

**Cathedral Church of St. Paul**

**Chapter Minutes**

**Date: June 15, 2021**

**Time: 5:30 PM**

Clergy

Present: Amma Nicola Bowler; Deacon John Doherty

Absent: Deacon Jean Davis, excused

Officers:

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

Absent:

Class of 2022

Present: Stephanie Wells; Skeet Wootten; Diane Hayes

Absent:

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/Reflections, Amma Nicola

II. Consent Agenda, Stephanie Wells

There were several additions/corrections to the May minutes. With those changes, Jolene moved, and Skeet seconded, a motion to approve the Consent Agenda as amended. **Approved.**

III. Old Business

A. Sandahl Gift - Skeet Wootten

Tom Tarbox is finalizing the verbage of the document with Bankers Trust, South Dakota, the trustee of the funds. Wire instructions will need to be shared, if not done already. Once confirmation is received from Tom and the bank, the Chapter needs to give approval of the document. It was decided that this could be done with a Zoom meeting if approval could be done prior to the July Chapter meeting. A quorum will be needed.

B. Gilead Grant - Jolene Phelps

Jolene reported that we have received permission to delay our report to the Diocese as it will be a final report. She needs benefit information for the assistant priest position to complete the report. There is approximately \$6,000 of unused funds.

Amma Nicola informed the Chapter that, with upcoming changes in staffing, it would not be prudent to request a new grant for an assisting priest. Diane moved, and Jonathan seconded, a motion to return the unused portion of the Gilead Grant. **Approved.**

#### IV. New Business

##### A. Water Pipe Bid - Deacon John Doherty

There is a leak in the main water pipe entering the building, leaking into the boiler room. Deacon John reviewed the bid from Baker for the work, a total of \$33,843 (the bid can be found in the shared folder).

There is also a bullet point in the bid that would increase the cost if additional excavation is necessary to replace the full pipe if straight repairs to the existing pipe are not feasible. No cost estimate was provided for that work. Staff were asked to obtain an estimate for that work.

It was also not clear how soon Baker could do the work. A second bid would also be preferred; but both issues depend upon urgency of the repair, and availability of the contractor. Mike Gillespie will work on getting a second bid, and determining urgency/timing of repairs. This is referred to the July meeting if possible.

##### B. Internet - Deacon John Doherty, Rick Stearns

Deacon John and Rick reported that our current internet provider, CenturyLink, is not sufficient to assure stability for live-streaming or some of our other internet uses. We are at their maximum speed. They checked with a couple of internet providers that were not interested, as we are a single-use, which makes it not cost effective to run a line to our building.

They have received a bid from Aureon, who also provides the internet at Orchard Place/Pace next door. There are 4 options: 1) \$600 a month; 2) a 3-year contract with an up-front cost of \$7,650 and \$295/month; 3) a 5-year contract with an up-front cost of \$5,800 and \$265/month; of 4) a 5-year contract with \$250 to install and \$360/month. Option 3 is the least expensive over the given time periods. (Bid specifications are in shared folder.)

It was also noted that we have two different contracts for phone lines, with more lines than are probably necessary. Rick Stearns will look into new options for phone service as well, with a maximum of 5 lines. We do need two dedicated lines for building security and the elevator.

A decision was deferred.

##### C. Macomber Bequest - Amma Nicola

Proposal was submitted on May 21, 2021, for a bequest from Harriet Macomber administered through the Community Foundation of Greater Des Moines. Total request \$36,590. Focus areas:

- The Bridge: Beyond Lunch to Life Skills: \$18,420
- Community Conversations at the Cathedral: Healing & Justice: \$9,990
- After-School Youth Music Program: \$8,180

*Thank you to: Members of The Bridge Board, St. Paul's Deacons, Jolene Phelps, Lexie Thiessen and Mark Babcock for their work in putting this application together.*

## V. Reports

### A. Deacon John Doherty

Deacon John reported that his Ministry Covenant has been reviewed and signed between St. Paul's and the Diocese. The full covenant is located in the shared drive.

He also informed the Chapter that he is resigning his paid position with St. Paul's effective the end of July. Amma Nicola led a brief discussion on how to address staffing issues going forward. It was agreed by the Chapter that John has provided exemplary service to the Cathedral, and look forward to his duties as a deacon.

### B. Deacon Jean Davis

During the past month I have been involved in the following activities:

- leading 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;
- starting a summer book group for our EFM group, which will meet twice per month. We are starting with the book “Braiding Sweetgrass” which examines Native American spirituality;
- 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;
- met with the representatives from the Free Store to explore ways that we might partner with that organization

### C. Canon Provist - Amma Nicola Bowler

#### **People of St. Paul**

1. Pentecost Sunday, May 23, Parish Social following the 10 am service. A good time was enjoyed by many – thank you!
2. “Fourth Sunday lunches” being planned through summer:
  - 6/27 “Quiches in the Courtyard” on 6/27 (Mark Babcock providing) • 7/25 TBD
  - 8/22 food truck Sunday and ministries fair to kick off the program year?
3. Parish-wide visiting/contacting by clergy to each family in the parish is taking place now and into coming weeks.

#### **City of Des Moines**

Wednesday 12.05 pm service of Holy Eucharist in the chapel to begin July 7. • Exterior signage being designed

## Diocese of Iowa

1. St. Paul's convention delegates will meet July 7 at 4.30 pm to consider *What is a Bishop? How does the Bishop relate to the Cathedral?* and *What qualities do we hope for in our new Bishop?* All are welcome to join.
2. Visit to St. Paul's by the Bishop Candidates will take place on July 12 in the evening:
  - 5:15 pm Evensong
  - 6:00 – 8:00 pm: Q&A (Skeet Wootten & Stephanie Wells, moderators)
  - 8:05 pm Compline
  - To attend, sign up here: <https://www.iowaepiscopal.org/meet-and-greets>

## Staff

1. Staff changes
  - Sexton: Jovan will return to open/close church on Sunday mornings beginning June 20.
  - Assisting Priest departure:
    - o Seeking leader for Godly Play/families ministry work;
2. I will be on vacation June 23 through 30. The Rev. Jean McCarthy will preside at Sunday Eucharist on June 27.

The Rev. John Doherty's ministry covenant between him, the Bishop, the Provost, and the congregation of St. Paul's is available in the Chapter folder.

### D. Treasurer - Rick Stearns

We are a little ahead on pledges. He provided an explanation of the link between budget/expenditures/income. The current system reports all expenditures as if they are from the operating budget. A new report will be generated and placed in the shared drive that may help the Chapter follow expenditures more closely with the appropriate fund.

It was noted that the church's maintenance budget is underfunded. The Finance Committee has been asked to review the current year's budget to see if there are funds that can be moved into that line item, and look at appropriate funding levels for future budgets.

### E. Property/Junior Warden - Mike Gillespie

Mike reported that he had met with one contractor about repairs to the parking lot. A bid has not been received. He is still working on plaster repairs in the nave, and would like permission to rent a lift if necessary to get bids from potential contractors. The lift rental was referred to the Finance Committee as a part of maintenance budget discussion above.

## VI. Other Matters Arising

### A. Amma Nicola

As Deacon John's last day as the Finance Officer is July 31st, we need to look at his current tasks, responsibilities, etc., as he has performed a number of duties while in this position. Covering the finance portion is critical.

#### B. Chuck Seel

Chuck raised the issue of involving the congregation in the process of electing a new Bishop. Information will be shared with the congregation about attending the July 7 meeting of the delegates prior to the July 12th visit by the candidates, and participation in the candidate visit. Links to the Diocesan website will also be provided.

#### C. Gilead

As stated earlier, the question of applying for a new grant needs to unfold as staff changes are defined. The supply priest budget will be used to cover some Sundays to provide relief for Amma Nicola.

#### D. Parish Socials

Henry Harmon shared that he had received comments about the use of businesses outside of Des Moines for social events. There is a concern that local businesses should be used when feasible.

#### E. Phyllis Melton

Phyllis stated that she will be out of town for the July Chapter meeting. While it may be possible to join the meeting via phone or Zoom, taking minutes will not be possible. Chuck Seel volunteered to serve as Acting Clerk.

#### VII. Closing Prayer - Jonathan Hansen

Jonathon moved, and Mike seconded, a motion to adjourn the meeting. **Approved.**

Respectfully submitted,

Phyllis Melton, Clerk