

Chapter Meeting 9/17/2019, 5:30pm St. Paul's Episcopal Cathedral

Attendance:

Clergy

Fr. Troy Beecham
Fr. Zebulun Bevans-Treloar
Dcn. John Doherty

Class of 2020

Derek Sadler
Brad Schaefer
Laurie Theis

Class of 2021

Leighton Carlson
Matt Petty (Via Phone)
Jolene Phelps
Jill Southworth

Class of 2022

Diane Hayes
Tom Thompson
Stephanie Wells
Skeet Wootten

Guests

Shelley Thompson
Donna Hendricks

Absent

Rick Stearns

[Members from above referred to by first name following]

Opening Prayer – Fr. Troy Beecham

Reading of Mission Statement – Skeet Wootten

Treasurer's Report – Jill Southworth

- An investment account with \$4,000 has been found and will be added to the financial reports.
- Clergy Mortgage Fund held at Wells Fargo (consists of 4 funds) and is earning very low interest. Investment committee voted to move these funds to consolidate our holdings.
- Audit - Brooks Lodden is in the process of merging with another firm so we are in a holding pattern for the audit. Working on finding a new firm.
- Budget is doing okay through August.
- Motion to accept treasurer's report Tom, seconded Laurie. Unanimous approval.

August Meeting Minutes

- Motion to accept the August meeting minutes by Leighton, seconded Jill. Unanimous approval.

Deacon's Report – Dcn. John Doherty

- Currently balancing multiple priorities including finance and website. This is cutting into Diaconal work.
- Automatic External Defibrillators are installed.
- Working on spending more time on communications including articles for The Journey. Goal is to keep parish informed of happenings around the church.
- Attended First United Methodist reception for new priest.
- Attending Bridge Board meeting week of September 22.
- Mouse issue - there is a mouse infestation. If you bring in food, it needs to be taken out or stored properly (tightly sealed containers).

Assisting Priest Report - Fr. Treloar

- Housing Allowance of \$18,350 per year effective 9/1/2019.
- Youth Formation - first Sunday with youth was September 15. There were 6 children in attendance.
 - Met with Rachel Hill to discuss programming going forward. Programming is set through March.
 - Lexi from the choir provided music lesson.
 - The children are bringing donations for DMARCC on Sunday, September 22.
- Dean's Study on Wednesdays at 10 A.M. during October and November.
- Mark Thompson is interested in hosting a bible study at his house.
- Young Adults Diocesan Retreat. Planning with Fr. Tom Early of St. Alban's Spirit Lake. Will be December 4 - 6 in Webster City.

Dean's Report – Fr. Troy Beecham

- Finance position - looking at either hiring a payroll service or sharing the services with other parishes in Des Moines.
- Engaging All Disciples - October 12th from 3 - 7 at St. Paul's. Hosted by St. Paul's and St. Mark's.
- 2nd Thursday of every month - Congregational Choral Evensong followed by a light supper.
- September 29th - Metro Church Choral Evensong at St. Paul's at 4:00 pm followed by a Cathedral Arts reception.
- Cathedral Arts kick-off reception. October 6th from 4 - 6 at Mark Babcock and Tony Braida's house.
- 2 individuals are studying for confirmation on October 13th with Bishop Scarfe's official visit.
- Metro Chapter of Order of St. Luke is holding a seminar on Saturday, September 21 called healing with prayer from 9 - 12.

Old Business

- Cathedral Planning/Strategic Planning
 - Next meeting is September 19 at 4 PM in the Guild Hall.
 - Will be mapping out processes within the parish. How ideas are developed, supported, implemented, etc.

New Business

- Music Program - Mark is shouldering the full responsibility of the music program (choir director and organ-master).
 - Choir robes - Questions on how the new robes came to be. A request came to the Chapter prior to the 25th Anniversary Celebration.
 - There are currently not enough robes due to additional choir members and robes not fitting members. We need to order 10 robes for approximately \$2,500.
 - Motion by Tom, seconded by Laurie to allocate an unexpected \$3,000 tax refund from the IRS to the music program. Unanimous approval.
 - Request to increase music budget for 2020.
- Gifting Policy - Skeet presented a gift acceptance policy for review. Need to update the policy with a section on restricted gifts. Skeet will update and email out to Chapter members for review prior to the October meeting.
- Des Moines Chamber of Commerce - Jolene attended last week and indicated St. Paul's is considering becoming a member.

- Jolene connected with a member of an architectural group who has previously held a children's camp. Opportunity to work with them for our children's camp.
- If we are a member of the chamber we are automatically a member of the Greater Des Moines Partnership. GDMP has an immigration group of which we could participate.
- Would need to commission Jolene as our representative to the Des Moines Chamber of Commerce.
- Dues are \$337.50.
- Motion by Diane, seconded by Laurie to have Jolene be the Cathedral Church of St. Paul's Chapter representative on the Downtown Des Moines Chamber of Commerce. Unanimous approval.
- Motion by Jill, seconded by Laurie to pay dues of \$337.50 for membership in the Downtown Des Moines Chamber of Commerce through December 2020. Unanimous approval.
- Review of Art donation from Paolo Baartesaghi
 - We received an art donation from Paolo in memory of his mother. He has requested that it hang in the chapel.
 - There is no estimated monetary value of the art.
 - The property committee has recommended the acceptance of the art.
 - Altar Guild has volunteered to pay for a locking frame for the piece.
 - Motion by Jill to accept the piece conditionally subject to the new gift policy, seconded by Tom. Unanimous approval.
- Stewardship Campaign - Will be kicking-off on October 20. There needs to be 100% participation by the Chapter.
- Chapter Nominations - Keep your ears open for those who may be interested in serving on the Chapter. There will be 4 open positions. There is special permission from the Bishop for members rolling off to stand for reelection. You can serve two, three-year terms before having to take one year off.

Junior Warden's Report – Matt Petty (Submitted via email)

- Stewardship Campaign this year is titled "For the Fruit of All Creation" and will be held Sunday October 20 (Zeb is preaching on the Widow's Mite, no pressure 😊) to November 24 Christ the King Sunday. I would like as much help from those of you on the Chapter as you are willing to give. In particular, the following:
 - I'd like non-staff and non-me members of St. Paul's who are willing to give a few of the short announcements/invites to pledge. We will call these "Stewardship Minutes" because they will be short, personal, and informal. I'd like to do a couple of them during service on the intervening Sundays between Oct 24 and Nov 20, but also, I'd like to have a couple of them done in specific settings with specific active groups of St. Paul's Members. I need someone to speak to the **Choir** during rehearsal or an informal gathering, **Social Justice Team**, and possibly other groups like the **Care of Creation** Cloister/Weekly Weeders or the **Men's Bible Study**. If you are in one of these groups, please be thinking about what it would look like for you to encourage your friends to pledge briefly. I can help; it'll be quick and easy.
 - I'll be hosting coffee hour November 24, and I don't bake very much. I'll need your help.
 - I'd also like to mention many thanks to John Z. who will be helping with much organizing for this campaign, and for all the clergy staff help.
- As the Chapter representative to the Property Committee, Phyllis Melton has asked me to present their August meeting minutes:

- The committee reviewed a bid to repair the concrete pad outside the back door for \$1900 and recommends that the Chapter approve and move forward with this repair from the Cathedral Preservation Fund.
 - Motion by Leighton, seconded by Jolene to approve the bid for \$1,900 to repair the concrete pad. Unanimous approval.
 - Post meeting update: decision to postpone this work to review additional possibilities for repair or replacement.
- The committee is concerned about the deterioration of the paving stones in the parking lot, specifically the light stones next to the handicapped parking spots, and believes these may need to be repaired by adding a concrete pad there instead of replacing the stones. No bids or prices have been reviewed for this repair yet.
 - Suggestion to contact the contractor who did the work to see if the wear on these bricks is expected and if there is any warranty on this work.
- Similarly, Deacon John and the committee are concerned that restriping and renumbering the spots in the parking lot should be done soon and should be added to the 2020 budget if possible.
- Up for discussion for both the paving stone remediation and the restriping is if these expenses would be cash neutral from the rented parking spaces or if rents should be increased or changed in any way.
- We need to start thinking about who will be joining the Chapter in 3 months, and also who will be joining executive committee as officers. Please consider filling one of these positions if able. Specifically:
 - Senior Warden: runs Chapter meetings and general matters for Chapter
 - Junior Warden: liaison to the Property Committee and immediate assistant to Senior Warden on general matters
 - Treasurer: works with Administrator, Finance Committee, and Investment Committee to maintain financial documentation
 - Clerk: acts as official witness, signing official documents

Executive committee currently meets about a week before monthly Chapter meetings. Currently, Senior Warden and Junior Warden meet with the Dean about once a week, but this is flexible. Junior Warden attends property committee on 4th Monday as able, and Treasurer meets with above committees regularly. Clerk usually doesn't have extra meetings outside of Chapter and Executive Committee meeting as needed.

Senior Warden's Report – Skeet Wooten

- No report

Closing Prayer – Fr. Troy

Respectfully Submitted,
Stephanie Wells, Clerk