

Cathedral Church of St. Paul Chapter Minutes

Date: 05/17/2022

Convene Time: 5:35PM

Clergy:

Present: Amma Nicola Bowler;

Absent: Deacon John Doherty; Deacon Jean Davis

Officers:

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

Absent:

Class of 2023:

Present: Elvin McDonald; Henry Harmon; Jonathan Hansen

Absent: Mike Gillespie;

Class of 2024:

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

Absent:

Class of 2025:

Present: Kirsten Buniak; Tom Smith [via Zoom]; Stephanie Wells [via Zoom]

Absent: Stephanie Murphy;

Opening Prayer:

Amma Nicola gave a short and sweet opening prayer. ☺

Business Agenda:

- Movement of the discussion of the Hornaday Trust:
 - Stephanie Wells, due to a time conflict, asked to move the Hornaday Trust portion of the agenda up at the top of the business agenda, before the approval of April 2022 Minutes.
- Rescindment of Three Motions made in the April 2022 Meeting:
 - Kirsten Buniak asked for a motion to be made to rescind the following three motions: 1) Motion to enter executive session; 2) Motion to exit executive session 3) Motion to approve Breiholz as contractor.
 - Jolene Phelps motioned, with a second from Phyllis Melton
 - Motion was passed.
 - Let the record show that before the May 17th, 2022 meeting, at 11:47 am, Kirsten Buniak informed the Chapter via email that she intended to bring these three motions up into consideration to be rescinded.

- Kirsten Buniak brought to the group that after reviewing some comments made by Henry Harmon about the April 2022 Minutes, she noticed that there was a critical error made during the meeting.
- Kirsten Buniak explained to the rest of the Chapter that there was a critical parliamentary error made in the April 2022 meeting during the executive session that was called. Thus, the rescindment of the three motions was necessary - and the most straightforward way to fix the problem the error caused. All necessary precautions will be made in the future to avoid this error and all similar in the future.
- Approval of Breiholz as a general contractor:
 - Stephanie Wells, on behalf of the executive committee, motioned to approve Breiholz as general contractor for the 1885 Building Revitalization Project. A second was made by Jolene Phelps. Henry Harmon abstained.
 - Motion was passed.
- Chuck Seel Chapter Resignation:
 - Effective Immediately, Chuck Seel has resigned from his position on Chapter.
 - Duane Sand was nominated by the Executive Committee to fill the position.
 - Stephanie Wells, on behalf of the Executive Committee, motioned to approve Duane Sand for the position. A second was made by Henry Harmon.
 - Motion was passed.
- Rick Stearns Treasurer Resignation:
 - Effective July 1st, 2022, Rick Stearns will resign from his position as Treasurer.
 - Replacement is To Be Determined.
- Hornaday Trust:
 - Stephanie Wells gave an update on the Hornaday Trust.
 - Rick Stearns updated the Chapter on the plans for the movement of the Hornaday Trust to the General Endowment Fund. He asked for a motion to be approved in order to approve this movement.
 - Henry Harmon motioned, with a second from Elvin McDonald.
 - Motion was passed.
- Passing of the Chair:
 - Stephanie Wells passes the Chair to Phyllis Melton for the remainder of the meeting.
 - Stephanie Wells excuses herself.
 - Phyllis Melton serves as Chair for the remainder of the meeting.
- April 2022 Minutes:
 - Henry Harmon motion to approve the April 2022 Minutes as amended. Elvin McDonald seconded.
 - Motion was passed.
- March 2022 Financial Report:
 - Rick Stearns gives an update on the March 2022 Financial Report.
 - Jonathan Hansen motioned to accept the March 2022 Financial Report, with a second from Henry Harmon.
 - Motion was passed.
- April 2022 Financial Report:
 - Rick Stearns gives an update on the April 2022 Financial Report.

- Henry Harmon motioned to accept the April 2022 Financial Report, with a second from Kirsten Buniak.
- Motion was passed.

Old Business:

- Historic Tax Credit:
 - Phyllis Melton gives an update on the Historic Tax credit. She informs the Chapter that the first half has been completed, and they have started on the second half.
 - Phyllis Melton informs the Chapter that she is working on getting full access to the State of Iowa account in order to make this process even smoother.
 - Phyllis Melton also notifies the Chapter that any capital renovations made on the building need to be approved by the State of Iowa historical preservation contact. This does not include any maintenance changes, such as painting, replacing old carpet, fixing plaster, etc. This is because the Cathedral is listed in the National Register of Historic Places.
- Vision Task Force- Survey Results:
 - Jolene Phelps updates the Chapter on the results of the survey. There were about 56 responses. Jolene Phelps also plans to send the Chapter the physical results of the survey.
 - Jolene Phelps informs the Chapter that the Vision Task Force has created a new mission statement for the Cathedral, and plans to send a side-by-side comparison of the proposed statement versus the current statement to the Chapter for review.
- Father Troy Mortgage:
 - No current updates on this.
- Gilead Grant:
 - Amma Nicola asks the Chapter for assistance in applying for the Gilead Grant.
 - Amma Nicola asks for this grant in order that the Cathedral might hire an Assisting Priest to help with Education Ministries, Children Ministries, etc.
 - Jolene Phelps will work on applying for the grant, with assistance from Kirsten Buniak.

New Business:

- Property Committee:
 - Mike Gillespie was absent, so Phyllis Melton gave a brief update.
 - There was a quote from Baker about the roof drain leak. It was not as satisfactory of a quote as desired by the Chapter, so Phyllis Melton plans to email Mike Gillespie about securing a second quote from another company.
- Pentecost Sunday:
 - Amma Nicola updates the Chapter about Pentecost Sunday.
 - Bishop Betsey Monnot will be in attendance. ☺
 - Karam's Mediterranean Grill food truck was catered. Meal choices are chicken shawarma, Greek gyro (beef & lamb) or falafel (vegetarian) platter. All platters served with Greek salad, hummus, pita bread and a drink. There is a children's meal available: chicken and cheese quesadilla with a drink. Baklava will be available for an additional \$4 a piece on the day. Tickets are as follows: \$20 adult single, two adults for \$35, child single for \$10. Tickets are on sale after Sunday services between now and June 5th. Tickets can also be purchased or reserved by calling the Cathedral office, emailing John

Zickefoose or Stephanie Murphy. Volunteers are also encouraged to contact Stephanie Murphy.

- Second Sunday Giving List:
 - Every second Sunday, the Cathedral plans to have a second offering in order to donate to different organizations in the Des Moines Metropolitan area.
 - According to the Episcopal Diocese of Iowa Canon 31, Section 2 “Of Stated Offerings”, and the Episcopal Church Canon III.9.6 (6), Amma Nicola, as Acting Dean and Priest-In-Charge, is within her full rights to move forward with these actions without Chapter approval.
 - Amma Nicola provided the list for June, July and August of places she will allot the second offering toward. Amma Nicola plans to inform the Chapter every quarter to share her plans for the next few months of giving.
- Amma Nicola Updates/Report:
 - Amma Nicola suggested to the Deacons that she and the Chapter would like to hear from them quarterly throughout the year.
 - Amma Nicola also went to the North American Deans Conference in Sacramento, California. Amma Nicola stated that she came back with an invigorated appreciation towards our space, how it exists in the downtown, and of the people within.

Announcements:

- Jolene Phelps encourages the Chapter to be involved in events the Cathedral may be hosting or supporting.
- Phyllis Melton asks the Chapter to submit their conflict of interest forms.
- Phyllis Melton reminds the Chapter to continue to take their counting responsibilities seriously, and if they have to be gone the day they are assigned, they need to find a replacement.

Adjournment:

- Jolene Phelps motions to adjourn, with a second from Henry Harmon.
- Motion was passed.
- Amma Nicola concludes the meeting with prayer by reading the Phos hilaron.

Adjournment Time: 7:01 PM.

Minutes Submitted,

Kirsten Karen Ann Buniak.