

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

**Date:** 04/19/2022

**Convene Time:** 5:30PM

**Clergy:**

Present: Amma Nicola Bowler;

Absent: Deacon John Doherty; Deacon Jean Davis

**Officers:**

Present: Senior Warden Stephanie Wells; Junior Warden Phyllis Melton; Clerk Kirsten Buniak; Treasurer Rick Stearns

Absent:

**Class of 2023:**

Present: Elvin McDonald; Henry Harmon; Mike Gillespie; Jonathan Hansen

Absent:

**Class of 2024:**

Present: Phyllis Melton; Jolene Phelps; John Stender-Custer

Absent: Chuck Seel;

**Class of 2025:**

Present: Kirsten Buniak; Stephanie Murphy [call-in]; Stephanie Wells

Absent: Tom Smith;

**Opening Prayer:**

Jonathan led a devotional reading emulating the typical fashion of Evening Prayer.

**Business Agenda:**

- March 2022 Minutes:
  - Phyllis motioned and Henry seconded for the minutes to be approved.
    - Minutes were approved.
- February 2022 Financial Report:
  - Report was accidentally not sent out to the Chapter, so it will be approved in May 2022.
  - Rick gave a brief update.

**Old Business:**

- Contractor Recommendation:
  - Amma Nicola, Elvin, and Tony Braida met with contractors earlier in the month to discuss their bids.

- ~~○ Executive session was called. Motion to enter executive session was made by Stephanie W., and seconded by Jolene.
 
  - ~~■ Motion was approved.~~
  - ~~■ Stephanie M. and Henry recused themselves from the session.~~~~
- ~~○ Motion to end Executive session was made by Phyllis with a second from John.
 
  - ~~■ Motion was approved.~~~~
- ~~○ Stephanie W., on behalf of the Executive Committee, motioned to approve Breiholz as our contractor, with a second from Jolene.
 
  - ~~■ Motion was approved.~~~~

These three motions were rescinded in the May 17th, 2022 Meeting. The motion to rescind these three motions was made by Jolene with a second from Phyllis. The motion was approved. Please view meeting minutes for May 17th, 2022 for more explanation and information regarding this decision.

- Vision Task Force:
  - Jolene began with a few sentences about the past task force meeting, and Elvin followed with his own reflection on the meeting. Amma Nicola finished with a couple thoughts as well.
- Historic Tax Credit:
  - Phyllis gave a positive update. She informed the Chapter that it will get done hopefully in the few weeks, and is feeling successful that we will receive a generous return.
- Rain Garden:
  - Stephanie W. gave an update on the maintenance to the Rain Garden. She informed the Chapter that the Executive committee voted on allocating around \$350 from the Garden Fund to pay for the trimming of trees and other excess growth.
- Conflict of Interest Statements:
  - Stephanie W. reminded the Chapter to submit their Conflict of Interest Statements.
- Alleyway Work:
  - Stephanie W. updated the Chapter on the state of the alleyway alongside the building. She stated that she had emailed a councilperson she knew to see if the city of Des Moines would pay for the alleyway to be completely redone, as it poses a hazard to pedestrians and automobiles. There was no update from the councilperson thus far.
- Father Troy's Home Mortgage:
  - Stephanie W. informed the Chapter that they are looking for the original paperwork so that they can move forward with the process of forgiving Father Troy's mortgage. She asked the Chapter to send to her any old paperwork or files concerning the mortgage, as it may help move the process along.

#### **New Business:**

- Property:
  - Mike gave an update about the building, parking bollards and dumpster gates.
  - Mike updated the Chapter on a developing plumbing issue. He informed the Chapter on a leak that is difficult to locate because of its location in the building. He awaits a few

quotes to figure out the next steps to remedy the situation, and he plans to call the insurance agency per the request of the Chapter.

- The parking bollards will hopefully be put in soon, but the contractor who was selected to put them in is currently out of town, so those plans have been paused until the contractor returns.
- Stephanie M. updated the Chapter that there was in fact specific zoning codes put in place in 2020 that detail what type of doors must be placed in front of dumpster, so she plans to email those codes to Mike to review before the Chapter is presented with potential doors to be placed in front of the dumpster.
- Chapter Counting:
  - Stephanie W. urges the Chapter to take their counting responsibilities more seriously, as they could be held personally liable if there is only one counter and money is mishandled.

### **Reports:**

- Communications:
  - Kirsten informs the Chapter that there is now a page on the website dedicated to the biographies of current and former Deans of the Cathedral. She wishes that the Chapter views it and gives her their thoughts.
  - Kirsten also asked the Chapter to view their current photo on the website and to send an updated photo if the photo is not of a clear quality with a neutral/semi-neutral background.
- Amma Nicola:
  - Amma Nicola gives a brief overview of her report. She states that she was very pleased with the engagement of the parish and community during Holy Week. She also brings up the idea of having another community event during Pentecost, and the idea of bringing in a local caterer or a local food truck is brought up in discussion.

### **Adjournment:**

- Jonathan concluded the meeting with prayer and the remainder of his devotional based on Evening Prayer.
- Jonathan motioned with a second from Mike to adjourn.
  - Adjournment motion was approved.

**Adjournment Time:** 6:37 PM

Minutes submitted,

Kirsten Karen Ann Buniak, Clerk.