

**Cathedral Church of St. Paul**  
**Chapter Minutes**  
**April 21, 2020 – Meeting Online via Zoom**

*Clergy*

Present: Amma Nicola, Deacon John Doherty, Father Zebulun Treloar, Bishop Alan Scarfe  
Absent: Father Troy Beecham

*Officers*

Present: John Stender-Custer, Clerk; Rick Stearns, Treasurer

*Class of 2021*

Present: Jolene Phelps, Jill Southworth, Leighton Carlson  
Absent: Matt Petty

*Class of 2022*

Present: Diane Hayes, Stephanie Wells, Skeet Wootten  
Absent: Tom Thompson

*Class of 2023*

Present: Mike Gillespie, Jonathan Hansen, Elvin McDonald, Rachel Secretario Hill

[Members from above referred to by first name following]

- I. Opening Prayer – Amma Nicola
- II. Reading of Mission Statement – Skeet
- III. Statement of Conflict of Interest
  - a. Skeet – has a business relationship with the church through his work. Investment accounts are held with Wells Fargo. He reimburses all commissions earned through trade backs to the church.
  - b. Deacon John – is an employee of both the Cathedral and the Diocese.
- IV. Treasurer’s Report - Rick
  - a. Financial Position Report
    - i. We have closed Banker’s Trust accounts
    - ii. Our money is all at Lincoln’s Savings
  - b. Profit and Loss Report
  - c. Zeb’s Grant - Bishop
    - i. 1250 a month
    - ii. 10,000 is 4 months of 2019 and 4 months of 2020
  - d. Jubilee - Bishop

- i. The Diocesan Board made a resolution to make a 50 percent reduction in pledging for 3 months.
  - 1. The purpose is to assist parishes in need.
  - 2. To participate, e-mail the bishop a note and ask for a 50 percent reduction in the pledge.
    - a. It can be any 3 months during the year
- ii. Leighton moved to accept the reduction offer; seconded by Diane.  
**Approved.**

V. Approval of March 2020 Minutes

- a. Wootten was spelled wrong in the March minutes.
- b. Jolene moves to accept the March minutes with the Wootten correction.  
Seconded by Rachel. **Approved.**

VI. Deacon's Report

- a. Power of Attorney and representative for IRS
  - i. Delivering correspondence about the 2016 dispute
  - ii. Handing over payroll
- b. Paperwork for money approved by Congress
- c. Working from home
  - i. The Bishop is having people work from home.
  - ii. The Bishop has extended our distancing to end of April and will probably extend it until the end of May.

VII. Assisting Priest Report

- a. Stream Yard
  - i. Being used for our videos
- b. Children's Ministry
  - i. Rachel is a great children's leader.
  - ii. Children's Facebook group is active.
  - iii. Zoom calls
    - 1. Were great on Easter but have dropped off.
  - iv. VBS cancelled
    - 1. Working with St. Tim's and St. Andrew's for a possible substitute.

VIII. Canon Missioner's Report

- a. What is it about this time that can help us have a stronger future?
  - i. Streaming services
    - 1. Ideas will be coming to the Chapter.
  - ii. A time of Transformation
    - 1. We are being called outside.
- b. Undercroft
  - i. Amma reached out to Iowa State
    - 1. They are thinking about the fall and how they might want to connect on our undercroft project.
- c. Phone Tree
  - i. How is everyone doing?

1. Mike found it hard to reach some people. Most were happy to have a call. He talked to someone whose wife had died and was disappointed about that the Cathedral had not reached out.
2. Rachel had a great phone call helping someone get online.
3. Jonathan had a few good conversations. He was asked to call someone's mother. He sent a group email.
4. Leighton sent follow up cards.
5. Some people were just grateful for calls.
6. Most stressed that they weren't calling for money!
7. We want to send drawings from kids to older parishioners.

## IX. Old Business

### a. Payroll Protection Plan (PPP)

- i. Executive committee would like an endorsement from the Chapter
  1. Discussion – Rick says there are so many small businesses that can't pay their rent or employees. But we can pay our bills. Even though we are entitled, but morally, do we really need to get in line in front of some people that need money more than we do? (Including other churches.)
  2. Skeet stressed that this is a loan but if it is not used for the purpose granted it has to be paid back.
  3. Elvin moves to proceed with the PPP loan. Jolene seconds.  
**Approved.**

### b. Organ repair

- i. Is it possible that this could be completed while the church is closed?
  1. It doesn't seem possible. We are on the scheduled for the first week of June.

## X. New Business

### a. Easter 2020 Social Report

- i. Easter live stream
  1. 0 dollars spent and reached 107,000 people
  2. 17,000 people engaged with the post
  3. 37,000 people actually watched the video
- ii. Follow up posts
  1. Had a decrease but still good engagements
- iii. Facebook page
  1. 1100 people came to our page
  2. 92 liked the page
  3. 208 people followed the page
- iv. Website Traffic
  1. Up 1300%
  2. Bounce rate is usually 50 to 60 % but ours decreased to 30%
- v. Takeaways

1. Keep coming up with interesting opportunities
  2. We should submit what we do to news stations
  3. Take advantage of interest but don't overload people with content.
  4. Monitor comments carefully. Be consistent and kind.
- vi. Mark Babcock
1. Amma Nicola wanted to thank Mark for his leadership and dedication
- b. Cathedral Response to Community Distancing
- c. Parking Lot
- i. Orchard Place
    1. Has an interest in renting 29 spots.
    2. We are working towards a June 1 start date for Orchard Place to begin renting.
    3. Skeet is drawing up a contract for them to sign.
    4. We will give our current renters notice.
    5. We will reimburse anything prepaid.
    6. If someone has not paid, we will not seek payment through collections.
- XI. Junior Warden's Report
- a. Working on bids for restriping parking lot
  - b. Working on voting for delegates
- XII. Senior Warden's Report
- a. Streaming services on Sunday
    - i. Chapter, please volunteer.
  - b. Outreach opportunities
    - i. Choir to sing from home
    - ii. Reaching members from home
  - c. Amma's letter to Sr. Warden and Bishop
    - i. Amma expressed an interest in being involved greater than half time
- XIII. Closing Prayer – Fr. Zeb