

St. Paul's Episcopal Cathedral

Chapter Minutes

Date: July 20, 2021

Time: 5:30pm Guild Hall

Clergy Present:

Present: Amma Nicola Bowler, Deacon John Doherty, Deacon Jean Davis

Officers Present:

Present: Senior Warden Stephanies Wells, Junior Warden Mike Gillespie

Absent: Clerk Phyllis Melton (excused); Treasurer Rick Stearns (excused)

Acting Clerk: Chuck Seel

Chapter Members Present:

Class of 2022:

Present: Stephanie Wells, Skeet Wootten, Diane Hayes

Absent: (Vacant)

Class of 2023:

Present: Henry Harmon, Mike Gillespie,

Absent: Elvin McDonald (excused), Jonathan Hansen

Class of 2024:

Present: Jolene Phelps, Chuck Seel

Absent: Phyllis Melton (via speaker phone); John Stender-Custer (excused)

Opening Prayer:

Amma Nicola Bowler – centered around Psalm 121 and CCSP Mission Statement

Consent Agenda – Presented by Sr Warden Wells including June Meeting Minutes and June Financial Report. **Approved without dissent.**

Old Business:

Sandahl Gift -

Wells reported Settlement Agreement approved by 8-0 Chapter vote.

Final Amount from Estate reported at \$1,200,000.

Doherty reported check had been received and deposited to Cathedral account. There was some discussion about Sandahl Settlement and possible uses for the funds. During discussion it was suggested it more appropriately be the topic of a future Chapter meeting. Amma Bowler even suggested a meeting for discussion only with no vote until a subsequent meeting to give members time to reflect on ideas.

GILEAD Grant - Wells, Phelps, and Bowler collectively reported contact was made with Diocese and no refund of remaining grant related to Clergy position is necessary. DOI reasoned money had been spent. CCSP made the offer as a good faith gesture and was pleased that no refund was necessary.

Internet and VOIP Phone Proposals –

Wells introduced research obtained by Rick Stearns on proposals from possible vendors for improved Internet service and conversion to VOIP telephone service. Chapter members were provided attached summary and proposals from Aureon and Avio. Upgraded Internet and improved telephone services using VOIP technology is projected to cost \$72 per month. Wells reported the Executive Committee recommended moving forward with these proposals. Motion to approve by Harmon, Second by Wootten, all voting indicated “Aye”. **Approved.**

(Attachment # 1

Water Pipe and Undercroft Upgrade became intertwined without actionable decisions. –

There were several related progress reports from Gillespie, Bowler, and others, but no definitive answers.

Gillespie discussed quotes for repair of existing water line leak. He was careful to note these are minimal repair costs and could go higher based on the final scope of the work. Example replacing 30” of damaged pipe is cheapest dollars, but may not be feasible if further pipe damage is found and requires larger replacement, or if it becomes necessary to replace the entire waterline. Additional research from architect, city staff, and other knowledgeable parties on going. Unanswered is still the question of a possible City of Des Moines requirement for a fire suppression system. The answer to this question can have a bearing on the scope, extent and replacement water pipe size of waterline repair. Installing a fire suppression system cost guesstimates range from \$100,000 to \$200,000. Further, it appears answer to fire suppression question has bearing on city permitting for undercroft renovation. Until questions answered,

final scope of projects unknown. Major question tied to cost is if we want a short term fix or long term repair.

Related to the Undercroft project Bowler reported John Kerss is doing bid comparisons. Also a 4th bid is coming in from Breiholtz Construction. Also Bowler reported fund raising research has been gathered but no recommendation made on using a professional fundraiser. She recommended next month the Chapter make a recommendation on how to proceed with these projects.

New Business:

TJS Accounting firm granted “read only” access to bank accounts as a part of their financial services which are being reviewed and adjusted to cover duties filled by Doherty prior to his retirement as Financial Minister. Wootten moved and Hayes seconded motion to approve. **Approved.**

Mucky Duck- Food vendor provided a \$600 donation to the Cathedral as promised from proceeds of May social function. It was decided to split half and half between Outreach work and Clergy Discretionary fund. Phelps moved, Hayes seconded. **Approved.**

It was approved to send Mucky Duck a Thank You note for the financial gift. Melton will send the note.

New Chapter Member – Kirsten Burniak appointed to vacant Chapter seat. Term runs thru the class of 2022. Hayes moved Phelps seconded. **Approved.**

Assistant Treasurer – As part of realigning financial duties after departure of Doherty, Chuck Seel was named Assistant Treasurer to help the Treasurer cover duties. Wells moved and Wootten seconded. **Approved.**

Downtown Chamber of Commerce Representative- Phelps will attend these meetings along with Bill Gentsch on behalf of the Cathedral. Duane Sands will represent Cathedral on the DC Advocacy Committee. Motion by Phelps and seconded by Harmon. **Approved.**

Donation Policy – A new vacuum cleaner was donated by Anna Whipple in response to request for such donations. This prompted short discussion lead by Senior Warden of need to revisit previous Chapter action on Donation Approvals. This subject will be discussed at a meeting in the near future.

Expenditures - \$1454 for most of the painting and hallway repair work by independent contractor Chris Smith was approved. There was discussion about the need for a cap of some kind on the total cost of this hallway project. It was agreed at \$3,000. Also discussion of the need for a more realistic maintenance budget. This will be at a future meeting.

Also approved was the acquisition of proper chairs for the Live Stream and Audio operators.

An initial motion for the above was made by Wootten and withdrawn. Approved was an expanded final motion by Harmon and seconded by Wootten.

Staff/Lay Relations - Comments on the need for sensitivity in this area came from Music Director Babcock and Provost Bowler. They reported this had been the subject of much discussion at the weekly staff meeting and asked the Chapter be mindful and prayerful of needs in this area.

John Doherty – John took a few minutes to make comments in part related to the staff/lay relations concerns and also his own thoughts and feelings about moving on from the Financial position.

Being it was 7:25pm, it was noted the staff reports are in the Google Drive (and copies should be attached to the file copy of these minutes) and Chapter members should all read them in detail.

Reports:

Canon Provost ([Attachment # 2](#))

Deacon Jean ([Attachment #3](#))

Deacon John ([Attachment # 4](#))

Treasurer (Financial Notes from Doherty for Stearns) ([Attachment # 5](#))

Property/Junior Warden

Senior Warden Wells made a few closing comments and asked Deacon John for Closing Prayer.

Meeting Adjourned a couple of minutes after 7:30pm.

Respectfully Submitted,

Chuck Seel

Acting Clerk

Attachment #1

Phone and Internet Proposal

Aureon – Internet

- 5 year contract
- \$360/month for 5 years (service plus paying for cost of install)
- \$225 upfront installation fee

Avio

- 3 year contract
- \$210/month
- No installation fee
- 5 voicemail boxes
- 8 phones provided
- Same number of lines including 2 dedicated lines (alarm and elevator)

Total monthly cost - \$570

Current Costs

- \$465/month for phone and internet through Centurylink
- \$400 yearly phone maintenance cost

Total monthly cost - \$498

Approximate increase of \$72/month

Attachment #2

Provost's report to St. Paul's Chapter July 20, 2021

Staff changes

- Assisting Priest departure:
 - o New leadership needed in families ministry work.
- Canon Administrator retirement:
 - o Financial duties:
 - finance team met together and with book-keeping firm representatives to consider needs and potential efficiencies;
 - proposed Assistant Treasurer to aid continuity through this time of transition.
 - o IT duties:
 - propose contracting these out to IT expert; < 10 hours/month anticipated
 - o Building responsibilities:
 - Share knowledge with property committee/office administrator.

Undercroft

The Chapter will soon need to make major decisions on repairs, restoration and maintenance of the fabric of St. Paul's buildings. As one part of preparing for these decisions I strongly encourage Chapter members to re-read the *Undercroft Conversations Summary* written in May 2020 following parish-wide conversations (separate document in this folder).

People of St. Paul

1. Pentecost Sunday, May 23, Parish Social: ~\$600 was returned to St. Paul's by Mucky Duck as a donation. How would Chapter like to apply that?
2. Next "Fourth Sunday lunch" on 7/25 at 11:00 am, with opportunity to wish John Doherty well in his retirement.
3. Second Sundays *Litany of Blessing* will begin August 8 following each Sunday service.

City of Des Moines

1. Wednesday 12.05 pm service of Holy Eucharist in the chapel commenced July 7. • Advertised through Des Moines Downtown Chamber of Commerce; • Exterior signage being prepared.

Diocese of Iowa

1. Bishop election is July 31, 1:00 pm. St. Paul's convention delegates will meet July 28 at 4.30 pm to consider *Who will be our Bishop? All* are welcome to join. 2. How will St. Paul's Chapter plan to
 - congratulate and connect with the Bishop elect?
 - say farewell to Bishop Scarfe (final visitation is December 5, 2021)?
3. *Thank you* to all who worked and participated in the July 12 Meet & Greet with the Bishop candidates. I think that everything (really everything!) went well that evening. Tremendous!

Attachment #3

MEMO

To: The Chapter
Cathedral Church of St. Paul
From: Deacon Jean Davis
Re: Monthly Report
Date: July 20, 2021

This memo serves to provide a summary of my work as a Deacon serving the Cathedral Church of St. Paul. During the past month I have been involved in the following activities:

- assisted with the Bishop Candidates Meet and Greet held on July 12, 2021;
 - assisted with one funeral;
- in the process of concluding a monthly “Beloved Community, 2020 Vision” discussion group; this involves monthly reading a preparation and leading a discussion group on various topics aimed at reconciliation; will be continuing this group in some form;
- leading a summer book group for our EFM group, which meets twice per month;
- helping Amma Nicola and Deacon John in making contact with Parishioners (i.e. calling or sending notes);
 - assisting with needs requests from Parishioners and others;
 - assisting with weekly worship;
 - chairing the Social Justice Committee;
 - continued involvement with the Iowa Sanctuary group;
 - continued involvement in food ministries;
- maintaining a Blessing Box of food and household items form those in need;
- working with volunteer staff from the Free Store to explore ways that we might partner with that organization

Attachment #4

Deacon Doherty June 2021

- Lay Eucharistic Ministers and myself are beginning to make visits.
- Stauffer and Jeneary burial services.
- Men's group meets every Tuesday for lunch. 7-10.
- Calling parishioners catching up with some to see if they know how to join us online for Sunday services.
- Office is just about empty. Will turn in my key.
- Website will be up to date. Training John Z. on Thursday to take over some weekly and monthly duties.
- Will be changing my email identity from deacon@cathedralchurchofstpaul.org and migrating to johndeacon@cathedralchurchofstpaul.org at the end of the month. Changing all references to that email and finances to Rick Stearns. Someone will be taking over this duty for me.
- - Keeping Connection Café signup current on the website and on our weekly e-newsletter. John Z. will take this over
 - 3 members are joining bicycle burritos which make and distribute burritos to persons on the streets on Thursday evenings.
 - Giving copies of a flash drive to Nicola, Rick Stearns, and John Z. which has 69 passwords and usernames for various applications needed for log in administration.
 - Giving John Z. a file which has all security codes for people with access to the building.
 - Need to identify the person who gets security alarm phone calls. I have been that person.

Attachment #5

ASSETS AND LIABILITIES NOTES

- Assets showing \$3,335,592.84 do not reflect the July addition of 1,200,000.00 from the Sandahl estate. This unrestricted gift was wired into our Vanguard Endowment accounts on July 6th.
- Equity line 53230 Youth Music camp for \$135.00 has been refunded to registrants.
- Equity line 53086 Livestream Video does not reflect a matching gift that was deposited into our operating account through a stock sale. Those funds are now transferred in the amount of \$5,047.74. Which gives this equity line a total of \$5,357.74

BUDGET NOTES

- Pledge giving is over budgeted expectations for year to date.
- Some memorials have been received as well as a yearly estate gift of \$1,000.00
- Up to date on our Stewardship Share to the diocese.
- We have been credited any charges occurred for Father Zeb's benefits which were prepaid.
- Lines for Deacon Doherty changing to zero or ½ until Sept then going to zero next month are: income line 14330, expense lines 16715, 16716, 16861, 16871, 16881. Increases in other lines to be determined.
- Building Maintenance expense line 16420 was for hallway and 134.82 for pipe inspection.
- Prepaid Pledge line 53160 and prepaid funeral expense line 53152 have been moved into operating as pledge income and other income respectively.
- Coffee hour line 53081 has been reduced by the payment to Mucky Duck Pub for \$590.00 Phyllis has asked for a thank you note and a motion for the use of the remaining money. DONE.
- Recent funeral service added a \$100 gift for the live stream. Will show on next month's reports

OVERALL NOTES

- St. Paul's has more assets than we have ever possessed.
- St. Paul's is doing much better than budgeted, income exceeding expectations and expenses reduced
- In summary, despite the pandemic, St. Paul's is in the best financial situation that I have experienced in 13 years. The policies in place are being used and any questions are quickly resolved. I am sure Rick Stearns and team will continue to do good work.
- I am pleased to say that the financial reporting and record keeping have great improved over my time here and shows every sign of continuing.