

Cathedral Church of St. Paul

Chapter Minutes

Date: January 22, 2022

Time: 5:30 via Zoom

Clergy

Present: Amma Nicola Bowler

Absent: Deacon John Doherty; Deacon Jean Davis

Officers:

Present: Senior Warden Stephanie Wells; Junior Warden Mike Gillespie; Clerk Phyllis Melton

Absent: Treasurer Rick Stearns

Class of 2022

Present: Stephanie Wells; Skeet Wootten; Diane Hayes

Absent: Kirsten Buniak

Class of 2023

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

Absent:

Class of 2024

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

Absent:

I. Opening Prayer - Amma Nicola

Amma led the Chapter in a reflection on a sermon by Bishop Gordon Smith; the collect for MLK Day was read.

II. Consent Agenda - Stephanie Wells

The December 7 and 21 minutes - a correction was noted for the December 21 minutes. Chuck moved, and Elvin seconded, a motion to approve the minutes as corrected. **Approved.**

Skeet moved, and Diane seconded, a motion to accept the December 2021 Financial Report. **Approved.**

The Executive Committee made a motion to appropriate \$600,000 from the Sandahl Estate Gift to the Endowment Fund, seconded by Diane. After a brief discussion, the motion was **approved.**

III. Old Business

A. Fr. Troy Update - Stephanie Wells

Stephanie reported that Fr. Troy was grateful for the title of Dean Emeritus and the forgiveness of the \$20,000 mortgage loan. A letter to the parish had not been received.

B. HVAC - Amma Nicola

OPN is being contacted for involvement with the request for 2 bids. We are submitting a grant proposal

to the City of Des Moines that could cover a part of the cost. The application deadline is February 25, 2022.

C. Strategic Planning - Amma Nicola

She has put together a working group that will be called a Vision Task Force. It will meet before the Annual meeting.

D. Amma Nicola Contract - Stephanie Wells

The contract is awaiting a signature from the Bishop.

E. Safe Church Training - Stephanie Wells

Stephanie reminded the Chapter that the training needs to be completed in order to stay on the Chapter.

F. Updated Diocesan Policies - Amma Nicola

The Diocese has updated policies on safeguarding at-risk populations; these will be incorporated in St. Paul's policies.

IV. New Business

A. Rain Garden - Elvin McDonald

Elvin made a motion to use \$500 from the Rain Garden fund to hire a specialist to assist in identifying and removing invasive plants from the rain garden; seconded by John. **Approved.**

B. Sexton Hire - Amma Nicola

Amma requested permission from the Chapter to begin the process of hiring a part-time sexton, with an annual cost of \$14,000. Jolene moved, and Elvin seconded, a motion to approve the request. **Approved.**

C. Annual Meeting - Amma Nicola

In light of the current surge in Covid-19 cases, the annual meeting has been moved to February 27, in the hopes that it can be held in person.

D. Bowler Mortgage Loan - Stephanie Wells

Amma Nicola has requested \$60,000 as a loan from the Rectory Replacement Fund. Henry moved, and Mike seconded, a motion to approve the request. **Approved.**

V. Staff reports

The staff reports as appended to these minutes.

VI. Closing

Amma led the Chapter in a closing prayer. John moved, and Diane seconded, a motion to adjourn the meeting. **Approved.**

Respectfully submitted,

Phyllis Blood Melton, Clerk

Provost's report to St. Paul's Chapter January 18, 2022

Staff updates

• Finance Specialist position – candidate interviewed 11/9/21, provisional offer was made and accepted. Background checks being conducted. Tentative start date 01/25/22; • Sexton – draft position description is found below with intent to hire as soon as possible. Your comments are welcome.

People of St. Paul

- 2021 revision of booklet *Ministry Cloisters & Committees* is near-final, to be made available by the time of the Annual Meeting;
- Volunteer drive will be one emphasis of the Annual Meeting (February 27th).

1885 Building Revitalization

• New webpages have been prepared giving a timeline of activity by the Undercroft Task Force and other information, to be made available before the Annual Meeting; • City of Des Moines "Neighborhood Commercial Revitalization" program - grant opportunity. St. Paul's is likely eligible for a grant for "installation of energy-efficient HVAC systems, fire sprinkler systems, electrical updates, and plumbing updates." The application deadline is February 25, 2022 and a pre-application meeting with the City of Des Moines is needed before that.

Diocese of Iowa

- St. Paul's welcomed The Rev. Meg Wagner of the Beloved Community Initiative as guest preacher on January 16 in honor of Martin Luther King (becomingbelovedcommunity.org) and her homily was well-received by many; • Bishop Monnot has asked me to attend the 66th Annual North American Cathedral Deans Conference from April 28 through May 1, 2022. I am excited about this!

Other

- Vision Task Force (VTF): A number of people have graciously agreed to attend an initial meeting of the VTF, that will occur before the Annual Meeting.

Sexton

St. Paul's Episcopal Cathedral
Des Moines, IA
1/17/2022

Position Summary: Works in partnership with the administrative and clerical staff of a lively downtown Cathedral community to secure and maintain the buildings complex and create a bright and welcoming environment for staff, members, and visitors. Reports to the Provost.

Compensation: \$15/hour

Hours: 19 hours per week.

Responsibilities:

- Day-to-day security and cleanliness of the St. Paul's buildings;
- Maintain a stock of basic cleaning materials and supplies;
- Replace lightbulbs when burned out;
- Maintain and upkeep the building including plasterwork repairs and painting (priorities to be set by the Provost and Property Committee with Chapter approval where needed);
- Keep entryways clear of debris and snow;
- Other duties as assigned.

Particulars (subject to change as needs and priorities change):

On Monday

- Walkthrough and around the building noting anything amiss. Report findings to the Junior Warden, Property Committee Chair, and Provost;
 - Sanctuary: vacuum carpet, clean hard floors; straighten books, dispose of papers, etc. Occasionally dust hard surfaces – window sills, pews, piano, etc.
 - Vacuum offices, empty trash;
 - Sanitize bathrooms, refill soap dispensers and paper products as needed.

On Tuesday

- Check choir room is clean and building secured following outside group evening meeting.

On Wednesday

- Set out sandwich board on High Street in the morning;
- Bring in sandwich board after lunchtime Eucharist and lock High Street door.

On Friday

- Check choir room is clean and building secured following outside group evening meeting.

In spring

- Power wash exterior stone surfaces in courtyard and rain garden as needed.