

## **Cathedral Church of St. Paul Chapter Minutes**

**Date:** 05/16/2023

**Convene Time:** 5:33 PM

### **Clergy:**

Present: Bishop Betsey Monnot; Amma Nicola Bowler;

Absent: Deacon John Doherty; Deacon Jean Davis

### **Officers:**

Present: Senior Warden Phyllis Melton; Junior Warden Duane Sand; Clerk Kirsten Buniak;

Treasurer Henry Harmon

Absent:

### **Class of 2024:**

Present: Phyllis Melton; Jolene Phelps; Duane Sand

Absent:

### **Class of 2025:**

Present: Kirsten Buniak; Stephanie Murphy; Tom Smith; Stephanie Wells

Absent:

### **Class of 2026:**

Present: Nathan Brown; Sam Hutchinson; Betsy Van Haaften;

Absent: Rosa Walker

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**Opening Prayer:** Bishop Monnot begins with a devotional from Luke 1-13. She urges us to be more specific in our desires and the desires of the community.

- How do we pray in specific for the life and ministry of St. Paul's?
  - Finances.
  - Specific members of the congregation.
  - How to use the energy of excitement for our future.

### **Business Agenda:**

- May 2023 Minutes
  - Stephanie Murphy motions to accept the April 2023 Minutes, with a second from Betsy Van Haaften.
  - Motion passed.
- May 2023 Financial Report

- Henry shares that we will make it through May!
- Duane Sand motions to accept the May 2023 Financial Report, with a second from Nathan Brown.
- Motion passed.
- Finances
  - The IRS contacted the Cathedral in April about the Employee salary forms (941) for 2017-2018.
  - It was found that the Cathedral made all payments for the 3rd quarter of 2017 and the 2nd quarter of 2018, but have no reports for either. For the 3rd quarter of 2018, no payments were made and no reports were located.
  - A general ledger with every expenditure for the church was found, along with some W2s.
  - The accountants have been able to recreate the reports.
  - It will be about \$5000-\$6000 in interest for these missed payments.
  - There will also be some sort of penalty.
  - In 2017-2018, there was an in-house staff member who was hired during this time to do these sorts of financial tasks. It was soon after this time, this staff member was excused because they had mishandled other financial documents and tasks.
  - Henry Harmon says that he and the finance office will check to see what other documents might be missing, and that they will move to keep all financial documents from 10 years before, if not forever.
  - The Chapter enthusiastically thanks Henry, Rick, and Lisa for their hard work on this difficult matter.

### **New Business:**

- Mutual Ministry Review
  - The results from the surveys were posted on the TV screen for the Chapter to review. Phyllis Melton mentions to the Chapter that they should focus on the mode, rather than the average responses to get a better idea of the common ideas of each topic.
  - Phyllis suggests that the Chapter looks to what they want to focus on.
  - Jolene Phelps says that we may have taken a step back from our initial discussions during the Chapter retreat.
- Chapter Meetings During the Summer
  - Amma Nicola asks for these summer meetings if we can make the business agenda go smoothly.
  - Additionally, she suggests that we take an hour with some focus groups, and brainstorm with other leaders on different ideas.
  - Minutes will be taken by these focus groups for the Clerk to add as attachments to the Minutes.

- Closed Session
  - Executive Committee motions to enter closed session (no second needed).
  - Motion passed.
  - Jolene Phelps motions to open session, with a second from Duane Sand.
  - Motion passed.

**Old Business:**

- Chapter Vacancy
  - The Executive Committee nominates Abigail Allard (no second needed).
  - Motion passed.
  - Abigail Allard is willing to serve the 6 month interim, and the next 3 years.
- Building Property Update
  - HVAC budget and conceptual designs are being finalized.
  - Sanctuary plaster analysis is being finalized.
- Property
  - Amma Nicola shares that the Eagle Scout room is looking awesome!
  - Mark Babcock's new office is almost done.
  - Downstairs hallway will soon have new paint and carpet.
- Genesis II
  - Duane Sand shares that there will be a need to expand the team and have substitutes as needed for additional task support.
- Amma Nicola's Report
  - Upcoming Principal Feasts: Ascension Day, Pentecost, Trinity Sunday.
  - Amma Nicola invites the Chapter to attend the Summer Ministry School with the Diocese in Grinnell.
  - AMOS training went great! This training was organized around mental health care. Amma Nicola invites Chapter members to attend the AMOS members meeting, as well as suggests we add it to the bulletin to invite other congregation members to attend.

**Closing Prayer:** Amma Nicola gives a closing prayer.

**Adjournment:**

- Tom Smith motions to adjourn, with a second from Nathan Brown.
- Motion passed

**Adjournment Time:** 6:50 PM

Minutes Submitted,  
Kirsten Karen Ann Buniak