

**Cathedral Church of St. Paul**

**Chapter Minutes**

**Date February 22, 2022**

**Time 5:30 PM**

Clergy

Present: 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

Class of 2024

Present: Phyllis Melton; Jolene Phelps

Absent: Chuck Seel (excused); John Stender-Custer (excused)

I. Opening Prayer/Devotional - Amma Nicola

Amma led the group in prayer and reflection.

II. Business Agenda - Stephanie Wells

Henry moved, and Diane seconded, a motion to approve the January minutes. **Approved.**

Henry moved, and Elvin seconded, a motion to accept the January financial report. **Approved.**

III. Old Business - Stephanie Wells

A. Fr. Troy Update

Stephanie reported that the congregation had received Fr. Troy's resignation letter. Tom Tarbox is working on the language to forgive the \$20,000 loan from the Rectory Replacement Fund.

B. Vision Task Force

Amma reported on the formation of the Vision Task Force. The details may be found in the attached Acting Dean's report.

#### C. Contract with Amma Nicola

Stephanie presented the latest version of the contract with Amma Nicola. It changes the title from Provost to Acting Dean. Jolene moved, and Diane seconded, a motion to approve the contract.

**Approved.**

#### D. Annual Meeting

Stephanie presented the agenda for the Annual meeting to be held on February 27th. In order to keep the meeting as brief as possible, each area has been assigned a time limit to allow for questions after the business portion of the meeting.

#### E. 2022 Budget

Stephanie and Rick went through the 2022 budget. It was noted that some difficult decisions had to be made to reduce the amount that needed to be taken from the Endowment Fund. Since most of the budget is non-discretionary, many of the reductions were to be seen in the area of the music budget. Amma and Stephanie had met with Mark Babcock, and the proposed numbers were a result of those conversations. It is hoped that funds could be restored in the near future.

It will be necessary to inform the congregation that the budget still reflected a significant deficit, and funds would need to be taken from the principal of the Endowment to balance the budget.

The budget will be approved at the March Chapter meeting.

#### F. Building Revitalization

Kirsten walked the Chapter through the addition to the website of a timeline, accomplishments, and future plans for the building revitalization plan. This will go live after the Annual meeting.

### IV. New Business

#### A. Second Giving Sunday

Amma briefly discussed the possibility of instituting a special collection Sunday to support specific ministries.

#### B. 2025 Chapter Class Nominees

Stephanie presented the names for the 2025 Chapter members on behalf of the Nominating Committee: Kirsten Buniak, Stephanie Murphy, Tom Smith, Stephanie Wells.

#### C. Fundraising Committee

It was noted that stewardship needed to be more intentional than just pledging in November. Amma suggested the formation of a Fundraising Committee that would develop various ways to approach increasing financial donations to St. Paul's, and build a year-long schedule of activities.

## V. Reports

### A. Staff reports.

Acting Dean Report - Attachment 1

No Deacon reports

### B. Property - Mike Gillespie

Mike reported that he is still working with the group from Chicago on stone repair and plaster work. We have a bid from a Kansas City group for plaster. He is reaching out to local contractors for information/bids on the stone work.

He reported that the lock had been broken again on the dumpster. He is working to get a bid on installing a gate that may help to reduce vandalism and unauthorized dumping.

### C. Communications

No report.

## VI. Closing

Amma led the members in a closing prayer. Jolene moved, and Henry seconded, a motion to adjourn the meeting. **Approved.**

Respectfully submitted,

Phyllis Melton, Clerk

Attachment #1

## Provost's report to St. Paul's Chapter

February 22, 2022

### Staff updates

- Finance Specialist Lisa Nelson began work on 2/8/22 and is doing great!
- Sexton Christopher Smith began work on 2/8/22 on a six-week trial basis. If you have observations or suggestions on building cleanliness or maintenance issues please approach **me** or email to [maintenance@stpaulsdm.org](mailto:maintenance@stpaulsdm.org); this address forwards to the Junior Warden and me for prioritization and action.

### People of St. Paul

- 2022 revision of booklet *Ministry Cloisters & Committees* is attached;
  - Volunteer drive will be one emphasis of the Annual Meeting (February 27<sup>th</sup>).

### 1885. Building Revitalization

- New webpages have been prepared giving a timeline of activity by the Undercroft Task Force and other information, to be made available before the Annual Meeting;
- City of Des Moines "Neighborhood Commercial Revitalization" program - grant opportunity. St. Paul's is applying for a \$100,000 grant for "installation of energy-efficient HVAC systems, fire sprinkler systems, electrical updates, and plumbing updates." The application deadline is February 25, 2022.

### Diocese of Iowa

- Bishop Monnot will be present for Ash Wednesday services on March 2 at 12:00 and 7:00 pm;
- As a deputy to general convention I will attend the Provincial Synod on 2/26 (online).

### Other

- Vision Task Force (VTF): The following people have graciously agreed to attend an initial meeting of the VTF.
  - Nathan Brown
  - Sheila Brown
  - Bill Graham
  - Cynthia Ingham
  - Elvin McDonald
  - John McKinney
  - Jolene Phelps
  - Duane Sand
  - Elizabeth Skinner
  - Skeet Wootten

Focus areas of the VTF will include: Cathedral identity, Diocesan relations, Community engagement, and Parish engagement/communications. For more detail, contact me.

(NOTE: referenced attachment was not available)