

Chapter Meeting 5/21/2019, 5:30pm St. Paul's Episcopal Cathedral

Attendance:

Clergy

Fr. Troy Beecham
Dcn. John Doherty
Dcn. Zebulun Bevans-Treloar

Class of 2021

Matt Petty
Jill Southworth

Class of 2020

Derek Sadler
Rick Stearns
Laurie Theis

Class of 2022

Diane Hayes
Tom Thompson
Stephanie Wells
Skeet Wootten

Absent

Brad Schaefer ('20)
Leighton Carlson ('21)
Jolene Phelps ('21)

Guests

None

[Members from above referred to by first name following]

Opening Prayer – Fr. Troy Beecham

Reading of Mission Statement – Skeet Wootten

Treasurer's Report – Jill Southworth

- Timing of the treasurer's report. The report for today's meetings was sent out late afternoon without sufficient time for review. This has been addressed and in the future will go out a week prior to the meeting.
- Income is lagging a bit more than we want; expenses are slightly over budget (approximately \$1,700). This is primarily due to 2 larger expenses - legal fees and a consultant to assist with the historic tax credit. Both of these items should result in additional income.
- We continue to operate at a deficit.
- Motion to accept Laurie, seconded by Diane. Unanimous approval.

March Meeting Minutes

- No April minutes due to Chapter retreat.
- Motion to accept Jill, seconded Diane. Unanimous approval.

Deacon's Report – Dcn. John Doherty and Dcn. Zebulun Bevans-Treloar

- Property updates
 - The lift was to do repairs on the west side of the bell tower. It cost approximately \$1,000. Addition work needs to be completed (mortar work) and would be approximately \$1,500. The money could come from the preservation fund.
 - Motion made by Tom to approve \$2,000 from the preservation fund to continue the bell tower tuck pointing, seconded by Matt. Unanimous approval.
 - Stoop by back door is being looked at by contractors.

- Alley concrete is causing issues due to how it was installed (no joint between concrete and building brick). It is work that was completed by the city. We will address the issue with the city however the concrete needs to be repaired or it will cause building damage.
- Stairwell to 9th street from the undercroft there is water damage
- Shelter Meal
 - Meal is Friday, May 24
 - We need volunteers to assist with this ministry; with the current level of volunteer support it is not sustainable.
 - Two options have been proposed - doing the shelter meal less often or partnering with another metro church.
 - Food donations and volunteers to help are both an issue. The church is spending \$300 - \$400 per month to supplement the donations.
 - Dcn. John will reach out to other parishes to see if they are interested in participating.
- Parishioners Update - we have a member whose father passed away and another who is receiving home communion.
- Directory - Dcn. John has an updated directory
- Summer Ministries Retreat in June - Dcns. John and Zeb will be attending
 - <https://iowaepiscopal.org/Ministries/summer-ministry-school-retreat.html>
 - There are cohorts you can join for support during the year
- Dcn. Zeb - Ordination is Saturday

Dean's Report – Fr. Troy Beecham

- Outside weddings
 - Fr. Troy is working on creating a document to guide outside weddings.
 - A wedding coordinator will be hired to assist with these weddings and will be paid through fees from the wedding.
 - If you know someone who would be interested, see Fr. Troy
- Bishop Scarfe will be in attendance on Sunday to present GILEAD.
 - Fr. Troy is calling our top donors this week to make sure they have received their information and if they have any questions.
 - GILEAD final gathering is June 9
 - Packets will be handed out beginning this coming Sunday (May 26)
- Will be gone June 11 - 17 including Sunday June 16

Old Business

- Cathedral Planning/Strategic Planning
 - Last meeting was 4/30/19
 - The group is working on a proposal to be presented at the Diocesan Board meeting on September 14, 2019
- Summer Youth Choral Project - No update

New Business

- Tax ID - Any fundraiser for the church where the church's tax ID will be used (e.g. a portion of your ticket is tax deductible) must come before the Chapter for approval.
- Endowment Funds - The vote from March on the use of principal of the endowment fund required a vote of 80% of the investment committee and a 2-week notice to the Parish prior to the vote. The investment committee did meet and voted unanimously to withdraw principal from the endowment fund (confirmation of this vote attached). At the Annual

Meeting with the budget presentation it was announced endowment principal would be utilized to fund the budget for the year and the Annual Meeting minutes reflect this notice.

- AEDs - Motion by Matt, seconded by Derek to appropriate up to \$3,000 for the purchase and installation of 2 AEDs for the church. Unanimous approval.
- Investment Committee - The investment committee needs at least one more member and one needs to be from the Chapter. Derek and Tom were nominated and elected by unanimous approval.

Junior Warden's Report – Matt Petty

- Historic Tax Credit - We are working on obtaining approval to receive a tax credit on renovations. The work on obtaining this designation began about 2 years ago and was approved by the chapter. It would result in up to a 25% tax credit on the cost of work; as we don't pay taxes it would be a refund to the church.
 - Matt will meet with the consultant (and anyone who wants to help) to see what steps need to be taken next in June.
 - Goal is 25% of the kitchen remodel and the roof costs.
- Property Committee Meeting Report
 - Bill Graham resigned as chair and from the committee due to his position with the Diocese and possible conflicts of interest.
 - Phyllis Melton is acting as chair on a temporary basis.
 - Possible projects
 - High Street Chapel door replacement
 - Flooring
 - Automated External Defibrillator – discussed where to place them: one by the Narthex and the other in the undercroft
- Chapter Numbers - At the retreat it was discussed to decrease the number from 12 to 9. Would like to discuss further and possibly pass a motion at the June meeting.
- Organ concert and art show - Friday, June 28

Senior Warden's Report – Skeet Wooten

- Deacon Zeb's Ordination - Saturday, May 25 at 11:00
- Courtyard Dinner - June 8
 - Currently have 38 tickets sold
- Young Members Dinner Group
 - Was held May 17 at Mark and Tony's house
 - June meeting will be at Skeet's house on June 21
- Chapter Counters - Updated list for the second half of the year was sent by John Z. Contact John if you are scheduled for a Sunday that does not work for you.
- Meeting with the Bishop - Skeet, Matt, and Fr. Troy met with the Bishop on how we can be a better Cathedral. It went well and there will be ongoing conversations.

Closing Prayer – Fr. Troy Beecham

Respectfully Submitted,
Stephanie Wells, Clerk

01/20/2019

Investments & Endowment Committee

Members Attending: Sharon Gentsch, Chuck Seel, Jill Southworth, and Chuck Wheeler

Guest: Skeet Wootten

Chairman Seel called the meeting to order and outlined the primary reason for the meeting. The Chapter has requested the I/E Committee consider a request for a special withdrawal from the Endowment Fund to cover an anticipated deficit in the 2019 Operating Budget:

Motion for the chapter to seek the permission of the financial investment committee to draw down up to \$125,000 from the endowment fund to fund the operating budget, in addition to the 5% draw already stipulated in the bylaws.

In accord with Cathedral By-Laws (3.3c) a "yes" vote of 80% of the five member I/E committee is necessary for approval of such an additional draw from the Endowment fund. With only 4 members of the committee in attendance, as unanimous vote would be required.

Seel reported to the committee members in attendance that Christine Halbrook would not be joining them. He reported she had contacted him Friday saying they were attending another church and she did not think it was appropriate for her to continue on the St. Paul's committee. Seel suggested she formally resign by communicating it to the Senior Warden or the Dean.

After an explanation of the requested action, a thumbnail sketch of the Cathedral budgeting and funding over the past three years, and a look ahead at the proposed 2019 Budget by Seel and Cathedral Treasurer Jill Southworth, the floor was opened to questions and comments. The special draw up to \$125,000 would be in addition to the allowed 5% draw of approximately \$59,000 for 2019.

Chuck Wheeler asked a series of questions about specific budget items which prompted more budget discussion. Sharon Gentsch, while expressing a willingness to support this motion at this time, expanded on her concern that we are spending money to be something we aren't and that cannot go on forever. Jill Southworth expressed her concerns that we will spend away the core of the Endowment. A comment made to that point noted that every reduction in the Endowment by such a large draw down, will potentially reduce the allowed annual draw amount of 5% of the balance in future years.

The committee voted with all four member in attendance voting in the affirmative to approve the one time withdrawal up to \$125,000.

In other business there was brief discussion with Senior Warden Wootten about committee membership, i.e. a replacement for Halbrook, and a new chair for the committee as Seel's term is up with the annual meeting.

Treasurer Southworth brought up concerns about information and transparency of transaction related to the Investment accounts. Chuck Wheeler contributed to the discussion and there was agreement that improvements need to be made. The discussion highlighted the need for more timely and complete communication from Cathedral staff to the Treasurer and the I/E and Finance committees

about transactions. Also there needs to be communications and periodic communication regarding the investments in the Diocesan investment account.

The meeting concluded with brief discussion that, absent special urgent business, the I/E committee should meet twice a year at a minimum.

Respectfully Submitted, Chuck Seel, Chairman (Interim)