

Episcopal Cathedral of St. Paul: Chapter Minutes

Date: 10/17/2023

Convene Time: 5:40 PM

Clergy

Present: The Very Reverend Nicola Dance

Officers

Present: 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

Present: Tom Smith, John Wetherall

Excused: Stephanie Morrison, Stephanie Murphy

Class of 2026

Present: Betsy Van Haften; Rosa Walker

Excused: Nathan Brown; Sam Hutchinson

Opening Prayer and Meditation

Amma Nicola began with a reflection on Psalm 120

When I was in trouble, I called to the Lord;
I called to the Lord, and he answered me.

Deliver me, O Lord, from lying lips
and from the deceitful tongue,

What shall be done to you, and what more besides,
O you deceitful tongue?

The sharpened arrows of a warrior,
along with hot glosing coals.

How hateful it is that I must lodge in Meshech
and dwell among the tents of Kedar?

Too long have I had to live
among the enemies of peace.

I am on the side of peace,
but when I speak of it, they are for war.

The group was asked to meditate particularly on the lines -- *I am on the side of peace, but when I speak of it, they are for war* – and how that reflects the difficulty and confusion of our response to the complexity of war.

After the reflection, a prayer was then shared by the Chapter:

I pray for your peace in troubled lands, in places where people fear each day, in cities or villages under threat of danger. I pray your peace into the hearts of those who hate, into the minds of those who live in anger, of those who long for revenge. The hot winds of war sweep over so many lives, dear God, terror and cruelty following in their wake, I do not know what else to do, but stand here making my appeal to heaven. Peace I pray. Peace against all the odds, peace without compromise, peace strong and enduring, peace so children never worry as they go to sleep.

— Steven Charleston, Episcopal Bishop, and citizen of the Choctaw Nation

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Business Agenda

- **September 19, 2023 Minutes:** Moved for approval by Tom Smith, with a second from Betsy Van Haften. Motion approved.
- **September Financial Report:** Henry Harmon, Treasurer, noted that all data from The Community Foundation of Greater Des Moines was not available to draft a final September report for approval by the Chapter. September expenses did not require withdrawal of funds from Endowment. September and October reports will be presented to the Chapter at the November meeting.

2 issues were noted by Henry: 1.) The Treasurer and accountant have been working on a discovered discrepancy in payroll taxes occurring in 2017 and again in 2018. Records needed to be reconstructed. The result was payment of back taxes paid on May 18, 2023, and the payment of penalties and interest paid on October 11, 2023. Henry wrote, followed by a call to the IRS requesting forgiveness of the charges. The result was optimistic for refund of at least some of the amounts assessed for penalties and their associated interest. The back taxes, fees for record reconstruction, IRS imposed penalties and interest on the taxes and penalties totaled just under \$12,000.

2.) St. Paul's can expect an Employee Tax Credit refund in 2024. The dollar amount is not fully determined until the Federal Government again begins those payments; however, it may be as much as \$72,000. To apply for the employee retention, St. Paul's was charged \$2,500 by the accounting firm.

Old Business

- **Asbestos abatement:** EPS (Environmental Property Solutions) has the contract (previously approved by the Chapter) to begin asbestos abatement in the 1885 lower level. A task force of Duane Sand, Mike Gillespie, John Zickefoose, Phyllis Melton and Amma Nicola toured the undercroft with Al Sievers of EPS for final evaluation of areas to be cleared for which work is to commence on 11/27/2023. The area will be sealed and ventilated into the courtyard after the filtration process. The state of Iowa will be notified two weeks prior and will inspect the work of EPS. The total cost of the project is \$27,000.

Motion by Jolene Phelps to pay the majority of the cost through the 2023 allotment of the Cathedral Preservation Fund which currently amounts to \$19,677, with the remainder to be paid from the Project Fund for Capitol Improvement. Second by Tom Smith. Motion passed.

New Business

- **Dean's Report Focused on the following areas**
 - Building a network of relationships
 - Update on the Macomber bequest highlighting Connection Café's new social worker position and community conversations
 - Staff annual appraisals during the month of October. It was announced that Ken Messer resigned as a Priest Associate.
 - Discussion of the 171st Diocesan Convention – youth lock-in at St. Paul's, 7PM Friday Eucharist service, 10AM Sunday Eucharist service

Closing Prayer: Amma Nicola – emphasis that everyone entering this place feel welcome.

Adjournment: Motion to adjourn by Tom Smith, second by Rosa Walker. Motion passed.

Adjournment Time: 6:30 PM

Minutes Submitted,
Jolene Phelps, Clerk