

Episcopal Cathedral of St. Paul: Chapter Minutes

Date: 12/19/2023

Convene Time: 5:55 PM

Clergy:

Present: Dean Nicola Dance

Officers:

Senior Warden Phyllis Melton; Junior Warden Duane Sand; Clerk Jolene Phelps; Treasurer Henry Harmon

Class of 2024

Present: Abigail Allard, Phyllis Melton; Jolene Phelps; Duane Sand

Class of 2025

Excused: Stephanie Morrison, Stephanie Murphy, Tom Smith, John Wetherall

Class of 2026

Present: Sam Hutchinson, Betsy Van Haaften, Rosa Walker

Excused: Nathan Brown

Guests: Andrew Lynner of Jacob's Place

Jacob's Place: Andrew Lynner presented the financials from Jacob's Place to which St. Paul's corporation is a member. Reserve funds of \$404,329 are well in excess of the HUD (\$80,000) requirement. The story of the creation of Jacob's Place is one that should be revisited and told as part of the history of St. Paul's ministry.

Opening Prayer: Shared reading of "Psalm of an Advent Ear"

With prayerful pleas
and Advent songs of longing,
I await the birth of God's Anointed One.
Come, O Gift of heaven's harmony,
and attune my third ear,
the ear of my heart,
so that I may hear,
just as Mary, faithful woman of Israel, heard.
O God, the time is short,
these days are too few
as I prepare for the feast
of the birth of May's son.
Busy days, crowded to the brim,
with long lists of gifts to buy
and things that must be done.
Show to me, also your highly favored child,
how to guard my heart
from noise and hurry's whirl,
so that I might hear your voice
calling my heart to create an empty space
that might be pregnant with heaven's fire.
Quiet me within,
clothe my body in peacefulness,
that your Word
once again may take flesh—
this time, within me—
as once it did in holy Mary,
long Advent days ago.

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Business Agenda:

- **November 2023 Minutes** – Moved for approval by Abigail Allard, with a second from Betsy Van Haaften. Motion approved.
- **November 2023 Financial Report** – Moved for approval from Abigail Allard, with a second from Sam Hutchinson. Motion approved.
 - Current cash flow is estimated to not require additional funds from the endowment for December or January.
 - Henry Harmon announced that he will be retiring from the position of Treasurer in 2024.
The Chapter is grateful for the excellent, generous and caring work that Henry has given to this important ministry.
 - Al Geiger has agreed to act as Treasurer for 2024 initially on a trial basis during which time (and beyond) Henry is willing to provide assistance.
 - Lisa Nelson, Finance Specialist, will be working remotely for a portion of the month.
 - The accounting firm is requiring a \$100/month increase in fees for 2024.

Old Business:

- **2024 Budget** – Moved for approval from Duane Sand, with a second from Sam Hutchinson. Motion approved.
 - Discussion -- Minor changes to update the budget which was presented for review in November
 - Addition of \$2,200 for advertising and promotion
 - Property insurance potential to be reduced by \$2,000 – to be reviewed by Phyllis Melton, Stephanie Morrison and Al Geiger
 - \$5,000 for Formation Specialist to be transferred to IT Specialist
 - Deficit draw is estimated at 22% of operating income. This is seen by the Administration and Chapter as unsustainable and serious questions are being asked on future approaches.
 - Letter to be drafted by Duane Sand regarding Stewardship share with direct relationship to conversations held with the Ways and Means Committee in 2023 and deficit draw.

New Business:

- **Purchasing Policy** – Moved for approval from Abigail Allard, with a second from Betsy Van Haaften. Motion approved. *Please see Addendum 1.*
- **Dean's report** – *Please see Addendum 2 for full report*
 - Meetings with Bridge and area Clergy have been ongoing and will continue with conversations regarding ecumenical outreach.
 - Staff changes with one volunteer position created. *(See Addendum 3)* **St. Paul's is grateful for the important work of Jonathan Hansen and Austin Rozendaal.**
 - Building Revitalization report.
 - Macomber Bequest – grant cycle deadline is 12/31/2023.
 - Bishop's schedule at St. Paul's.

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- Junior Warden's report
 - Help Des Moines see the importance of St. Paul's and other area churches to the history and future growth of downtown.
 - Be a voice within the Greater Des Moines Partnership's focus on Placemaking.

Closing Prayer: Amana Nicola closed the meeting with prayer.

Adjournment: Motion to adjourn made by Abigail Allard, with a second from Betsy Van Haaften. Motion carried.

Adjournment Time: 7:00 PM

ADDENDUM 1

Episcopal Cathedral of St. Paul
December 19, 2023

Purchasing Policy

400.16

This Purchasing Policy adopted by the Chapter on 19th day of December, 2023 authorizes the Dean (or the Priest in Charge), Senior Warden, Treasurer, identified Committee Chairs, Executive Assistant to the Dean, Director of Music, Cathedral Arts Chair and Altar Guild Chair to enter into contracts for goods and services in the normal course of business that are within the scope of the annual operating budget approved by the Cathedral Chapter. At the beginning of each fiscal year the Chapter, Treasurer and Financial Officer will be notified of the names of the Committee Chairs with purchasing authority for their designated budget allocations. The authorized purchasing authorities, including the committee chairs, will be informed of the approved budget amounts allocated to their specific ministries.

In addition, the Dean (or Priest in Charge), Senior Warden and certain staff members (Director of Music, Business Manager and Chair of the Property Committee) have the authority to sign contracts outside the operating budget, but which have specific and adequate allocated funds, so long as their use is approved by the Cathedral Chapter.

Purchases that will exceed the allocated funds in the operating budget will require prior approval by the Cathedral Chapter or Dean. Unauthorized purchase contracts or expenditures will not be honored by the Cathedral and may result in items being returned or become the personal responsibility of the person the authorizing the purchase.

Accounts Payable

A. Segregation of Duties over Accounts Payable and Credit Accounts is as follows:

Authorizations/Approval:	Committee Chairs, The Dean (or Priest in Charge), Business Manager and the Treasurer
Record keeping:	Bookkeeper
Custody of Assets:	Staff, Volunteers & Credit card holders
Monitoring:	The Chapter, The Treasurer and The Bookkeeper

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The Executive Assistant to the Dean opens the mail and forwards invoices received by mail as well as any other invoices which are hand delivered to the appropriate individual for approval and then to the Finance Office for processing. Once a check request is completed and approved, the Bookkeeper will enter the expense and due date into QuickBooks via the Invoice Processing Routine. The Finance Department hopes to process checks on the 1st, 10th and 20th of each month. In the case of emergency, the Finance Department may process payments on any day it is open.

Cathedral employees and approved individuals as identified in the Purchasing Policy are authorized to seek reimbursement for mileage for Cathedral business errands and approved Cathedral expenses pre-paid with her/his personal funds. Reimbursement requests must be submitted within 60 days of incurring the expense. In order to seek reimbursement, the Employee or Volunteer completes a Request For Payment or Reimbursement form available from the Finance Office and attaches original supporting documentation with purchase justification.. The completed Request is then submitted to the proper individual for approval. Once approval has been granted, the Request for Payment or Reimbursement is delivered to the Finance Office for appropriate action.

Emergency Expenses

B. In the case of an emergency affecting the integrity of the building, the Dean (or Priest in Charge), Executive Assistant to the Dean, Senior Warden and the Junior Warden are authorized to incur expenses up to a maximum of \$500.00, without further authority, to eliminate the emergency.

ADDENDUM 2

Dean's report to St. Paul's Chapter December 19, 2023

Dean

- Lunched with Bp Joenson of the R.C. Diocese of Des Moines, Bp Monnot, Father John Ludwig (Ecumenical Officer) and Father Nivin Scaria (Rector, St. Ambrose) on 12/5/23. Agreed common interest in ecumenical week 2025 (January 18 to 25 the "octave of St. Peter and St. Paul"), and in elevating Piety Hill as a Des Moines historic district.
- Lunched with Senior Pastor Ryan Arnold of St. John's Lutheran on 12/7/23. Agreed common interest in elevating Piety Hill as a Des Moines historic district, and in serving clients of the Connection Café.
- Met with Pastor Edgar Solis of First United Methodist Church for coffee on 12/18/23. Agreed common interest in preparing joint worship during ecumenical week 2025 with a series of four joint congregational formation meetings prior, hosted by each of the Bridge Churches.
- Attended Greater Des Moines Partnership Legislative Breakfast on 12/12/23 with Duane Sand. Follow up: Possible grant opportunities with 'placemaking' initiatives.
- Looking ahead to North American Cathedral Deans Conference in Ottawa, Canada, April 18 – 21, 2024 for learning and peer networking.

Staff

- Finance Specialist Lisa Nelson is transitioning to hybrid working, part-time in Des Moines

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in person and part-time remotely from Nevada.

- Formation Missioner Jonathan Hansen will conclude his work at the 1/28/24 annual meeting. Thank you, Jonathan.
- IT specialist Austin Rozendaal will conclude his work at the 1/28/24 annual meeting. Thank you, Austin.
- Development Coordinator: Announcing a new volunteer staff position (see description below)!

1885 Building Revitalization

- Asbestos abatement in the 1885 lower level began on 11/27/23 and concluded on 12/8/23.

A good job was done! See images below showing near completion of that work.

- St. Paul's Executive Committee met with Breiholz and OPN on 12/19/23 to discuss the scope of renovation work. Verbal update on this meeting will be given at Chapter.

"Unless the Lord builds the house, the builders labor in vain." Psalm 127:1, NIV

Update on Macomber Bequest (Des Moines Community Foundation)

- Deadline for 2024 grant cycle request is 12/31/23.

Diocese of Iowa

- The Bishop will be present, and preside and preach, at Christmas Eve services Sunday December 24th 5:00 and 10:30 pm.
- Bishop's visitation to St. Paul's will occur on Sunday April 14, 2024.
- The Bishop will also attend, preside and preach at The Great Vigil of Easter (Saturday March 30, 2024) and Pentecost Sunday (May 19, 2024).

ADDENDUM 3

Development Coordinator

St. Paul's Episcopal Cathedral, 815 High Street, Des Moines, IA 50309

12/04/2023

Position Summary: Works in partnership with the administrative and clerical staff of a lively downtown Cathedral community to develop relationships with ministry partners, advise on cost-sharing models for use of space and assets. Reports to the Dean.

Compensation: This is a volunteer position

Hours: 4 – 5 hours/week

Duration: This position begins January 1, 2024 through December 31, 2024 with possibility of extension into future years.

Responsibilities:

Builds the visibility of St. Paul's in the Greater Des Moines community by:

- Scheduling opportunities for Cathedral Dean and others to attend community group meetings,
- Seeks speaker opportunities for the Cathedral Dean,
- Communicates and coordinates with all potentially affected parties,
- Attends Cathedral Staff meeting when invited to enable the above,
- Reports to Chapter periodically.