

**Cathedral Church of St. Paul**  
**Chapter Minutes**  
**December 15, 2020**  
**5:30 p.m via Zoom**

*Clergy*

Present: Amma Nicola Bowler, Deacon John Doherty, Fr. Zebulun Treloar

Absent: Bishop Alan Scarfe, Fr. Troy Beecham

*Officers*

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

*Class of 2021*

Present: Jolene Phelps, Leighton Carlson, Jill Southworth

Absent: Matt Petty

*Class of 2022*

Present: Diane Hayes, Stephanie Wells, Skeet Wootten

Absent: Tom Thompson

*Class of 2023*

Present: Elvin McDonald, Mike Gillespie

Absent: Rachel Secretario Hill, Jonathan Hansen

Guests: Mark Sherinian, Andrew Lynner, Eric Lynner, John Wetherell, Amy Garcia, Jean

- I. Opening Prayer
- II. Mission Statement
- III. Statement of Conflict of Interest
- IV. Jacob's Place Annual Report – John Wetherell
  - a. Approval of the 2019 Jacob's Place Meeting Minutes
    - i. Jolene moves to approve the minutes as presented. Jill seconds.  
**Approved.**
  - b. The audit had a good result. If the chapter would like a copy, the chapter could have a copy. Skeet would like a copy for the records. Andrew will give an electronic copy to Skeet.
  - c. Facility inspection by HUD – Iowa Finance Authority does this. It was done in May of 2020. The final report from the IFA had a minor exception but there was a satisfactory conclusion.
  - d. Tax return has been filed.
  - e. Capital expenditures – Andrew Lynner and Eric Lynner with comments from Amy Garcia about the Covid 19 pandemic and what has been done with results to date regarding remediation efforts.
    - i. Above budget – actuals are above what they budgeted for.
    - ii. Capital expenditures – biggest is a new roof in the spring. \$177,000. Carpet and vinyl replacement, appliances, etc. Every

month there is a contribution to capital reserves. (About 10,000 a month.)

- iii. Just finished replacing all of the fan coil units over 10 years. Jacobs place is demographically elderly and disabled. Amy Garcia was hired this year.

- 1. Amy - started efforts in March. Always followed CDC guidelines. Masks, washing hands, signs, sanitizers, etc. Two positive cases in July and 5 in December and none as of right now. Doing well overall.

- f. 2020 Slate of Officers and Directors
  - i. Skeet Wootten came onto the board. 3 board members whose time expired were asked to stay.
    - 1. Skeet moves to accept the Jacob's Place Board of Directors. Leighton seconds. **Approved.**
  - ii. Jolene moves to accept Jacob's Place Officers. Seconded by Jill. **Approved.**

- g. About 80 people live at Jacob's Place. Jacob's Place was built around 1980.

- h. St. Paul's and Jacob's Place Relationship: Jacob's Place is an Iowa not-for-profit corporation. It must have chapter officers and members. The only "shareholder" or "member" is the Cathedral. There has to be an annual meeting of the members each year under Iowa law and this is what the meeting we are having now is. There used to be a member of St. Paul's on the board of Jacob's Place. The bi-laws also state that non-members of the cathedral parish can be on the board as well.

V. Approval for nomination for Vocational Diaconate – Jean

- a. If Chapter approves it they will need to complete a form.

- i. All of this can be done through docusign.

- b. Stephanie moves to approve and Elvin seconds. **Approved.**

VI. Treasurer's Report – Rick

- a. All of our bills are paid. John does a great job. We have money in the bank and money in the transfer fund that we will carry over into next year. All things considered we are in a good place.

- b. We will not need our 4<sup>th</sup> quarter draw from endowment. This is great news. We might need 4 or 5 thousand dollars but it keeps more money in the endowment fund.

- c. We are down substantially on plate offerings. We are doing a good job keeping up with pledge payments.

- d. Mike moves to approve the Treasurer's Report. Elvin seconds. **Approved.**

VII. Approval of the November 17, 2020 Minutes

- a. Jolene moves to approve. Mike seconds. **Approved.**

VIII. Deacon's Report

- a. Report Attached.

IX. Assisting Priest Report

- a. Report Attached.

- b. Children

- i. Zoom with St. Nick hosted by us for the diocese.
  - c. Working with Jean Davis and Deacon John on events
  - d. Streaming
    - i. Amma Nicola asks if a synopsis of this could be put in paragraph form after the calendar is figured out.
- X. Canon Provost's Report
  - a. Report Attached
  - b. Revising Fr. Zeb's letter of Agreement in light of receiving the Gilead Grant towards the expanded position. Some of the additional things include the website, Christian formation for adults, pastoral care visits for the vulnerable, and working with Jolene to interface with Des Moines Chamber of Commerce.
  - c. Communications committee that Kathy chairs will meet monthly. Streamlining our branding and look (even if we don't like that terminology).
  - d. Live streaming – everything is up and running. Rick says this is a good and high quality product. Next Monday we will start training on it. Everyone will be pleased. It is not as difficult as he thought it would be although timing is key.
    - i. Fundraising – the \$5,000 match was nearly met at the last update. The diocese granted \$5,000.
  - e. Outreach – Carillon carols on December 20 at 4:00. Energy and resources into advertising that. Hot cocoa will be served in a safe manner. Hand out souvenir coffee mugs.
  - f. New chapter members.
  - g. Annual meeting. January has 5 Sundays. Holding meeting on January 24<sup>th</sup>. Zoom meeting format for this. The bishop has given some tips and advice. The idea is to keep it simple. Have written reports and limited oral reports. Chapter doesn't have an objection to January 24<sup>th</sup>.
  - h. Chapter retreat – What are 2 or 3 goals that we can commit to in 2021? Where would the chapter like to see St. Paul's move in the coming year? Things that we need to do and things that we would like to do...
- XI. Old Business
  - a. Live streaming ready to go for Christmas Eve.
  - b. The clergy needs to get together for the format for the service and then everything is built around that.
  - c. Amma mentions that the challenge around Christmas is that the bishop is taking Christmas Eve and Christmas day. Amma will communicate this with the bishop.
  - d. The first January service will be on the new system for sure.
- XII. New Business
  - a. Volunteers for Christmas Eve Services
  - b. 2020 Budget - Rick
    - i. Advisable to wean us away from drawing from the endowment
    - ii. Happy to entertain or answer any questions. They put a lot of work into it.

- iii. Don't leave questions until next month. Ask them in between now and the next meeting.
  - c. Chapter Nominations
  - d. Chapter Counters
- XIII. Junior Warden's Report
  - a. Concrete is done. Looks good.
- XIV. Senior Warden's Report
  - a. Jacob's place board position. The senior warden becomes a member of the board of Jacob's place. Whoever ascends to the lofty position of Jacob's place also gets to do that. It is good that there will be institutional knowledge moving forward. Skeet thanks everyone for what has been an interesting year.
- XV. Closing Prayer – Fr. Zeb