

**Chapter Meeting 10/15/2019, 5:30pm
St. Paul's Episcopal Cathedral**

Attendance:

Clergy

Fr. Troy Beecham
Fr. Zebulun Bevans-Treloar

Class of 2020

Derek Sadler
Rick Stearns

Class of 2021

Leighton Carlson
Matt Petty
Jill Southworth

Class of 2022

Diane Hayes
Stephanie Wells
Skeet Wootten

Guests

None

Absent

Dcn. John Doherty
Jolene Phelps
Brad Schaefer
Laurie Theis
Tom Thompson

[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

- Profit through end of September is at 74%, which is good.
- Total expenses are approximately 1% higher than income.
- Preliminary 2020 budget work has begun by the finance committee. \$135,000 budget deficit is currently predicted. If we do not take a large withdraw from the endowment, expenses will need to be cut significantly. Largest budget item is staff.
- There are number of expenses that are higher (refuse, maintenance, etc) that are attributed to Connections Café. Discussion on charging a fee for usage of the space instead of billing them for miscellaneous expenses we incur due to usage of the space.
- Thank you to Deacon John for all of his work on our finances and getting them in order.
- \$12,000 - \$15,000 in organ repairs need to be completed this year.
- IRS \$9,600 bill for inappropriate withholding taxes. We have documentation that this was paid properly and on-time. Jill and Deacon John are going to meet with the IRS field agent to get this sorted out. We may have to pay the \$9,600 and then receive a reimbursement from the IRS.
- Motion by Dianne to approve the financial report; seconded by Leighton. Unanimous approval.

September Meeting Minutes

- Motion by Jill to approve the September minutes; seconded by Rick. Unanimous approval.

Deacon's Report – Dcn. John Doherty (Submitted via Email)

- I continue to visit people in our parish needing home communion or even just a visit.

- I schedule our lay Eucharistic Visitors and talk to them after their calls. I attend most committee meetings such as property, sanctuary group, the looking forward Cathedral Challenge group, communications, finance, and executive.
- I attended the Connection Café's board meeting The Bridge and spoke to them regarding concerns of security and finances and cleaning. I plan to attend often to increase communications between our groups.
- Finances take the majority of my time, particularly at this time of budgeting and stewardship. Building supervision, scheduling, and property take the second largest chunk of time. Along with general office duties and talking to visitors in person and by phone. Reconciliation of investment and banking statements take time.
- I have taken myself off the preaching rotation and will not be able to lead classes until my work load shifts. I find myself working far beyond my contracted hours. I have not taken my vacation this year and used only a portion of it the last 2 years. St. Paul's also grants me continuing education leave for which I find no time to use.
- I have officiated at three marriages at St. Paul's this year. It is very time consuming but I truly enjoy getting to know the couples. Others have talked to me about getting started in the process, but I have asked them to contact either the Dean or Fr. Zeb about matrimony.
- Maintaining the website contact forms and signup sheets is at least a monthly duty. I watch for calendar needs and work with the rest of the staff to keep it updated.
- Watching over the outreach ministries is both my passion and a time commitment. I try to recruit volunteers for leadership positions in the areas of Connection Café and the Shelter Meal but find it an ongoing struggle.
- The finance committee has worked to begin the budget process. In looking at the two condensed worksheets you see only the summary category lines. The income is the same except for an added fund raiser, GILEAD funds that have been given to the diocese but earmarked for St. Paul's, and some funds which will come to us from the diocese to offset Fr. Zeb's expenses; much like we now get monthly check to offset the diocese's portion of my insurance. It will be difficult to know the Gilead
- amount until we begin to receive the funds. To balance the budget without continued funding from the endowment or another source results in changes which will have major impacts on our lives at St. Paul's. How we have done things, when and with whom we have relied upon will be different.

Assisting Priest Report - Fr. Treloar

- All Saints Party on November 1 from 6 - 8 at St. Mark's. Come dressed as or ready to talk about your favorite Saint.
- Young Adult Retreat from December 6 - 8 in Webster City. Registration is now open.
 - Fr Tom Early and Fr Treloar are facilitating the retreat.
 - Program includes time to relax, confession, spiritual direction, classes
- Has been asked to be a representative to the Provincial Council. Will discuss with Bishop Scarfe.
- Children's program is going well.
- Will be holding a dinner to talk about bible studies/promote them/answer questions.

Dean's Report – Fr. Troy Beecham

- Diocesan Convention October 25 - 27
 - Dinner from 5 - 7 on Friday, October at St. Paul's followed by Choral Evensong and a speaker.

- Saturday evening prayer at Marriott
- One Eucharist for the Diocese at the Marriott. It will be Zoomed in to all parishes. Communion at St. Paul's will be from reserve.
- Advent Tea - need someone to coordinate.
 - Stephanie P coordinated last year but would like to pass it on.
- Shrove Tuesday Pancake Lunch - need someone to coordinate.
 - Possibility of moving it to a dinner.
 - St. Luke's has a successful pancake dinner.
- Connections Café Fundraiser - Sunday, October 20.

Old Business

- High Street Door Replacement - Door is currently being painted and should be installed within the next 3-4 weeks.

New Business

- Diocesan Assessment
 - Assessment for 2020 is \$72,729. The calculation was updated for 2020 but assessment is still on gross income. This is more than half of our 2020 deficit.
 - Our gross income includes drawing from our reserve so we are assessed on this draw.
 - Discussion on appealing our assessment.
 - Motion by Rick to appeal our 2020 assessment to 10% of pledge and plate, seconded by Leighton. Unanimous approval.
- Gifting Policy - Skeet passed out new gift policy. We will vote on it in November
- Stewardship Campaign
 - For the Fruit of All Creation - thank you to Mark Babcock for the idea.
 - Officially kicking-off on Sunday, October 20.
 - Looking for volunteers to speak on Sunday. 2 minute announcement, why we're pledging, ask others to pledge, it pays for our ministries.
 - 8:00 - Skeet
 - 10:00 - Dianne
 - Need to focus on the why
 - Website is in the process of being updated
- Chapter Nominations - Please continue to think of people who may be interested in serving on the Chapter.
- Connections Café
 - There is \$40,000 available from Bridges to redo the undercroft.
 - Matt will talk to Property Committee; A member of Chapter will attend next Bridges board meeting to discuss.
 - Space needs to be protected/kept up-to-date going forward.
- Organ
 - The pipe chest that extends over the choir is listing. It is held up by one wood beam and it needs to be replaced.
 - The beam will be replaced by a steel beam. 7 pipes in front have to be removed along with the mill work.
 - It will take approximately a month to do the work.
 - Funds can come from Cathedral Preservation Fund.

- Motion by Dianne to approve up to \$15,000 in Cathedral Preservation Funds to repair the organ pipe chest; seconded by Matt. Amendment by Jill to increase the amount to \$20,000; seconded by Dianne. Unanimous approval of amended motion.
 - Would like the other organ pipe chests checked.
- Hospitality Committee - There isn't one now; is there a need for one?
 - Yes but who would chair the committee. Fr. Troy will ask around to see if there would be interest in serving on this committee.

Junior Warden's Report – Matt Petty

- Gilead Event (Saturday, October 12) - Great event
- Property committee recommendation to pay \$350 to repair sidewalk concrete on southeast corner of building. Motion by Jill to approve bid; seconded by Dianne. Unanimous approval.
- Parking lot
 - Money to repair parking lot can come from parking fees.
 - Current fee is \$75 per month. Discussion on increasing the fee.
 - Motion by Matt to increase fee to \$85 effective January 1; seconded by Stephanie. Unanimous approval.
 - Currently have 2 open spots and no waiting list. CenturyLink no longer has a full staff at the building across the street.
- Accounting Firm - We approached CasterFrame in West Des Moines about doing a short audit, with the audit proposal they provided a list of additional services they provide including payroll. Need to consider them as an option.

Senior Warden's Report – Skeet Wooten

- No report.

Closing Prayer – Fr. Troy

Respectfully Submitted,
Stephanie Wells, Clerk