & Bequests, and Recurring Bequests are running behind. That said, if we add the \$155,034 back into Revenues-to-date we have Actual Revenues of \$1,101,826 which is \$9,024 above Budget and with Expenses of \$143,160 below budget, we are currently \$4,445 in the black for the year.

A concern was raised that when financial numbers are not currently/accurately reported, the Vestry is not fully informed and decisions about spending may be made on funds that may/may not be available.

Stewardship Report *presented by Steve Moore, Stewardship Chair*

Pledges made for 2023 are \$477,146 and our goal was \$500,000 for 2023. There are still \$23,000 pledges of non-renewed pledges from 2022 so it is still possible we may exceed our goal of pledge income for this year.

The Stewardship campaign is being planned for 2024 and the committee will begin setting a timeline for these activities. The first Stewardship mailing will be out before the next Vestry meeting.

Junior Warden Report *presented by Michael Thomas*

Meeting of the Buildings and Grounds Committee is the second Tuesday every other month. The next meeting is September 12. So far, Buildings and Grounds has been under budget this year. This is not always predictable or within our control as repairs surface and needs arise. There have been some A/C issues that have come up this week and the compressors were clogged due to pollen, etc. The current maintenance for this is once per year, but this may need to be completed more than once. They are considering adding a screen on the chiller to minimize clogs and reduce need for cleaning so often. Special thanks to Angie Graham and Bianca Jackson for their excellent

work on the floor in Haden Hall kitchen. The careful maintenance by our staff keeps repairs to minimum and that is greatly appreciated. Angie will be applying the special sealant to the reredos in the Diocesan close.

Senior Warden Report *presented by Candy McDowell*

Vestry Calls: Julie Toma sent an email to Vestry members with information about late summer round of calls to parishioners. Talking points include Ministry Fair, Croquet Tournament, and Blessing of the Animals. Vestry members are to share information about directory changes to Julie Toma and pastoral needs to Dean Andy. If only addresses are available, a note may be sent.

Vestry Nomination Process: Two vestry members are needed to serve on the Nominating Committee. The Vestry Class of 2024 is Kay Woolley, Ron Michka (already served two successive terms), Pat Decker and Candy McDowell. Kay, Pat, and Candy will need to inform their plans to run for another term so the Nominating Committee knows how many vacancies need to be filled and if they have any nominees before inviting parishioners at-large.

Safe Church Training: 8 courses required by the Diocese. Julie Toma sent vestry members the link and log in information to get started.

Other Committee or Vestry Liaison Reports

Social Outreach, *Paula Livingston-Lewis*

- 1,284 school supplies were delivered to Crittenton's Children Center for Foster children and children in residence.
- 48 backpacks purchased for the foster care children at Crittenton upon their request.
- Submitted a request for \$1,000 to be sent to Crittenton for 40-\$25 gift cards to be given to foster children who do not receive any gifts for their birthdays.
- Submitted a request for \$1,800 for tuition for a student attending El Hogar Episcopal School in Honduras.
- During the month of August, we will be collecting toilet paper for Shelter KC.
- Deacon Barbara and I attended a kick-off meeting for Free Store, which will be held Saturday, January 13th at Saint James Methodist Church in eastern Kansas City. The Cathedral will be hosting the luncheon provided by Nourish KC. More will follow on volunteer opportunities as we get closer to the date.

Community Engagement, *Ron Michka*

Tuesday morning Conversations still meet online. The Croquet Tournament is September 16 and Vestry members should consider coming out whether playing or to just socialize. If not enough teams from GHTC, the invitation will extend to other churches. Sixteen teams would be ideal in order to give more play time for participants and allow for brackets. On Sundays after services, there will be some croquet equipment on hand to practice/try. Facebook post has a sign up and the website should also allow participants to sign up.

Safety/Security, *Sharon Cheers*

Sharon had emailed a link to a virtual session regarding safety in churches. It was provided through EPN digital workshop. A couple of local priests are featured panelists. Fr. Steve from St. Paul's KC, MO, and the director of St. Paul's Day School. Sharon highly recommends the Safety/Security, Vestry and staff view the recording.

Children's Formation; Communications; Young Adults No reports

Old Business None

New Business

The next Vestry Meeting will be Thursday, September 28, 2023 at 5:30 p.m. in the Common Room and teleconference.*

Blain Lagergren moved to adjourn the meeting and was seconded by Julie Brogno. The motion passed.

A closing prayer was led by Dean Andy. The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Valerie Blanco Johnson, Clerk

*An Addendum: The next Vestry Meeting will be Thursday, September 28, 2023 at 5:30 p.m. in the **Multipurpose Room located in the lower level of Founders' Hall** in hybrid format—in person and teleconference.