

Cathedral Church of St. Paul

Chapter Minutes

Date December 21, 2021

Time 5:30

Clergy

Present: Bishop Betsey Monnot, Amma Nicola Bowler

Absent: Deacon John Doherty; Deacon Jean Davis

Officers:

Present: Senior Warden Stephanie Wells; Junior Warden Mike Gillespie; Clerk Phyllis Melton; Treasurer Rick Stearns

Absent:

Class of 2022

Present: Stephanie Wells; Diane Hayes, Kirsten Buniak

Absent: Skeet Wootten (excused)

Class of 2023

Present: Elvin McDonald; Henry Harmon; Mike Gillespie

Absent: Jonathan Hansen (excused)

Class of 2024

Present: Phyllis Melton; Jolene Phelps; Chuck Seel; John Stender-Custer

Absent:

I. The Opening prayer was done prior to the Annual Meeting of Jacobs Place.

II. Financial Report - Rick Stearns

Rick reported that the November financial report shows us to be on track, with no outstanding issues.

Kirsten moved, and Diane seconded, a motion to accept the November financial report. **Approved.**

The Finance Committee made the following motion: The Finance Committee Moves that One Thousand Dollars, \$1,000.00, be transferred from account #16030, Carillon Maintenance, and Two Thousand Dollars, \$2,000.00, be transferred from account 16055, Organ Maintenance. These funds to be transferred to account #16180 and this account shall be retitled 16180, Bishop's Gifts. John Stender-Custer seconded the motion. **Approved.**

III. Old Business - Stephanie Wells

A. Separation proposal re Fr. Troy

The Executive Committee moved that Fr. Troy be offered the honorary title of Dean Emeritus, and the loan of \$20,000 from the Rectory Replacement fund be forgiven. Kirsten seconded the motion.

In the discussion that followed it was noted that Fr. Troy would still be obligated to repay St. Paul's for the \$40,000 loan from the Rectory Replacement fund, he would have tax liability for the \$20,000 but the church would have no liability, and that the title of Dean Emeritus would involve no obligation on the part of St. Paul's. Bishop Scarfe does support the honorary title.

After much discussion, it was apparent that the motion would need to be severed into two separate parts. The Executive Committee and the second agreed to sever the motion, and address each issue separately.

On the motion to offer the title of Dean Emeritus, the vote was 8 in favor, 2 opposed. **Approved.**

On the motion to offer to forgive the \$20,000 loan, the vote was 7 in favor, 3 opposed. **Approved.**

B. Safe Church Training - Stephanie Wells

She reminded the Chapter that the training is required, and to complete it as soon as possible. Contact Deacon John for details on how to register for the training.

C. HVAC Update - Amma Nicola

Amma reported that she, Mike Gillespie, Tony Braida, and David Raymond were working with MMC and the Baker Group to get recommendations/estimates on replacing the HVAC system to address both the Undercroft and the nave/sanctuary. It was noted that the architects, OPN, should also be involved in the discussion.

There was a discussion as to whether that approach was the one approved by the Chapter at a previous meeting. There was some sense that the approved approach was to hire an independent HVAC engineer to provide recommendations, one that would not be a potential bidder or in relationship with the four general contractor bidders. Review of the minutes did not specify "independent" but did use a singular pronoun. After further discussion, Diane moved, and Kirsten seconded, a motion to rescind the earlier motion. Five voted in favor, 4 voted against, and 1 abstention. **Approved.**

Jolene moved, and Elvin seconded, a motion to approve the process outlined by Amma and the committee listed above. **Approved.**

D. Strategic Planning - differed to a future meeting.

IV. New Business

A. Draft 2022 Budget - Rick Stearns

Rick stated that the budget was prepared by the Finance Committee; members include Rick Stearns, Chuck Seel, Henry Harmon, Rich Jacobs, and Amma Nicola. A great deal of work went into the budget.

He walked the Chapter through the budget, highlighting income issues and where budget line items were reduced. It is a very austere budget, and could not accommodate some of the staffing requests made by Amma Nicola. Even with the reductions, the budget still shows a shortfall of \$106,000, one that would require that amount be taken from the principle of the Endowment Fund.

Questions were asked on a number of points, with concerns addressed as possible.

Rick pointed out that at our current rate of taking from the principle, the Endowment Fund would be depleted in 4 years. The Chapter is challenged to strategically look at our finances and future financial health as the current path is not sustainable.

The final budget will be approved at the January meeting for presentation at the Parish Annual meeting on January 23, 2022.

B. Contract for Amma Nicola - Stephanie Wells

Stephanie had a draft contract, but did not have copies for the entire Chapter. It was also noted that the meeting was extremely long at this point. Jolene moved, and Diane seconded, a motion to defer the final approval of the contract to the January meeting, with the understanding that it would be retroactive to January 1, 2022. **Approved.**

Stephanie welcomed Bishop Monnot and asked if she had any questions or comments to offer. Bishop Monnot said she was there to observe and learn.

Bishop Monnot provided a closing prayer and blessing.

John moved, and Diane seconded, a motion to adjourn. **Approved.**

Staff reports can be found in the attachments.

Respectfully submitted,

Phyllis Blood Melton, Clerk

Attachment #1

Provost's report to St. Paul's Chapter December 21, 2021

Staff changes

- Canon Administrator retirement:
 - Finance Specialist position – candidate interviewed 11/9/21, provisional offer has been made (contingent upon successful background checks) with tentative start date 1/10/22.

People of St. Paul

- Inquirer's group next steps being considered;
- Annual Stewardship Campaign continues with budget category pie-charts being prepared (2021 and 2022 proposed) for sharing with the congregation; • 2021 revision of booklet *Ministry Cloisters & Committees* is being finalized; • Volunteer drive is being prepared for January 2022, and will be one emphasis of the Annual Meeting (January 23rd);
- Cathedral office will be closed December 27, 28 and January 3.

Diocese of Iowa

- Consecration of the X Bishop, Saturday December 18, Hope Lutheran, West Des Moines; went very well, thank you!
 - Seating of the X Bishop celebrated December 19; went very well, thank you!

Other

- Thank you to those who have suggested members for the proposed Strategy Task Force. Other suggestions welcome – both for members and the name!
- Reminder: my 'weekend' continues to be Friday and Saturday when I am not routinely at St. Paul's;
 - I will be on retreat January 4 through 6.

Attachment #2 - Deacon John

- Safe Church training on Praesidium Academy, Invitation to join and create your profile. Please contact me with any questions or issues with the training.
- Safe Church Policy acknowledgement to Diocese, can edit and send in
- Thank you to all who participated in the Ordination and Consecration, and Seating of the X Bishop of Iowa
- Calling on people in person and by phone to offer pastoral service and connection to the Cathedral. Working with the other clergy to maintain Eucharistic and pastoral visits.
- Looking forward to the Men's group restarting their meetings in 2022.
- Meeting with the Small churches in the Diocese and learning so many things. Great ideas to share with the broader church.
- Going to Invite, Welcome, and Connect Meetings. Great information as the church needs to **Re-invite, Re-welcome, and Re-Connect** with so many in our community
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Attachment #3

To: The Chapter
St. Paul's Episcopal Cathedral
From: Deacon Jean Davis
Re: Monthly Report
Date: December 21, 2021

This memo serves to provide a summary of my work as a Deacon serving St. Paul's Episcopal Cathedral. During the past month I have been involved in the following activities:

- assisted with the "Advent Tea with a Twist"-collected and bagged toiletries, obtained gas gift cards, baked food for Christmas morning breakfast, and delivered these gifts to the Catholic Charities Emergency Shelter;
- attending ongoing training sponsored by Episcopal Migration Ministries on ways to assist refugees and asylum seekers coming to the United States from Afghanistan and filed reports to the Bishop;
- volunteering at Catholic Charities to sort and pack household goods for newly arriving refugee families from Afghanistan;
- volunteering at Lutheran Social Services to pack food boxes for elderly refugees;
 - helped with the "Kids Caroling at the Cathedral" event
 - Made deliveries to DMARC of food boxes donated by parishioners in our "Reverse Advent Calendar" food drive;
 - helped serve Eucharist at the Consecration of the X Bishop of Iowa; • served at the Seating of the X Bishop of Iowa
 - ongoing assistance with noontime Eucharist service;
 - ongoing work with the Blessing Box;
- preparing and serving a group monthly meal at for the Catholic Worker House;
 - concluded an 8 week Faith and Poverty class;
- working with the Free Store on setting up a linen drive to start next month;
 - ongoing work with the Pastoral Care Team;
 - assisting with needs requests from Parishioners and others; • assisting with weekly worship;
 - chairing the Social Justice Committee;
 - continued involvement with the Iowa Sanctuary group; and
 - continued involvement in food ministries;