

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

**Date:** 06/20/2023

**Convene Time:** 5:30 PM

### **Clergy:**

Present: 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: Abigail Allard; Phyllis Melton; Jolene Phelps; Duane Sand

Absent:

### **Class of 2025:**

Present: Kirsten Buniak; Stephanie Murphy; Tom Smith;

Absent: Stephanie Wells

### **Class of 2026:**

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

Absent:

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### **Opening Prayer:**

- Amma Nicola begins by sharing a leaflet containing a prayer. The Chapter reads the prayer line by line and takes a deep breath in between lines, as a meditation.
- “Opening Prayer” by Edward Hayes was read.

### **Business Agenda:**

- May 2023 Minutes
  - Jolene Phelps motions to approve the May 2023 Minutes, with a second from Rosa Walker.
  - Motion passed.
- May 2023 Financial Report
  - Henry Harmon shares about the Financial Report.
  - We have enough funds to make it through May and into early June!

- COVID Employee Retention Credit
  - Clergy does not count towards employees.
  - We had some employees that were not clergy who were staffed through the time the State of Iowa deemed that all non-essential businesses needed to be closed.
  - The accounting firm that St. Paul's employs suggested that we apply for this credit.
  - The Executive committee motions (no second needed) that St. Paul's employs the accountants to file the credit forms in order to gain the Retention Credit.
  - Motion passed.
- Verdant Carillon Bells
  - David Raymond has determined that new wires are needed to connect the carillon keys to the bells.
  - Verdant has given us a potential price of \$27,208 for this project.
  - Jim Windsor and the Mirabel Trust have been compensating the Cathedral for all maintenance on the carillon.
  - Jim has asked that the Cathedral bill him after the completion of the project, so the Cathedral will need to front the cost of the project.
  - The Executive Committee thinks it to be prudent that the Mirabel Trust will honor the agreement of Jim Windsor, and to have this agreement in writing.
  - The Executive Committee motions (no second needed) to accept the gift of the Mirabel Trust to the carillon bid, provided that a written agreement be provided by Jim Windsor, and to move forward with the carillon project.
    - Motion passed.

### **Old Business:**

- Sanctuary Report
  - Amma Nicola presents the Sanctuary Plasterwork report for the Chapter to review in their leisure.
  - Amma Nicola met with OPN and Breiholz on 6/20/2023 in the afternoon.
- Property
  - The downstairs hallway has been repainted, and is being prepared to be recarpeted!
  - We would like to have a small celebration for all the work that has been finished downstairs: hallway, Mark Babcock's office, Youth Group room, etc.
  - Anyone who is interested in the Property committee, please make yourself known!

- There is a new dishwasher!! Barbara Duro's gift has been used to make this happen, and the remaining amount will be used to purchase shelving to host a mounted microwave.
- Stephanie Murphy has offered to purchase a mounted microwave.
- New electrical wiring and outlets have been placed in the upstairs kitchen!
- The Historic Tax Credit filing is moving along smoothly as it can be.
- Genesis II
  - Most recent projects/homework include a 90 day Microstrategy template. The team plans to utilize it towards the Census, and use it as a testing point to see if it is valuable for other committees.
  - The team is looking for substitutes and other members who might be interested in joining.
  - The Census is in its final draft phases, and is being prepared to launch congregation wide. The team is looking to launch it later this week, to have our final answers by July 7th, 2023.

#### **New Business:**

- Amma Nicola Report
  - The 2024 Diocesan Budget will include a line item for the Cathedral reimbursement for all the assistance we provide for them.
  - AMOS training will occur on June 25th, 2023 at 3 PM at Ankeny Presbyterian Church.
- Chapter Member News
  - Kirsten Buniak will be departing the Chapter after the August meeting, as they are going to graduate school! They will be leaving their role as Clerk as well.
  - A new Clerk will need to be elected, and a replacement Chapter member will have a 15 month term, and are eligible to serve in another 3 year term.
  - Any suggestions and volunteers for Clerk and/or the new Chapter member are appreciated.

#### **Focus Groups:**

- Invited Speakers/Science and Faith
  - Team Members: Jolene Phelps, Duane Sand, Betsey Van Haafen, Nathan Brown, Sam Hutchinson.
  - The group joined together because they find value in this program.
  - They want to shoot for the beginning of September, depending on availability of speakers.
  - They are brainstorming a list of local speakers, bigger names, and influential community members.

- They want to create a template of care for the speakers, and to look into other organizations that host similar platforms.
- They will create a budget and a marketing scheme.
- Parish Picnic
  - Team Members: Kirsten Buniak, Stephanie Murphy, Tom Smith, Rosa Walker
  - The team presented a bit of information they put together on the when and where for the Parish Picnic.
  - They plan to have the picnic on Sunday, September 10th, 2023 at Union Park after the 10 am service, which is a 10 minutes drive from the Cathedral.
  - They picked this location because of the Historic carousel, as well as the relation to the church, the other park features, and for the shelter features.
  - The team would like to purchase carousel tokens for the children, as well as a main dish and drinks for the picnic goers.
  - The Team will create a budget for the picnic. This will include the shelter rental fee, food and drink cost, and carousel token costs.
  - We will ask for a free will offering or a special donation plate to help cover these costs.
  - The team wants to focus on inviting people to join in community.
  - Perhaps we can display the St. Paul's banner?
  - The team asks the Chapter for theme and message ideas. Casual Sunday.
  - Perhaps a Sunday school program for that day?
- St. Francis/Blessing of the Animals
  - Team Members: Phyllis Melton, Abigail Allard
  - Wednesday October 4th, 2023
  - Close off half of the street and invite everyone to bring their pets to be blessed?
  - Phyllis Melton will call the appropriate sources to find more information.

**Adjournment:**

- The Focus Groups presented a summary of their discussions.
- Tom Smith motioned to adjourn, with a second from Betsey Van Haafan.
- Motion passed.

**Adjournment Time:** 7:06 PM

Minutes Submitted,

Kirsten Karen Ann Buniak