

Cathedral Church of St. Paul

Chapter Minutes

Date: September 21, 2021

Time: 5:30 PM

Clergy

Present: Amma Nicola Bowler; Deacon John Doherty

Absent:

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, Kirsten Buniak

Absent:

Class of 2023

Present: Henry Harmon; Mike Gillespie; Jonathan Hansen

Absent: Elvin McDonald (excused)

Class of 2024

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

Absent:

I. Amma Nicola opened the meeting with a prayer and a meditation song.

II. Consent Agenda

Stephanie reported that the bids for the new north door were not comparable, so no action can be taken until the differences are resolved.

Stephanie presented the August minutes and Financial report as the Consent Agenda. Jolene tendered a request to remove all assets from being listed as restricted. The request was given to the Finance/Investment Committee for additional information. Skeet moved, and Diane seconded, a motion to approve this portion of the consent agenda. **Approved.**

The remainder of the consent agenda was for carpet cleaning for the choir room, 2 entrance mats for the choir room doors (\$41.95 each), \$28,520 to Morrison Boys Construction for parking lot repair, \$86,455 to the Baker Group to fix the water leak (including increasing the pipe size), a new UGREEN USB 3.0 Ethernet Adapter at \$17.99, and \$599 to purchase a refurbished PC for the finance office. (See Attachments 1 and 2)

The Consent Agenda also included the following motion from the Executive Committee: The plans generated from the work of the Undercroft Task Force were presented to Chapter in August 2021. We

would like to thank the members of the Undercroft Task Force for their hard work. The Chapter is resolved in moving forward on restoration of the Undercroft.

Phyllis moved, and John seconded, a motion to accept the remainder of the Consent Agenda. **Approved.**

III. New Business:

A. Stephanie and Amma Nicola requested that the Chapter agree to two meetings per month, beginning in October through December of 2021. There is a lot of business in front of the Chapter, and long meetings are to be avoided. They proposed that the first Tuesday of each month would be via Zoom, and would include standard items such as minutes, financial reports, and approval of bids. The third Tuesday meeting, the regular meeting time, would be in person and would address issues requiring more discussion.

Jolene moved, and Jonathan seconded, a motion to approve this change. **Approved.**

B. John Doherty presented a request to use \$2500 of our Outreach budget for the Episcopal Migration Ministries (see Attachment 3). Jolene moved, and Diane seconded, a motion to approve the expenditure. **Approved.**

IV. Staff Reports

As the Chapter was going into a closed session, the Chapter was referred to the shared drive for staff reports. (See attachments)

At 6:05 PM the Chapter moved into closed session. Amma Nicola and Deacon John were excused.

At 8:00 PM the Chapter moved into open session. By ballot, the Chapter voted to begin the process of requesting the dissolution of the pastoral relationship between the Cathedral of St. Paul and the Reverend Troy Beecham.

Skeet moved, and John seconded, a motion to adjourn. **Approved.**

Respectfully submitted,

Phyllis Melton, Clerk

Attachment #1

Baker Group

Baker

Main Phone: 515.262.4000 Main Fax: 515.266.1025 www.thebakergroup.com

Date: August 9, 2021

John Zickefoose St Paul Cathedral 815 High St **Des Moines**, IA 50309

Re: St. Paul Cathedral - Now Water Service

Dear John

Baker Group is pleased to offer this proposal to furnish labor, material, and equipment to install the plumbing work for the above reference project.

Our Scope of Work is as follows:

Section 22 - PLUMBING

Set up traffic control plan on 9th street, **Plate road** during morning and evening rush hour per city requirements. Saw cut street and sidewalk to **access existing** main Dig soil from **street to entrance** of building . City of DSM to install new 6" tap Provide and install 6" ductile iron piping from new tap into building Provide and install new curb stop with riser in **service between** main and building Install new city of DSM provided water meter Provide and install new backflow preventor with strainer for domestic **water** Tie into existing 2" domestic water main serving building Provide and install blind flange for future fire sprinkler system in building. Backfill and prep sidewalk and road for patch City of DSM crew to patch road Sidewalk patch provided by Baker Group

Baker Group base proposal price is: \$86,455 Due to current market volatility on material pricing this quote is valid for 30 days.

We include

1. Plumbing permits. 2. One-year warranty for work supplied and installed by Baker Group. 3. O&M Manuals. 4. **Sales tax** at 7%. 5. Overnight/weekend work as required by city for new tap 6. Insulation for interior domestic water piping 7. **Tap fees**

8. Road closure permit 9. Parking meter bags included as required by city. 10. Spoils removal

We Do Not Include

1. Fire sprinkler work beyond flange noted above 2. Any work or modification to existing equipment or piping/ductwork not listed **above**. 3. Temporary toilets. 4. Dumpsters for trash. 5. Premium for installation of underground piping in winter / frost conditions.

Thank you for the opportunity to quote this project. Please contact me if you have any questions.

Sincerely,

Alex Wolf Project Manager

Attachment #3

Memo

To: St. Paul's Chapter

From: Amma Nicola

Deacon John

Deacon Jean

Re: Donation from St. Paul's Episcopal Cathedral to Episcopal Migration Ministries

Date: September 21, 2021

As you are aware, during the past couple of weeks, our weekly service bulletin and e-blast newsletter have contained information regarding the work of Episcopal Migration Ministries (EMM) as well as requests for financial assistance to help with the work of welcoming, settling, and caring for refugees and asylum seekers coming to the United States from Afghanistan. The deteriorating situation in Afghanistan is a humanitarian crisis that has left upwards of 550,000 Afghans internally displaced in the country since the beginning of the year. EMM, the refugee resettlement and migration ministry of The Episcopal Church, is currently working in partnership with the U.S. government to assist our Afghan allies with resettlement and direct services through a network of 11 affiliates across the U.S. All of the individuals being cleared to come to the United States have been vetted and have SIV or P-2 status and all will be in need of assistance.

EMM and its network of 11 local affiliates face critical challenges. In normal times, refugee resettlement is a process that is lengthy and planned well in advance. This current crisis instead meets the definition of a disaster: a sudden event that has overwhelmed the resources of the resettlement community to respond, requiring external and additional support.

As we ask individuals from the St. Paul's community to contribute to the work of EMM, we think it important for the St. Paul's Chapter to consider a financial contribution from St. Paul's Episcopal Cathedral to EMM to support their work and mission. As we understand it, there is a budget line item (budget line 16110- Community Outreach Programs) from which such a donation (up to \$3000.00) could be made.

This memo is sent as a request for a Motion to approve a donation of \$2,500 from St. Paul's Episcopal Cathedral to Episcopal Migration Ministries. Thank you for your consideration.

Attachment #4

Provost's report to St. Paul's Chapter September 21, 2021

Staff changes

- Assisting Priest departure:
 - o I recommend the Chapter consider it a priority to budget for an Assisting Priest position in the 2022 budget and to seek Diocesan support for that via a GILEAD grant application or other.
- Canon Administrator retirement:
 - o Finance Specialist position needs to be filled;
 - o Volunteer needed for webpage development/maintenance.

People of St. Paul

- Working with Stephanie and others to reactivate Cathedral Cloisters as helpful to mission and ministry;
- Working to identify co-leaders for young adults Christian formation group and older adults newcomers group;
 - Working with Skeet, Stephanie & Jolene on the Annual Stewardship Campaign. Thank you to Henry Harmon, Kirsten Buniak, and Skeet Wootten for agreeing to speak to the question "Why I give to St. Paul's" on Sundays October 10, 17, and 24 respectively.
- Next "Fourth Sunday lunch" will take place on 9/26 at 11:00 am (thank you Mark Babcock for organizing).

Diocese of Iowa

- Two Diocesan Convention services of Holy Eucharist will take place at St. Paul's on Friday 10/29 at 7:00 pm and Sunday 10/31 at 10:00 am. Bishop Scarfe will preach on Friday and Bishop-elect Monnot will preach on Sunday.
- How will St. Paul's Chapter say farewell to Bishop Scarfe (final visitation is December 5, 2021)?

Leave: I am taking my last day of vacation for 2021 on Sunday 10/3. The Rev. Jean McCarthy has graciously agreed to preside and preach that day.

Expenditure requests

- Deep cleaning of choir room carpet, * Heritage Building Maintenance (property);
- Purchase of 2 new entrance mats for choir room doors to courtyard[†] at \$41.95 each (property);
- Two waterproof sandwich board posters announcing Wednesday lunchtime Eucharist at \$64.20 each (worship);
- UGREEN USB 3.0 Hub Ethernet Adapter 10 100 1000 Gigabit Network Converter[‡] at \$17.99 to enable an Ethernet connection to the SmartTV for stable remote conferencing while keeping enough USB ports available for the mouse/keyboard and camera (IT);
- Replacement Finance pc (currently 6 years old, and slow). Austin recommends Dell OptiPlex 3080 Micro (i5), which can be obtained certified refurbished for \$599 with a 3- year warranty.[§]

Property

- Thanks to Chuck Seel for the loan of a 2-drawer filing cabinet that is being trialed in the vesting room for convenient storage of audio microphones and batteries. After a one month trial period it will be determined whether or not this is a good long-term solution. If so, the gift policy will be invoked.

* Future such costs will be covered sby refundable \$250 annual deposit to be applied to groups that use the room weekly for meetings; beginning 1/1/22.

† Notrax - 109S0035BR 109 Brush Step Entrance Mat, for Home or Office, 3' X 5' Brown
by Amazon

Learn

more:

https://www.amazon.com/dp/B004X2I8S2/ref=cm_sw_em_r_mt_dp_652DHMJ1JG7MKQAAMA_V2?_encoding=UTF8&psc=1

‡ <https://smile.amazon.com/gp/product/B00LLUEJFU>

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<https://outlet.us.dell.com/ARBOnlineSales/Online/SecondaryInventorySearch.aspx?c=us&cs=28&l=en&s=dfb&sign=PXhcOSHtr1T4IOw%2fPR7Udbzl%2fvQtvbQFsu8OgbDEXQLgdI7Kt%2bEVCJgtMcQo3Wc4YKVR3Yi6vtocRD8xGFq7RLcJkyNtaOLFcOfMlwBpystEc38zrUXsloC6DIVXh53Fw9mi8kvASSWN0mlbBR69uGd1P6t0HoUihOleny2yPms%3d>

Attachment #5

MEMO

To: The Chapter
St. Paul's Episcopal Cathedral
From: Deacon Jean Davis
Re: Monthly Report
Date: September 21, 2021

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

- assisted the neighborhood walks and tours of Bridge Churches; • preparing materials for a Sunday discussion regarding the walks and tours;
- assisted with one prayer service;
- working with the Free Store on a possible project for St. Paul's; • working with the Pastoral Care Team;
- prepared articles for the Journey and e-blast
- attended a training sponsored by Episcopal Migration Ministries on ways to assist refugees and asylum seekers coming to the United States from Afghanistan;
- 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; and
- maintaining a Blessing Box of food and household items for those in need.