

**Cathedral Church of St. Paul**  
**Chapter Minutes**  
**July 21, 2020**

*Clergy*

Present: Amma Nicola Bowler, Deacon John Doherty

Absent: Bishop Alan Scarfe, Father Troy Beecham, Father Zebulun Treloar

*Officers*

Present: Rick Stearns, *Treasurer*

Absent: John Stender-Custer, *Clerk*

*Class of 2021*

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

*Class of 2022*

Present: Diane Hayes, Stephanie Wells, *Junior Warden*, Skeet Wootten, *Senior Warden*

Absent: Tom Thompson

*Class of 2023*

Present: Elvin McDonald, Rachel Secretario Hill, Mike Gillespie

Absent: Jonathan Hansen

### Mission Statement

The Cathedral Church of St. Paul, the Cathedral and liturgical center of the Episcopal Diocese of Iowa, is a vital metropolitan Christian community. We are committed to accepting and giving Christ's unconditional love through worship, fellowship, education, and service within and beyond our parish church.

- I. Opening Prayer – Amma Nicola
- II. Mission Statement – Skeet Wootten
- III. Statement of Conflict of Interest
  - a. Skeet has a professional relationship with the church.
  - b. Matt's wife works for the Diocese.
  - c. Deacon John works for the Diocese.
  - d. Elvin's spouse works for the cathedral.
- IV. Treasurer's Report – Rick (supplemented by Deacon John)
  - a. Financial Position Report as of the end of June
    1. This is the first report since beginning to use the bookkeeping firm; the appearance and styling of reports is somewhat different. Overall, it gives a more detailed explanation of our liabilities, expenses, and assets. It is a modified cash-basis accounting.
    2. There is not much change overall in assets and liabilities.
    3. We are really doing pretty well with usual income. Last month we received an anonymous \$10,000 gift that has helped catch up our

drop in plate income. Our pledge income is slightly below budget, but is usually very reliable, and close to what we had budgeted.

4. Our quarterly endowment draw is due to come in next month from Vanguard.
  5. We have a new ongoing gift from Jean McComber of about \$10,000 per year of which 20% will be directed toward Cathedral Arts and the rest toward general budget.
  6. We will be working on Payroll Protection Program paperwork.
  7. Our paperwork to transfer the rest of our investments to Vanguard is finished and we should be transferring soon.
  8. John and Rick really appreciate the ongoing work by the bookkeeping firm, and they have been very flexible and thorough with getting to know our nuances.
- b. Leighton moves to accept the Treasurer's Report. Seconded by Elvin. **Approved.**
- V. Approval of the June 2020 Minutes
- a. Diane moves approve the minutes. Seconded by Mike. **Approved.**
- VI. Deacon's Report – Dcn. John
- a. File for usernames and passwords is getting large and somewhat messy, so John is working to use a secure software to redo this list.
  - b. Has enjoyed working on in-person Sunday worship this week. It has been a lot of work, but very rewarding. Zeb has been very helpful in this effort but is on vacation this particular week.
  - c. Working hard to get everyone set up on their online logins so they can do their jobs online.
  - d. Bookkeeping partners have been very helpful but starting up has required a lot of work.
    1. Skeet asks if the bookkeeping firm has helped re-direct Dcn. John's energies toward projects at the Cathedral he is more interested in. He assures us it has been very helpful in getting his own energies organized, and in getting our paperwork organized.
    2. Rachel says John is doing a great job!
- VII. Assisting Priest Report – Fr. Zeb
- a. Father Zeb is on vacation.
  - b. Father Zeb submitted a written report.
  - c. Rachel wants to note that we had a great virtual VBS that Zeb and Rachel were a big part of and worked with St. Tim's and St. Andrew's.
    1. Skeet recommends posting pictures with Kathy Temple on our social media and with John Zickefoose for The Journey.
    2. Amma Nicola wants to note that she and her daughter also really enjoyed the VBS and thought it was very well done.
- VIII. Canon Provost's Report – Amma Nicola
- a. Breaking bread together outside on Saturday was wonderful.
    1. We will continue to be able to do this moving forward hopefully as it is

- b. In Des Moines in person more often during the week and continues to brainstorm ways to meet in Des Moines locally and network more on behalf of the Cathedral
    - 1. This includes the Des Moines Area Religious Council in their panel for youth leaders that met this past weekend.
  - c. Amma Nicola is participating in some local political events with Pete Buttigieg.
  - d. Recently reached out to Trinity Cathedral, Davenport, so that we can jointly host an online prayer vigil if possible. Dean Horn is currently on vacation, but Amma will continue to work on this.
  - e. Dismantling Racism training is required of all lay and ordained leaders in the Episcopal Church. Most of the Chapter has not done this in the past, and Amma recommends we all join with her to try to do the online class sometime in the next few months.
  - f. Annual Diocesan Convention is going to be online for a single day this fall on October 24.
    - 1. John Doherty: any delegates will need to have reliable access to the internet and the Cathedral is willing to help with equipment and internet if needed.
    - 2. John Doherty: there will be two conventions next year, a Bishop Electing Convention and the usual Annual Diocesan Convention (which will be hosted by the new Bishop).
  - g. We have been working to put together a subcommittee to guide the Undercroft renovations. They are:
    - 1. Amma Nicola
    - 2. Tony Braida
    - 3. Deacon John
    - 4. Elvin
    - 5. Anne Reasons
    - 6. John Zickefoose
  - h. Amma Nicola and Stephanie have been working on a shared drive for Chapter documents. It is not ready yet but is nearly ready.
- IX. Old Business
- a. Organ Repair
    - 1. It has been repaired, including the electrical issue from last month. It is now fully functional.
  - b. Parking lot restriping
    - 1. It is done. Thanks to Stephanie for her work on this.
  - c. Jolene: GILEAD Grant has been written and sent to the Chapter and will be submitted soon.
    - 1. Jolene has asked Stephanie to send a Docusign affidavit to be signed by officers to register support from the Chapter.
    - 2. Nicola says it is very positive. Thanks to Jolene from Rachel and from many of us for how well the process is gone and how many people have worked on the grant.
  - d. Jolene: We had decided that we were going to join the Diocese in their Faithful Innovations Initiative. Jolene wanted to re-assess interest now that the meeting will be on Zoom.

X. New Business

a. Church re-keying

1. Stephanie is getting quotes for keying now, and possibly electronic access later.
  - a. Walsh is bidding \$317.79 for re-keying. This is for 3 doors and 20 keys.
  - b. The other firm has not responded to Stephanie's efforts to reach them.
  - c. After re-keying, there will be a new formal policy on who will get keys and how they will be checked in and out.
  - d. Motion Stephanie to approve the above bid in heading a. Seconded by Elvin. **Approved.**

b. Worship Live-Streaming – Rick

1. Chuck Seel, Tim Heard, and Rick have been working to get different vendor bids for this possibility. The two vendors who reviewed our request recommend a 3 camera setup.
  1. Iowa Audio Visual bid \$23,500, but with different equipment has been raised to \$25,500
  2. Conference Technologies bid \$29,000 for similar work
  3. With either of the above bids, we would still need to add other expenses for the sound board and wiring of about \$4,000 to \$5,000 by Rick's estimate.
  4. Rick argues that having this ability to livestream and record our worship and other services in high definition will be very beneficial to our future engagement with our community.
  5. With both bids, Rick estimates it will take a few weeks, maybe as much as 2 months to complete.
  6. Elvin: He believes this a wonderful and necessary proposal.
  7. Diane: Her question is about audio microphones for the choir. She is concerned the quality of that recording would be very important and is not usually well-recorded on basic equipment. Rick responds that he and others asked the companies specifically about the choir sound quality, and they assured us that the equipment being considered should be adequate.
  8. Jolene: If the equipment is installed stationary, will it not be able to be moved

for other small services or meetings in other parts of the building? Rick answers that the cameras being considered are not movable, but we can look into extra cameras or movable cameras for other uses. Dcn. John offers that the Undercroft renovations should take multiple technology issues into account.

9. Skeet: Does the system have the capability to work wirelessly? How much training is involved in running the system? Rick answers that the system is fairly sophisticated, and we would likely need to hire someone to do the recording as opposed to relying on volunteers.
10. Mike: This is a good project, and the newness of it will be important with our parishioners at home during the COVID pandemic, but it will be very useful even later for us. Rachel agrees this will be very useful.
11. Rick would like to have a motion to move forward soon, and is hopeful funds could come from the Cathedral Preservation Fund.
12. Further discussion on financing options...
13. Further discussion on technical aspects of the project...
14. Skeet: We should have a smaller group of folks meet to assess our funding possibilities, but hopefully, we can have a special Chapter meeting or discuss this again at next Chapter meeting

c. Electrical Work at the Cathedral – Amma Nicola

1. There are basic electrical cleanup issues around the Cathedral that need to be addressed. There are many old wires that go to random places that need to be removed or repaired. There are also many lighting issues.
  - a. Stephanie and Rachel agree that this is an urgent safety issue.
  - b. Without a formal motion, the Chapter generally assents that Amma Nicola may research this issue and collect bids.
2. Diane brings us information on copyrighting as concerns printing and livestreaming. At her employer, they have seen that you need both a printed and livestream license. She has collected bids for this and finds it to be \$405/annum at OneLicense. There are other licensing possibilities we may not need, like ASCAP.

- a. Discussion
  - d. Returning to GILEAD Grant – Jolene
    - 1. We need to make sure we get budgeting documents together to complete the grant for a \$51,000 position. Per Jill, this was a multiplier of our current assisting priest salary and benefits at half time.
  - e. Social Justice Initiatives – Jean Davis
    - a. Wants to encourage participation in Becoming Beloved Community. The program is setup on the Diocesan webpage, and we will begin to meet monthly to participate in this next month.
  - f. Regathering plan – Amma Nicola
    - 1. Worked on by Deacon John, Amma Nicola, and Fr. Zeb
    - 2. We hope to begin outdoor services in July but it depends on Covid levels in the communities where we live. The outdoor garden area north of the cathedral would be used. This would be a spoken service after the carillon concert.
      - a. We would use the parking lot as a seating area. Each family will have a distanced area away from other family groups.
    - 3. Fr. Zeb is making a video to explain what this experience will be like.
    - 4. There will be an opportunity to go into the chapel to receive the reserved sacrament.
    - 5. They are working on another plan to start gathering inside about a month after we start gathering outside.
    - 6. Skeet asks about tents and shade. We can invite people to bring umbrellas for themselves. This is something else to think about.
  - g. Garden – Elvin
    - 1. The garden is clean and off to a great start with the work of many people.
- XI. Junior Warden’s Report – Stephanie
- a. We have already discussed many issues that the Junior Warden is working on. No formal report at this time.
- XII. Senior Warden’s Report – Skeet
- a. We have entered the 3<sup>rd</sup> quarter of the year, so we will need to begin to look at possible members to work on both Annual Budget for next year and Stewardship drive for this fall
  - b. Fred Steinbach will be working on our Diocesan Assessment Appeal as a third party. We will continue to work on this and update when we can.
  - c. Thank you to Diane for her lovely banner work! And thank you to everyone who has continued to work on regathering, on online church, on Carillon concerts, and all the other special worship ministries we have had going on!
- XIII. Closing Prayer – Amma Nicola