

TRINITY EPISCOPAL CATHEDRAL

Trinity Episcopal Cathedral Sacramento Vestry Minutes May 28, 2019



Present: Junior Warden Chris Sanft, Treasurer Pat Ronne, Clerk Jean Lacher, Vestry Chaplain Bismarck Maddy, Interim Dean Jim Richardson, Associate Dean Lynell Walker, Kengo Akiyama, Burt Douglass, Mary Hustler, Bill McGrath, Candace Miller, Lis Padula, Nancy Tennyson, Ted White.

Participating by Phone: Senior Warden Kirk Bone, Rob Stoinoff, Jessica Wallace.

Absent: Randy Cheek

Guests: Canon Andrea McMillin, Lisa Harmon, Jerry Paré, Operations Manager.

Call to Order: The Interim Dean called the meeting to order at 7:02 pm.

Opening Prayer: Provided by Vestry Chaplain Bismarck Maddy.

Bible Study: Vestry Chaplain Bismarck Maddy led reading and discussion of John 14:25-28.

Check-in: Each meeting participant shared a brief update.

Approval of April 23, 2019 Vestry Minutes: Ted moved to approve the minutes. Bill seconded. There was unanimous approval.

Trinity Cathedral Draft Profile: Canon McMillin asked each Vestry member to name one quality that he or she observed about the draft profile. Members also shared general feedback and suggested a few changes. Lisa Harmon provided background on certain updates that were already identified for incorporation into the final document. Canon McMillin also provided insight as to how potential candidates might view the profile.

Lisa summarized how feedback was collected from the congregation through small group discussions after services and via survey.

Chris moved to accept the profile with the minor corrections that were noted. Bismarck seconded the motion. The motion passed unanimously.

Full-Time Dean Position Summary Sheet: Canon McMillin reviewed the draft document to be finalized and posted in the Episcopal News Service to advertise the open position. Although this document does not need Vestry approval, Andrea requested feedback. A few Vestry members provided minor update suggestions. The portion of the Summary Sheet that does require Vestry approval is the salary, benefits, and housing language. Canon McMillin clarified typical housing terms and the purpose of the Office of Transition Ministry (OTM) profile, which is a centralized listing of all open positions in the Episcopal Church.

Pat moved that the Vestry approve the following salary and benefits package for the new Dean:

1. The new dean's salary will be \$110,000.
2. Health benefits for the dean + family at 100% of the lowest cost plan.
3. Loan assistance is available for the purchase of a home.

Kirk seconded the motion. There was unanimous approval.

Burt moved that the Vestry approve the OTM with minor corrections. Chris seconded the motion. There was unanimous approval.

Canon McMillin provided a brief overview of the next steps in posting the profile and open position. She and Lisa then left the meeting.

Item for Action: Interim Dean Richardson shared that Becky Naman made a \$100,000 bequest to the Cathedral. He would like to use \$15,000 of the bequest to pay for the recently purchased folding chairs. Pat explained that this use is possible due to the Cathedral's Windfall Policy. During each year, the first \$50,000 aggregate of undesignated gifts and bequests goes to the Operating Fund. Any additional gifts and bequests are deposited 50% in investments and the remaining 50% designated (for Vestry discretion) but not invested.

A Vestry member asked for further clarification. The Interim and Associate Dean confirmed additional details and noted that Becky Naman did not designate her contribution as an endowment. Pat and the Finance Committee moved that the Windfall Policy be used for this bequest. Chris seconded the motion. The motion passed.

Items for Discussion: Interim Dean Richardson apologized for missing the last Vestry meeting. He led a discussion about the discernment method of decision-making with several Vestry members sharing their thoughts. Based on this discussion, Vestry members recognized the benefit of ensuring adequate time to make decisions and the need to speak up if any member is feeling rushed.

Capital Campaign Update: Interim Dean Richardson provided new Vestry members with background on the purpose of a campaign. He noted the previous Vestry's interest in raising money to make multiple repairs and upgrades. The Interim Dean shared the previous Vestry's support to hire an architect. Jim has formed a small advisory group that will assist in interviewing consultants, one of whom could oversee a capital campaign.

The Vestry has not decided to move forward with a capital campaign, as the research of options is still underway. Jim hopes that it will be possible for the Cathedral to conduct one full campaign for \$1 million, which could be a 2 to 3-year process. He does not want to "tie down" a new Dean. The capital campaign projects could encompass just a wheelchair ramp and restroom renovations. More research has been conducted on a potential outdoor restroom. This idea is less viable now; such a restroom might need to be constructed on the vacant lot. By the end of summer, the Vestry will be in a better position to determine if a capital campaign is possible.

One benefit of hiring a consultant includes the possibility of obtaining help with the Cathedral's Stewardship efforts. The Cathedral is still losing more pledging units than gaining, mostly due to deaths. The consultant would agree to a flat fee; it would be unethical for the consultant to take a percentage of the amount raised. Candace noted that the Cathedral does not have a professional fundraiser; she has learned that many organizations with \$1 million budgets have

a consultant. Pat reminded the Vestry that the Cathedral cannot balance the budget on the expense side; it needs to grow the revenue side. One Vestry member believes that the Cathedral can raise money on its own. Jim reiterated that there is nothing for the Vestry to vote on at this time; he had just wanted to provide an update.

Financial Report: Pat reviewed a few highlights of the report. She noted that the Easter offering was substantial. The bequest from Becky Naman is not yet shown. "Repairs & Maintenance" is over budget. However, Pat is looking at the possibility of re-designating some costs as major improvements, such as LED lighting, rather than routine maintenance.

Another concern is the cost for overtime. Due to numerous events occurring on weekends, the Cathedral will likely have an unfavorable variance in this area. However, Jerry is reconfiguring the custodial staff schedules, which may assist.

Pat reported that the "Statement of Financial Position" is consistent with prior months. Investment earnings have been posted.

Stewardship Committee Members: Candace said that in past years, the Vestry approved the non-Vestry members of the Stewardship Committee. In addition to Candace Miller, the members are Chris Tzimenatos, Sue Clark, and Nathan Daily. Candace moved that these Stewardship Committee members be approved. Pat seconded. There was unanimous approval.

Closed Session: Kirk requested that the Vestry move into closed session. Staff members left the meeting. Kirk discussed the Interim Dean's Letter of Agreement with Vestry members. No action was taken. Kirk ended the closed session. Staff members returned.

Interim Dean Richardson shared updates about the Cathedral's gift to Bishop Beisner, and details about the Bishop-Elect's consecration and seating.

Closing Prayer and Adjournment: Interim Dean Jim Richardson provided the closing prayer. The meeting adjourned at 9:29 pm.

Respectfully submitted,



Jean Lacher, Clerk