

Cathedral Church of St. Paul

Chapter Minutes

February 16, 2021

5:30 PM via Zoom

Clergy

Present: Amma Nicola Bowler, Fr. Zebulun Treloar, Deacon John Doherty

Officers:

Present: Stephanie Wells, Sr. Warden, Mike Gillespie, Jr. Warden, Phyllis Melton, Clerk, Rick Stearns, Treasurer

Class of 2022

Present: Diane Hayes, Stephanie Wells, Tom Thompson, Skeet Wootten

Absent:

Class of 2023

Present: Mike Gillespie, Elvin McDonald, Henry Harmon (see motion below)

Absent: Jonathan Hansen

Class of 2024

Present: Phyllis Melton, Jolene Phelps, John Stender-Custer, Chuck Seel

Absent:

I. Stephanie Wells called the meeting to order. Amma Nicola gave the opening Devotional/Prayer

II. Stephanie had each member provide a brief introduction to provide information to the new members of the Chapter.

III. Stephanie and Amma explained an updated meeting format. They will share chairing the meeting as a transition to having the Dean/Provost chair the meetings; each meeting will begin with a devotional time; and minutes/financial reports, and other basic items will move to a consent agenda to help shorten meeting times. Upon request, an item may be moved from the consent agenda to full discussion.

IV. January Minutes. There were two sets of minutes for January presented by John Stender-Custer. The January 19, 2021 minutes were corrected to show that the Class of 2024 were elected to 3 year terms. Mike Gillespie moved, and Chuck Seel seconded a motion to approve the minutes as amended.

Approved.

Diane Hayes moved, and Jolene Phelps seconded a motion to approve the January 24, 2021 minutes.

Approved

.V. Financial Report - Rick Sterns.

A. Report attached.

B. Rick noted that the pledge income for January was high as some members paid a full year in advance.

Christmas Flowers expense should have been on 53120 not 53125

- Money transfer from our PPP loan 52000 (\$14,000) and Assisting priest grant 53174 (\$2,0000) will show next month and not come off the liability side until forgiven \$2,000
- Provost Pension 16850 and Dean's Pension budget lines will be corrected.
- Accounting 16520, our ACH approval was not signed in time so we will pay for 2 months in Feb.
- Livestream Video line is down to \$73.57 all else now will come out of preservation until more is raised
- A draw from Preservation is on its way to pay for Baker Electric cabling (3 new ethernet ports), for MMC, air damper repair, Baker Electric (additional electrical outlet), Access (system integration)
- Draws will start coming from our Endowment as budgeted, 14310 general investments and 14322 endowment distribution
- No diocesan pledge paid because undetermined amount budgeted
- Note that lines are all budgeted 1/12 per month not on a historic pattern or as anticipated
- Housing and salary lines may change after approvals
- Expense Line16110 was not included in the budget formula, so we have a \$3,000 deficit unless we add \$3,000 income or cut expenses by that same amount.
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Diane Hayes moved, and Jolene Phelps seconded a motion to accept the Financial Report. **Approved.**

VI. Accounting/Auditing Contract - Deacon Doherty

A. Attached.

B. The contract with Timmons, Jacobsen, & Strawhacker will be \$1,020/month. This covers basic accounting activities. Any additional needs will be billed as extras.

John Stender-Custer moved, and Henry Harmon seconded, a motion to approve the contract. **Approved.**

VII. Reports

A. Deacon

Office & Financial updates:

- Working with Timmons, Jacobson, & Strawhacker on the second round PPP application.
- Added a new option for people to add the processing fee to their donation to keep the total intact. Several have done this to keep their donation whole.
- My work on the 2018 and 2019 Audits near completion. Lots of documentation pulled and questions answered. Just waiting on the results.
- We have 73 pledges for \$211,174.00 total
- Finding available funding for undercroft renovation. Determining usual draw and other designated funds available. Once complete the chapter and committee will review and look at fund raising as needed.
- There are a couple of options for an online secure parish directory. One is linked to our website and an app which allows people to update their information and even upload pictures. The admin has to approve any changes and grant access.

- **Safeguarding** is doing a major software update and I need to purge old users by the end of the month. Remember new members need to complete this and other trainings.
- Buying some new software for the church, Rite Song to help with Bulletin music printing. Several other purchases for live streaming and video conferencing.
- End of life planning sessions upcoming so sign up. This is good for people of all ages. Presenting one more time regarding funeral services at St Paul's planning particularly about expenses
- I will not be taking a housing allowance this year. This may also change the expense lines but will not alter the total.
- Most of my time is spent on financial business, tracking income and expenses, online and paper, communicating with Rick and TJS, managing assets, deposits and withdrawals from investment accounts.

B. Assisting Priest

- a. Report attached.
- b. Highlights

I formed a website review team and we feel it would be best to move to another website host, Squarespace. This is the hosting site that the diocese uses. We are moving for 3 main reasons:

- 1) It would save St. Paul's around \$700/year
- 2) We want a different layout template. Getting one from our current host site, Ekklesia 360 would be \$250. Switching to Squarespace is around \$200/year.
- 3) It's more volunteer friendly and easier to lay out the pages the way we want them to look. We can assign pages to certain members to manage, for example one person could manage the Cathedral Arts page, with permissions to only change info on that page.

The one drawback: We will have to switch those who have automatic pledges and who make payments online over to a new pledging platform, such as tithe.ly. There aren't a lot of people who currently have automatic payments set up with St. Paul's and platforms such as tithe.ly are relatively inexpensive.

C. Canon Provost

- a. Report attached.
- b. I have been working on:

- Livestream point-person (Nate Thiessen) and fine-tuning of the service livestream;
- Re-opening for in-person worship, Ash Wednesday;
- Preparing for Jean Davis' ordination to the vocational diaconate and service among us;
- Confirmation preparations;
- Marriage preparations;
- Handyman on trial basis (Chris Smith) to work on deferred maintenance;
- Bishop transition committee;
- 2021 visioning through staff mini-retreat and Chapter retreat;
- Undercroft fundraising initiatives.

I will be working on:

- Replacement for Kathy Temple (stepping down in communications);
- More of the above!

D. Property/Junior Warden

- Mike Gillespie reported that Chris Smith will be hired to serve as a handy-person to cover small repairs.
- He worked with 1st Call to assess the source of water damage in the stairwell, Dean's office, and Guild Hall.
- He is reaching out to David Raymond for insight into the vagaries of the heating/cooling system.
- The Property Committee is working on developing lists of large and small projects that can then be prioritized. Chris may do some of them; also looking for congregation volunteers for some of the work.

Chuck asked a question about the paving bricks in the parking lot. Phyllis reported that a new bid will be sought in the spring using existing bricks.

Jolene mentioned water on the east wall adjoining the alley. It will be looked into, but noted that St. Paul's does not own the alley, which may affect how a problem can be addressed.

E. Senior Warden

Reminded the Chapter that the Property Committee is re-focusing its efforts to short-term maintenance projects; Deacon John is working on developing a list of long-term projects.

VIII. Old Business

A. Stephanie referred the members to the proposed changes in Facility policies (attached).

The Chapter reviewed the proposed changes to Policy 400.7, Donation of Property to the Cathedral. The proposed changes rescind the current policy in its entirety, and replaces it with a more detailed set of policies. After general discussion, this was removed to the March agenda for more time to consider the changes.

B. Chapel gift from Paolo Bartesaghi. He has offered to donate an artwork for display in the chapel (description attached). Although the full policy amendments were deferred, John Stender-Custer moved, and Diane Hayes seconded, a motion to accept the gift with the understanding that the Chapter would reserve the right to relocate the gift at its discretion. **Approved.**

C. Amma Nicola reported that we are still in negotiations with the Diocese about the assessment. Part of the issue is inclusion of funds from the Endowment. She is working with that committee to further the conversation.

D.. The budget for 2021 cannot be finalized until the Diocesan assessment is confirmed.

E. Housing allowances

Attached. Must be approved for tax purposes.

Chuck Seel moved, and Henry Harmon seconded, a motion to approve the housing allowances. **Approved.**

IX. New Business

A. In-person Services - Amma Nicola

St. Paul's will be resuming in-person services beginning tomorrow, Ash Wednesday. We will hold both 8:00 and 10:00 services, with social distancing, mask required, and limited to 25 people per service.

B. Retreat - Amma Nicola

The Chapter was reminded that the retreat would be the evening of February 19 and the morning of February 20. The evening session would be via Zoom. The morning session will be on-line or in-person. The morning session will involve small groups, reflecting on 2020 and identifying 3-4 goals for 2021.

C. Joint Chapter/Leadership meeting - Amma Nicola

There will be a joint Chapter meeting on February 27, 2021. Members of the Chapter are encouraged to sign up to attend the meeting, which will be held on-line.

D. Investment Committee - Stephanie Wells

The Chapter needs to confirm the membership on this committee. The proposed members are Rick Stearns, Jill Southworth, Chuck Wheeler, Sharon Gentsch, and Derek Sadler.

Chuck Seel moved, and Henry Harmon seconded, a motion to approved the membership. **Approved.**

E. Property Committee Expenditure Limit - Stephanie Wells

The following is an amendment to Policy 401.A

In the case of an emergency repair to the fabric of the building, staff is authorized to expend up to \$500 for a service call after notifying the Senior Warden, Junior Warden, or Property Committee Chair, and receiving written confirmation of approval.

Tom Thompson moved, and Phyllis Melton seconded, a motion to approve the policy change. **Approved.**

F. 2 year Chapter term vacancy - Stephanie Wells

She noted that there had been some confusion over whether the Chapter had a 2-year or 1-year vacancy. The vacancy was in fact for a 2-year term, Rachel Hill's; Henry Harmon was originally slated to fill a 1-year term, which was not needed. He has graciously agreed to changing that to a 2-year term.

Stephanie Wells moved, and Skeet Wootten seconded, a motion to move Henry to a 2-year term, completing the Chapter membership. **Approved.**

G. Conflict of Interest Policy - Stephanie Wells

In order to streamline the declaration of conflicts of interest, a new policy will be provided to cover on-going conflicts. Members are asked to review this before the next meeting.

F. Housekeeping Items. Stephanie Wells

a. Stephanie reminded the members that each must be in good-standing, which requires that the

member be a pledging member of the congregation.

b. Chapter members are required to be trained in Safeguarding God's Children and Dismantling Racism.

We will be notified about current standing and how/when to enroll by Deacon John.

c. Her goal going forward is to try to hold Chapter meetings to under 1 1/2 hours.

d. Biographies with photos are to be sent to John Zickefoose by next Monday for inclusion in the Journey.

X. Closing Prayer - Fr. Treloar

John Stender-Custer moved, and Mike Gillespie seconded, a motion to adjourn the meeting. **Approved.**

Respectfully submitted,

Phyllis Melton, Clerk