

Cathedral Church of St. Paul
Chapter Minutes
May 19, 2020

Clergy

Present: Amma Nicola, Deacon John Doherty, Father Zebulun Treloar

Absent: Bishop Alan Scarfe, Father Troy Beecham

Officers

Present: John Stender-Custer, Clerk; Rick Stearns, Treasurer

Class of 2021

Present: Matt Petty, Jolene Phelps, Jill Southworth, Leighton Carlson

Class of 2022

Present: Diane Hayes, Stephanie Wells

Absent: Tom Thompson, Skeet Wootten

Class of 2023

Present: Elvin McDonald, Rachel Secretario Hill

Absent: Jonathan Hansen, Mike Gillespie

[Members from above referred to by first name following]

- I. Opening Prayer – Amma Nicola
- II. Mission Statement – Stephanie
- III. Statement of Conflict of Interest
 - a. Matt’s wife is an employee of the Diocese
 - b. Deacon John is an employee of the Diocese and the Cathedral
- IV. Treasurer’s Report – Rick
 - a. New money in the checking and savings category has been transferred out of the Diocesan fund and will be reinvested
 1. Deacon John says that he believes that Skeet will reach out to the Finance Committee about investing the money
 2. Jill suggests involving Lincoln Savings and asks that those investors be considered.
 3. Nicola asks who chairs the Finance Committee. Jill says that it has been a group effort. There isn’t a chair.
 4. Deacon John says that if the Chapter wants the money moved it can be moved.
 5. Leighton moves that the money be moved into Vanguard.
Seconded by Jill.
 - a. Discussion
 1. John says that he is a fan of simplification

2. Jill says that Vanguard is low risk and very stable and that it would be a good time to move.
 3. **Approved**
- b. We have a high fulfillment rate on pledge so Rick is not very concerned about pledges for the year.
 - c. The decrease in plate money will not break the bank.
 - d. Father Troy will be going off of temporary disability and will be going on to long term disability. We have been paying 30% of Fr. Troy's salary until now and will not be moving forward.
 - e. Jolene moves to accept Treasurers' Report. Seconded by Diane. **Approved.**
- V. Approval of the April Minutes
- a. Jill moves to approve the minutes. Diane seconded. **Approved.**
- VI. Deacon's Report – Deacon John
- a. PPP has been approved.
 1. The loan officer couldn't find us because the word "The" was left out of "The Cathedral Church of St. Paul."
 2. They need Skeet's signature
 3. We will be very careful in monitoring the use of those funds
 - a. John will talk to the loan officer concerning language in the bill concerning use of funds when the church has an endowment
 - b. Stephanie Bitner at the firm will get back with findings concerning our tax dispute.
 - c. Gerry Wilson passed away on Sunday. No services because of the pandemic but a private family service will be held at a later date.
- VII. Assisting Priest Report – Fr. Zeb
- a. Filming of the Worship services
 - b. Children's Ministry
 1. During June and July Sunday School will meet every other week as opposed to every week
 2. St. Timothy's, St. Andrew's, and St. Paul's are working on a virtual VBS. St. Tim's has bought an Illustrated Ministry program.
 3. Diocese has announced virtual family camp
 4. Virtual Fine Arts Camp – Jolene is conflicted about having it since the Diocesan camp will be so close.
 - a. Fr. Zeb says that small groups aren't supposed to meet until phase 3 so it is probably not possible
 - b. Jolene wonders if singing or Fine Arts might be a part of VBS
 - c. Jolene confirmed that Virtual Fine Arts camp will not happen in 2020
 - c. Abounding in Hope
 1. Will be finalized by the end of the week
 2. Parameters are based around the doubling time of Covid-19 in our area (counties from which our parishioners and clergy come)

- d. Lectors
- VIII. Canon Missioner's Report – Amma Nicola
 - a. Reentry Committee Report
 - 1. Document will be shared among all Chapter members
 - 2. Things are being slowed down and pushed back more than we thought they would be
 - 3. There are several phases around reopening based on measures including:
 - a. Doubling rate for infections
 - b. Deaths
 - 4. Since we are in the metro, we will probably be one of the last churches opening
 - b. For June and July we will be continuing the 9:00 a.m. carillon and will possibly be adding in some outdoor worship elements
 - c. Fr. Zeb initiated some small groups online
 - d. Deacon John is going to the Men's Group
 - e. Prayer practices group
 - f. Elvin says the gardeners are getting together at 10:00 a.m. on Friday
 - g. Please keep telephoning people
 - 1. Gently reminding that we are probably about halfway through our quarantine
 - h. Bishop's transition committee
 - i. 1. Hospitality for the Bishop leaving and welcoming a new bishop
 - ii. <https://www.iowepiscopal.org/bishop-news/creating-the-transitions-committee-imagination-creativity-and-hospitality>
 - 1. Support of the consecration service
 - i. The fall convention will be virtual and we will not meet in person in October
 - j. Summary of Listening Conversations
 - k. Skeet is reaching out to architects to have viewings of the space
 - 1. He will report next meeting
 - l. Gilead Grant
 - 1. Submission period is from mid-May to mid-July
 - 2. Jolene thought it might be a good way to start the undercroft project
 - 3. Executive Committee comments
 - a. We recognize the benefit of seeking a Gilead Grant for the undercroft project but we want to target, as well as possible, for primary needs
 - b. The maximum that we could receive for infrastructure is \$15,000.00.
 - c. For personnel the maximum is \$24,000.00.
 - d. The feeling of the executive committee was to target our grant for personnel
 - 4. Matt says that going for 3 or 4 grants might be optimal

5. Matt and Stephanie will be a part of a brainstorming subcommittee. Jolene, Jill, and Rachel want to be part of group as well

ii.

iii.

IX. Old Business

a. Timmins, Jacobsen Strawhacker Bid

1. Rick thinks the contract looks fair and complete.
2. Jill thinks it is in range and time to make decision.
3. Elvin moves to accept the proposal. Seconded by Matt. **Approved**

b. Orchard Place Rental Agreement

1. Deacon John says with a 48 hour notice we can have the parking lot back. We would need to pay back \$150.00 a day.
 - a. Section 5a specifies church gets the lot on weekends and also that evening starts at 6:00 p.m.
2. Jill moves to approve the Orchard Place Rental Agreement. Seconded by Rachel. **Approved.**

c. Parking Lot Striping Bids

1. 3 bids within 100 dollars of each other
 - a. The high bid would also stencil in "Reserved"
 - b. QSI and low bid would mark in two different colors
 - c. Jill doesn't want to go with the one that says "no guarantee on pavement."
 - d. Jill likes the thoroughness of the Parking Lot Specialties.
 - e. Jolene moves to go with Parking Lot Specialties' bid. Seconded by Matt. **Approved.**
2. Orchard Place told Deacon John that they don't care if it is numbered or not.
3. We can go back and add numbers if they need to be added.
4. Orchard Place will appreciate the special delineation of two spots so that their people won't use them.
5. The other 9 spots that aren't to be used by Orchard Place are marked by the bricks

d. If chapter is okay with it, Phyllis will get bids about the section that is not level with other part of concrete.

e. Undercroft Discussion

1. Jolene says that about 25 percent of the music library was cleaned out
 - a. There is a lot of recycle paper. What should be done with it?

1. Deacon John advises that they be put in the recycle bins and that they won't come to pick up the recycling unless we call.

ii.

X. New Business

a. Gilead Grant Discussion

1. Discussed during the Canon Missioner's Report

- XI. Junior Warden's Report
- XII. Closing Prayer – Fr. Zeb