

**Chapter Meeting 11/19/2019, 5:30pm  
St. Paul's Episcopal Cathedral**

**Attendance:**

*Clergy*

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

Jill Southworth

*Class of 2022*

Stephanie Wells  
Skeet Wootten

*Class of 2020*

Derek Sadler  
Brad Schaefer (via phone)  
Rick Stearns  
Laurie Theis

*Guests*

Jean Davis

*Absent*

Diane Hayes  
Tom Thompson

*Class of 2021*

Leighton Carlson  
Matt Petty  
Jolene Phelps

[Members from above referred to by first name following]

**Opening Prayer** – Fr. Troy

**Reading of Mission Statement** – Skeet

**Statement of Conflict of Interest** – Skeet

**Treasurer's Report** – Jill

- Received a bequest of \$10,000 which will go to the endowment.
- Issue with the IRS has been appealed and is working on being resolved.
- Meeting with accounting firm the week of November 25.
- Income is a bit down with expenses up slightly. Still running a deficit; it looks like it will be between \$14,000 and \$17,000.
- Motion by Laurie, seconded by Matt to accept the treasurer's report. Unanimous approval.

**October Meeting Minutes**

- Motion by Leighton to approve the October minutes; seconded by Jill. Unanimous approval.

**Deacon's Report** – Dcn. John

- Have been working on finances. Had a meeting with Lincoln Savings Bank to get set-up with their systems.
- Working on the issue with the IRS – getting them requested documents.
- Cathedral Arts and Stewardship campaigns. Keeping track of pledges and sending out acknowledgments.
- Preparing for audit review and meeting to discuss financial services.
- Building updates – a urinal in the downstairs bathroom needed to be replaced.
- Getting ready for deaconate ordination service on December 14.

- Pastoral work – visitation with ill parishioners; funeral on Saturday, November 23; working with parishioner seeking asylum
- Working on communications and making sure website is updated.

#### **Assisting Priest Report - Fr. Zeb**

- Advent box will be available next week.
- Young Adult's Advent Retreat is the first weekend in December. Will be gone on December 8<sup>th</sup>.
- There will be a 3:00 pm Christmas Eve service aimed at young children. Will be called Carols and Communion.
- January 20 – 30 will be gone on a trip to the Holy Land with St. Timothy's.

#### **Dean's Report – Fr. Troy**

- Last few Sundays we have not had anyone to stand-up and talk about stewardship. Need someone from Chapter to do so the next few Sundays.
- We have a special dispensation from the Bishop to allow Chapter members to serve 2 consecutive terms if they wish.
- Annual Meeting brunch – we need a plan on how to fund this instead of waiting until the last minute. Would like a plan for this at the December meeting.
- Shrove Tuesday – we need to be thinking about if we are going to do a pancake lunch or dinner. If so, who will coordinate. Would like a plan for this at the December meeting.
- Chapter Nominating Committee – The 4 outgoing members serve on the nominating committee. Will meet with Father Troy to discuss nominations.

#### **Old Business**

- High Street door has been installed. There is still some interior trim work that needs to be completed. Will discuss with the property committee.

#### **New Business**

- Jean Davis: Came to the Chapter for approval as a candidate for ordination for vocational deacon. Motion by Jolene to approve Jean Davis for candidacy for ordination as a vocational deacon in the Episcopal Diocese of Iowa, seconded by Laurie. Unanimous approval.
- Diocesan Assessment – Skeet appealed our assessment to the Diocese; we are waiting for a response.
- Convention Motion – The motion from St. Paul's to encourage efficiencies within the Diocese was referred to the Diocesan Board for review. We will need to follow-up to ensure action is taken.
- Stewardship Campaign – 45 pledging units for \$130,822 so far. In 2019 there are approximately 90 pledging units. Goal would be to have pledges prior to finalizing 2020 budget. Matt will meet with John Z. and Deacon John on next phase of campaign.
- 2020 Budget
  - 3 budget options presented
    - Budget similar to 2019 puts us at a deficit of \$117,568.45
    - A balanced budget gives us a surplus of \$9,302.91 but comes with significant cuts
    - Modified budget puts us at a deficit of \$34,213.21
  - Chapter will vote on budget at December meeting
    - Notice needs to be given for a withdraw from the principle of the endowment

- Discussion on amending the by-laws to clarify the usage of the Cathedral Preservation Fund. Will vote at either the December or January Chapter meeting. Need to provide proper notice to the congregation.

#### **Junior Warden's Report – Matt**

- Property Committee
    - Dry Wall repair on ramp downstairs leading to undercroft. It will cost \$750. Motion by Matt to approve bid for \$750 to repair drywall. There was no second.
    - Flooring bids
      - Parking Lot and High Street Entrances:
        - Poindexter Flooring: \$5,567
        - Louie's Floor Covering: \$6,715
- Property Committee recommends approving the bid from Poindexter. Motion by Matt to approve bid from Poindexter, seconded by Jolene. Unanimous approval.
- Narthex Entrances
    - Poindexter Flooring: 2,199
    - Louie's Floor Covering: \$2,465
- Property Committee recommends either approving the bid from Poindexter or waiting on this project. Motion by Matt to approve the bid from Poindexter, seconded by Rick. Unanimous approval.
- Recommendation to provide very specific direction to the property committee in 2020. They are unsure of the direction the Chapter would like to go and priorities. It will make the property committee more effective.

#### **Senior Warden's Report – Skeet Wooten**

- Consider individuals who will make good Chapter members. We are looking for diversity of opinion within the Chapter.

#### **Closing Prayer – Fr. Troy**

Respectfully Submitted,  
Stephanie Wells, Clerk