

**Minutes for the Regular Meeting of the Chapter of St. Andrews Cathedral**  
**Tuesday, February 27, 2018, 5:30 pm**  
**Manger Room, the Cathedral of St. Andrew**

**Attendees**

The Rev. Cn. Moki Hino; Canon Administrator, Priest in Charge  
Roth Puahala, Senior Warden  
Melvia Kawashima, Clerk  
Dixie Kaetsu, Treasurer  
Barbara Service, Member  
Elizabeth Conklin, Member  
Anne Murphy, Member  
George Hilty, Member  
Phyllis Miller, Diocesan Member  
John Decker, Diocesan Member

**Excused**

The Right Rev. Robert L. Fitzpatrick, Bishop  
Warren Wright, Junior Warden  
The Rev. Irene Tanabe, Diocesan Member  
The Rev. Heather Patton-Graham, Diocesan Member  
Ed Lapsley, Member  
Justin Salisbury, Member  
Preston Jones, Member

**DRAFT Summary Minutes**

- I. The Rev. Cn. Moki Hino **called the Chapter meeting to order** at 5:40 pm in the Manger with an opening prayer. Fr. Moki explained the evening's agenda that included Consent items: (1) Jan. 30 Minutes approval, (2) Bank Account Signatories approvals, the Parochial Report approval; and consolidating the Treasurer's Report with 2018 Convention Expenses Resolution.
- II. **Quorum** of 8 voting members was met.
- III. **Regular Agenda items** were accepted with additions of Parochial and Social Outreach Shallow Subsidy Reports, and a verbal Facilities Report.
- IV. **Consent Agenda items were approved** unanimously. M/S/C J. Decker/E. Conklin
  - a. Jan. 30 Minutes
  - b. Bank Accounts Signatories: see **attached resolutions**
  - c. Cathedral of St. Andrew Parochial Report
- V. **Standing Reports:**
  - a. **Canon Administrator's Report:**
    - i. Fr. Moki's shared highlights from his written report: newly mounted Memorial Plaques for Bishop Browning and Bishop Chang; his March

travel schedule, the St. Paul's MOU process under Bishop Fitzpatrick's review, the convening of the St. Andrew's (Queen Emma) Square constituents group: The Cathedral, The Priory School, the Diocese of Hawaii, and St. Peter's Parish, for improving understanding of mutual support. Future meetings led by facilitator Kim Payton will be held at the cathedral facilities.

- ii. Fr. Moki shared his discussions with Bishop Fitzpatrick regarding his employment tenure, that it will be reviewed as an annual Canon Priest in Charge contract or as a tenured Dean position. In conjunction, the Chapter should be discerning the cathedral community's strengths and weaknesses in light of the past two years exiting and transition leadership. A Chapter retreat will be held in April, led by Kimberly Frank from St. Clement's Parish, that hopefully will identify concrete steps ahead

- iii. Fr. Moki reported on facilities updates, relative to budget amendments that will support needed repairs.

- b. Treasurer's Report:** Treasurer Dixie Kaetsu presented her newly formatted monthly financial reports and explained the bookkeeper's footnotes to the detailed adjustments resulting in the amended 2018 Budget. Dixie also explained the Resolution to support cathedral delegates to the Diocesan Convention in October with Fr Moki giving some background information.

- i. The **2018 amended Budget was passed** unanimously. M/S/C J. Decker/G. Hilty.
- ii. The Resolution to amend the budget to include Convention Delegates expenses passed unanimously M/S/C J. Decker/G. Hilty. see **attached resolution**

**VI. Program Reports:**

- a. Family Promise Program Shallow Subsidies Report** was submitted
- b. Outreach Committee Leadership** –Barbara Service volunteered to chair the Outreach Committee that includes Family Promise, Shallow Subsidy support, Kalihi Waena Food and School Supply Donations, Give Aloha Foodland program, Sunday Hygiene Bags, of which clarification and background information was shared.

**VII. No Announcements –**

**VIII. Next Meetings**

- a.** Tuesday March 27, 2018 - Chapter Meeting
- b.** Tuesday March 27, 2018 – Foundation Meeting
- c.** Tuesday April 24, 2018 - Chapter Meeting

**IX. Adjournment:** having no further business, Fr. Moki adjourned the meeting at 7 pm.

Respectfully submitted

/Melvia Kawashima/, Clerk