

TRINITY EPISCOPAL CATHEDRAL

Trinity Episcopal Cathedral Sacramento Vestry Minutes June 25, 2019



Present: Senior Warden Kirk Bone, Junior Warden Chris Sanft, Treasurer Pat Ronne, Clerk Jean Lacher, Vestry Chaplain Bismarck Maddy, Interim Dean Jim Richardson, Associate Dean Lynell Walker, Kengo Akiyama, Randy Cheek, Mary Hustler, Candace Miller, Nancy Tennyson, Jessica Wallace, Ted White.

Absent: Burt Douglass, Bill McGrath, Lis Padula, Rob Stoinoff.

Guest: Jerry Paré, Operations Manager.

Call to Order: The Interim Dean called the meeting to order at 7:01 pm.

Opening Prayer: Provided by Vestry Chaplain Bismarck Maddy.

Bible Study: Vestry Chaplain Bismarck Maddy led reading of Ephesians 4:1-7, 11-13, 15-16 and discussion in small groups of three.

Approval of May 28, 2019 Vestry Minutes: Candace requested a minor change regarding Stewardship Committee members. Ted moved to approve the minutes. Jessica seconded. There was unanimous approval.

Item for Action

Surplus Chairs: Jerry proposed that the Cathedral sell the old white folding chairs for \$5 each and advertise them in the Diocesan e-news. He noted that the retail price for the brown chairs is \$42 each and the retail price for the white chairs is \$32. The padded chairs that were donated to the Cathedral by St. Francis are very heavy and cumbersome. He doesn't believe that the Cathedral needs any of the old chairs. However, Jerry wishes to keep the 39 large white folding chairs. He said that the 320 new chairs were purchased to replace 321 old chairs. He asked the Vestry for approval to sell.

Vestry members asked about the number of chairs needed and the history of the old white regular folding chairs. The Interim Dean confirmed that Vestry approval is needed because the chairs are considered "property" of the Cathedral. Randy moved that the Vestry approve Jerry's proposal to sell the regular white folding chairs. Pat seconded Randy's motion. There was unanimous approval.

Capital Campaign and Building Project: Interim Dean Richardson noted that the previous Vestry had approved an allowance to work with Architect Tim Matthias, and to explore the hiring of a campaign consultant. Three consultants have been interviewed. Through that process, the need to narrow down the project list became apparent. Although it is not typical for an Interim Dean to conduct a capital campaign, Jim has served at the Cathedral before and knows donors. However, the Cathedral will need to wait for a new Dean and bigger vision before pursuing a big campaign.

As a result of narrowing the project list, the priorities include repair/renovation of restrooms, construction of ADA ramp, and possibly replacing the storm drain. Jim explained that a recent

"A Growing community making disciples who love and serve Christ and His world"

utility check indicated that concrete had been poured into the storm drain, likely during the construction of the Great Hall. The blockage was not caused by sand. Jerry will obtain cost estimates for replacing the storm drain. The total cost of the three projects could be approximately \$500,000.

The Interim Dean noted that the consultants who were interviewed are all experienced. He would like to speak with them in more detail about their proposed approach. Consultant proposals include stewardship campaign coaching, as well. Jim would like approval to hire one of the consultant candidates. Time is needed over the summer to plan and execute a campaign strategy. Nancy requested clarification about the timing. Jim said that the preliminary work would occur over the summer and then the campaign would be executed in the fall. He would like both the capital and stewardship campaigns to conclude at the end of the calendar year. At the end of these campaigns, Jim anticipates that a new Dean will arrive. Some donors may request a payment plan covering two or three years. Jim would like to assure donors that their gift to pay for the ramp is not the end of their giving. Ted stated that messaging about the three priorities was helpful.

Pat noted that Jim's proposal did not include mention of replacing the funds used by the Cathedral for the Great Hall floor, the roof, and sewer. Pat stated that the total costs of these projects was approximately \$300,000 to \$350,000. Jim responded that these funds could be replaced if there is extra money raised. He recognizes that is a partial answer. Jim also recognizes that his time as Interim Dean may only be another six to nine months. Pat affirmed that if the Cathedral does well with the consultant on the annual campaign, then there is less need to replace these funds.

Vestry members asked about the ADA ramp and what it might look like. The Interim Dean provided a set of drawings for members to review and noted that the planter would not be removed. Kirk reminded the Vestry that technical details could be discussed later and that the current focus was whether the Vestry should proceed with hiring a consultant to help the Cathedral raise money.

Chris shared that he noticed a difference of approximately \$24,000 to \$25,000 in the cost among the consultant candidates. A donor is willing to pay for the consultant cost. Randy reminded the Vestry that he had wanted capital campaign funds to pay for the new folding chairs. However, the gift from Becky Naman arrived and can be used instead. Candace said that the Stewardship Committee is supportive of the Cathedral hiring a consultant. Pat said that the Finance Committee would like professional support to help raise funds.

The Interim Dean shared that the Cathedral received a gift from the Gaines estate. This gift is a first installment. The gift is restricted to create an endowment. Pat said that the Cathedral is still waiting for the Lirakis bequest to be remitted by the County to the Cathedral.

Randy moved that the Vestry authorize the Interim Dean to enter into a contract with consultant for the capital campaign. Bismarck seconded. There was unanimous approval.

Items for Discussion

Financial Report: Pat shared that the Financial Statements look good through May. She said approximately \$20,000 needs to be added to expenses for apportionment. Pat noted that contributions are overstated and will be reduced as a result of the Windfall Policy; repairs and maintenance are overstated and will be reduced due to moving non-recurring expense to major expenses.

Approximately \$9,000 has been spent on the Dean Search so far. Chris asked about specific Dean's Search costs. Pat did not have the details. Jim asked Pat to research the details. Kirk suggested that for future searches, the Cathedral amortize the cost over a 10 to 15-year period. He suggested starting this practice with next year's budget. The Interim Dean shared that his Charlottesville church set aside funds for the next rector search.

Pat noted that the Cathedral has not withdrawn any money from the Rochdale account. She is receiving financial statements from the Bookshop and it appears that the Bookshop is making some money. Randy asked about human resource expenses, specifically notations about Pamela Anderson's and Megan Anderson's salaries. Pat explained that QuickBooks shows expenses incurred in prior years. Randy had interpreted the notations as indicating that Pamela and Megan were still on the payroll.

Dean Search: Kirk said that the Profile was released. Canon Andrea will post the Profile on the Episcopal News Service (ENS) site soon. Jim said the Profile is on the Cathedral's website. ENS sends out its weekly news feed that includes job postings. The Cathedral would need to pay for the ad if the ad is placed on the front of the site. Kirk said that the job announcement will close at the end of July. Kirk said he would like to acknowledge the Profile Committee at the July 14, 2019 9:00 and 11:15 am services.

Discernment: Nancy asked when the Vestry might move forward in using discernment in decision-making. The Interim Dean acknowledged that this was a big topic, which required ample time to discuss, such as during the September 21 mid-year retreat. Nancy requested that the topic be discussed at the next Vestry meeting. Jim said he would think about it.

Candace wondered if there would not be any motions when using a discernment model. Jim said that there would be motions, however, discernment was not like parliamentary procedures, rather how Vestry members as a group discern where the Holy Spirit is leading them and the parish. The Interim Dean suggested that new Vestry members read the book "Listening Hearts – Discerning Call in Community", which could serve as a foundation for adopting discernment.

Invite-Welcome Connect Conference: Nancy and Eileen Harvey-Qualset attended the conference at the University of the South in Tennessee. Nancy reviewed several strategies that a parish could use to become more welcoming and inviting to visitors and newcomers. Strategies included a ministry of greeters, signage, and name tags. Vestry members discussed possible improvements to the Cathedral's Welcome Center, and other "welcoming" ideas. Nancy reiterated the importance of a Welcome or Greeting ministry as a stand-alone committee.

Photo Directory: The Interim Dean said that Mark Lacher has arranged for Lifetouch to develop a directory for the Cathedral. Photography sessions will be held in late October to mid-November. Lifetouch will donate \$5 to the Cathedral for every member who has their photo taken. During the directory sign-up period, Mark and others will assist parishioners with Realm access. Jim would like to give a new photo directory to the new Dean.

Other Updates: Jim provided updates about staff and upcoming events for Bishop-elect Megan Traquair.

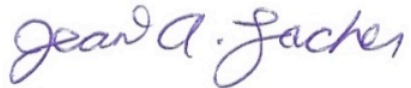
Closed Session

At 8:27 pm, Kirk requested that staff leave the meeting during the closed session. Randy moved that the Vestry extend Interim Dean Jim Richardson's contract through February 1, 2020. Ted seconded. There was unanimous approval.

Kirk re-opened the meeting and requested that staff rejoin Vestry members.

Closing Prayer and Adjournment: Mary provided the closing prayer. The meeting adjourned at 8:30 pm.

Respectfully submitted,



Jean Lacher, Clerk