

**Chapter Meeting 1/21/2020, 5:30pm  
St. Paul's Episcopal Cathedral**

**Attendance:**

*Clergy*

Amma Nicola  
Dcn. John Doherty

*Class of 2020*

Derek Sadler  
Brad Schaefer  
Rick Stearns  
Laurie Theis

*Class of 2021*

Leighton Carlson  
Matt Petty  
Jolene Phelps  
Jill Southworth (via phone)

Guests

Jean Davis

*Class of 2022*

Diane Hayes  
Tom Thompson  
Stephanie Wells  
Skeet Wootten

*Absent*

Fr. Troy Beecham  
Fr. Zebulun Treloar

[Members from above referred to by first name following]

**Opening Prayer** – Amma Nicola

**Reading of Mission Statement** – Skeet

**Statement of Conflict of Interest** – Skeet

- Skeet – has a business relationship with the church through his work. Investment accounts are held with Wells Fargo. He reimburses all commissions earned through trades back to the church.

**Treasurer's Report** – Jill/Dcn. John

- There is a deficit budget for 2019.
- We received 90% of our pledges for 2019.
- Christmas 2019 was very good.
- In general plate offerings are down for 2019. Believe it is due to individuals not carrying checks or cash. Will put text to donate in the bulletin going forward.
- In the process of switching banks so there are a number of operating accounts. Hope to finish transitioning banks in the next few months.
- Motion by Leighton, seconded by Tom to accept the financial reports as submitted. Unanimous approval.

**December Meeting Minutes**

- Motion by Diane to approve the December minutes as distributed; seconded by Laurie. Unanimous approval.

### **Outreach Committee – Jean Davis**

- The Social Justice/Immigration Committee would like to do public art such as clothes lines with children's clothing and a sign to bring awareness and prayer to the separation of families at the Southern U.S. boarder.
- How it is staged/implemented and when at St. Paul's is open to discussion. The Social Justice/Immigration Committee is currently just seeking approval to pursue.
- Questions:
  - How to promote and get in-front of more people. There are various options to increase visibility from public services, press releases, where to place the display (internal vs. external), etc.
  - How will it be displayed? Will there be people to staff the display? Again, this is open to discussion.
  - How can individuals take action? Prayer and reflection come first from there, there are avenues for action including writing letters.
  - How do we follow-up on impact? Can do post art work conversation, put article in Journey.
- General consensus by the Chapter to support this initiative. The Social Justice/Immigration Committee will bring back a specific proposal to the Chapter to approve.

### **Deacon's Report – Dcn. John**

- Very busy time of year, the annual report to the parish will include more specific updates.
- Will hopefully be back in the monthly preaching rotation going forward.

### **Assisting Priest Report - Fr. Zeb (Submitted via email)**

- Currently traveling in Israel with group from St. Timothy's.
- Godly Play training Saturday March 14<sup>th</sup> from 9 – 3 with Wanda Stahl. Cost of training is \$300.
- Would like to support vacation Bible School held by St. Timothy's and St. Andrew's June 22 – 25 through promoting and providing volunteers.
- Planning a Lent Study Group using *Slaying Your Goliaths* by John Ohmer.
- Christmas Eve 3 pm service had 63 attendees. The time worked well for both young children and older adults. Thank you to Mark Babcock who played at all the Christmas Eve and Christmas Day services.

### **Canon Missioner's Report – Amma Nicola**

- Met with Father Troy prior to his going out on leave and had a very good conversation.
- In her 3<sup>rd</sup> week and quickly getting up-to-speed on everything, getting to know people, and identifying areas of opportunity.

### **Old Business**

- Flood Update –
  - Would like to ask a member of the parish who has an insurance background if they would volunteer to assist with the claims process. General consensus from Chapter on making this request.
  - Meeting with the property committee is pending.
  - We have received reimbursement from the insurance company for the mitigation. The check went to the Diocese (they own the building) and they will remit the money to us.
  - General discussion on future plans for the space – how to engage the broader community in how the space can be utilized, possibility of grants, options for an architect.

## New Business

- Canon Missioner's Agreement
  - Amma Nicola recused herself for this discussion.
  - Motion by Jolene, seconded by Diane to approve the Canon Missioner's Agreement. Unanimous approval.
- Annual Housing Allowances for clergy for 2020
  - Amma Nicola - \$23, 560
  - Deacon Doherty - \$24,000
  - Father Treloar - \$18,350

Motion by Matt, seconded by Rick to approve the 2020 housing allowances for Amma Nicola, Deacon Doherty, and Father Treloar. Unanimous approval.

Motion by Matt, seconded by Leighton to approve Father Troy's housing allowance at the 2019 amount until otherwise notified. Unanimous approval.
- Endowment Fund Draw – Presentation of budget at Annual Meeting will include informing the parish about taking a principle withdraw from the endowment for the 2020 operating budget.
- Payroll/Bookkeeping Services
  - Bid from Brooks Lodden of \$4,000 to perform an audit. This quote was approved by the Executive Committee. The audit would begin after the conclusion of the 2019 tax season (approximately April 30, 2020). Motion by Jolene, seconded by Laurie to approve the bid from Brooks Lodden. Unanimous approval.
  - Payroll service
    - Dcn. John has been doing all of the work for payroll, which takes up a considerable amount of his time. Lincoln Savings Bank does have a payroll service through our banking relationship but it would not be a time savings for Dcn. John.
    - CasterFrame provided a bid of \$200/month to provide payroll services.
    - QuickBooks payroll is \$650/year plus \$60/month for updates. We would be able to drop the monthly expense by engaging a payroll service.
    - Engaging a payroll service will free up Dcn. John's time to focus his energy back on pastoral work.
    - Question on whether the bid includes individuals who receive 1099s. There are a handful of individuals who exceed the \$600 threshold. The proposal does not specifically call out 1099s but we would request they complete these forms.
    - There is an option to expand our services with CasterFrame to include items such as accounts receivable depending upon how we feel the payroll services go.
    - Motion by Rick, seconded by Derek. Unanimous approval.
- Communications Committee Proposal
  - Relationship with M2K ceased at the end of 2019. The communications committee has taken over many of those responsibilities.
  - Website is currently being redone. Tracy Petty is doing a significant amount of work on the website.
  - There is a gap with social media that no one on the committee can fill. Social media is needed to effectively promote the church within the community. It also needs to be consistent.
    - Kathy Temple has said she would do the social media work for \$50/hour. She would spend anywhere from 1 – 2 hours per week on social media.
    - Would need a process for ensuring the proper content is posted and things we want to promote happen. How does this get communicated?

- Staff is working on creating a tracking mechanism to see how successful social media is for St. Paul's.
  - Motion by Rick, seconded by Diane to authorize up to and not to exceed \$3,600 in 2020 for social media work by Kathy Temple. Unanimous approval.
- Sound System Proposal – There is a bid for \$4,000 for updates to the sound system however, we do not have a copy of the proposal yet. We also need a second bid. Chuck Seal is working on the bids. Chapter will wait until there are two proposals to review.
- Cathleen Bascom Book Signing – April 15
  - Request from Bishop Bascom to hold a book signing at St. Paul's on Wednesday, April 15.
  - Tabling request until February meeting.
- Youth Arts Camp – Jolene presented a proposal for the 2020 Youth Fine Arts Camp. Proposed dates are August 10 – 14, 2020. Question about the budget and whether the camp will be revenue neutral. There is no budget yet but the goal would be for the camp to be budget neutral. General consensus from the Chapter to approve these dates.

**Junior Warden's Report – Matt**

- Saturday, January 25 is the special meeting of the Metro Chapter to elect two individuals to the Bishop search committee.

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

- Annual Meeting is Sunday, January 26 after the 9:00 service. There will be no breakfast.
- Diocesan Convention Delegates – We would like to be intentional in our selection of Diocesan Convention Delegates. At the Annual Meeting we will invite individuals to nominate others or self-nominate with a statement of interest to the Chapter. The Chapter will vote on delegates at the February Chapter meeting.
- Thank you to Brad, Derek, Laurie, and Rick for their service to St. Paul's on the Chapter the last 3 years.
- Thank you to Matt, Jill, and Stephanie for their work this year on Executive Committee.
- Class of 2023 Chapter slate: Jonathan Hansen, Mike Gillespie, Rachel Hill, Elvin McDonald.

**Closing Prayer – Amma Nicola**

Respectfully Submitted,  
Stephanie Wells, Clerk