



ST. JOHN'S CATHEDRAL

26
2022

VESTRY MEETING

MINUTES OF SEPTEMBER 21, 2022

REGULAR MEETING

A regular meeting of St. John's Cathedral Vestry was held Wednesday evening September 21, 2022 at seven minutes past six. Bishop Franklin Brookhart called the meeting to order and opened with prayer

PRESENT

Erik Knutzen, Nancy Koehring, Arnie Ree, Kelly Coyne, Jenna Kyle, Matthew Jimenez, Michael Tracy, Jeffrey McLellan, Paul Adesokan, Franklin Brookhart+

ABSENT

Hamilton Yang, Aveline Kimbell, Charlotte Borst

GUESTS

Michael Kramberg (Accountant), Kyle Black (Administrator),

MINUTES

APPROVED

The minutes of the July regular meeting were read. The chair entertained a motion to receive and approve the minutes. Mr. McLellan so moved and was seconded by Ms. Koehring. The motion was put to a vote and carried unanimously.

REPORT OF THE TREASURER

Ms. Koehring delivered the beginning of her report prior to the arrival of Mr. Kramberg. We have begun to look at preparations for the budget and how our loss of rental incomes will affect our bottom line in 2023. There will be increases in staff health benefits and the Bishop has asked that salary increases be considered for long-time staff members. The treasurer and accountant will begin working together on the budget next week so that a preliminary outline is ready to look over in October and for Vestry review in November. There is some opportunity to be creative with the budget as our projected pledge income should be about the same as this year – however no huge changes are expected. Some preliminary estimates about savings from the ending of the Dean's salary and benefits will be gleaned. Mr. Kramberg continued this report. Our report shows that we are generally on target to hit our budget. The loss of our commercial tenants is beginning to show on our balance sheet. Expenses (at 67%) are on target two-thirds of the year in. Questions were raised about the Choral Academy and if any grants have been secured this year. No one seemed certain about who was responsible for raising the money to support this ministry. Mr. Kramberg will investigate who has donated in the past to this cause. It was suggested that our Halloween Event be used to let neighborhood kids and families know

about our program. The Bishop will check in with Deacon McCauley about our relations with Bright Elementary School. No motion was made to receive the report. The meeting continued with no additional comments.

WARDEN'S
REPORT

Mr. Knutzen began with a review of recent discussions in the church's new building committee. The building report (related to the church's structural integrity for future earthquakes) was reviewed and the Senior Warden will be meeting with the developers next month to talk about the collaborative work that needs to be done at the cathedral. The developers are giving the church a five-million-dollar loan to accomplish this work; it may not be enough. Talks will begin in October about timing and triaging seismic issues. There was some question about whether a development committee might be needed. The Bishop-in-Charge noted that the standing committee of the diocese has approved the DDA amendment which will be added to these minutes.

BISHOP
-IN-
CHARGE'S
REPORT

The Bishop has been in touch with the shut ins of the congregation and will begin home communion next week. A calendar of preaching and celebrants have been laid out through the end of the year and he continues to reach out to the heads of various lay groups to help as needed. We are in the process of sourcing additional members to the Flower Guild. Mo. Lyn is working on names for a Lay Eucharistic Visitor group to begin taking the sacrament to shut ins. The Bishop is carrying around contact cards so that new people can make inquiry about who to contact for pastoral relationship questions. Work has begun in the search for suitable interim candidates. Our contact from the Diocese (Fr. Tom Discavage) isn't very hopeful however Bishop Taylor has ideas and will meet with Bishop Brookhart to gather thoughts. There will be a fundraising banquet on January 14th for the Los Angeles Diocese at St. John's where the presiding bishop of the Episcopal Church (Michael Curry) will be present. The bishop concluded with commentary: he is working around thirty to thirty-five hours weekly (originally agreed fifteen to twenty) and hoping that things will come together soon, and the time commitment will be reduced. The Bishop needs more information about how things work - who is doing what etc. He is not sensing any major problems at the church and grateful for everyone's investment of time and the Deans for all they have done to create a smooth transition period.

- STEWARDSHIP COMMITTEE A working group is being formed and gathered. Ms. Kimbell, Mr. McLellan, and the Bishop-in-Charge might be the initial members. Vestry should be willing to assist.
- DELEGATES TO CONVENTION Bishop Brookhart will be attending with parish clergy. Ms. Kyle is willing to attend via ZOOM as is the Senior Warden. A third “back-up” candidate may be needed.
- VESTRY MINUTES The minutes and a summary of the meetings should be included as a part of the E-Blast. Vestry should have a space where they can review important documents (constitution and bylaws, minutes, etc.) The Junior Warden was selected to give comment about current Vestry actions and this meeting to the congregation this coming Sunday.
- DEANS’ FAREWELL Questions were raised about a dinner event. What kind of appreciation gift would be appropriate? Ms. Coyne volunteered to head a small committee. Ms. Gloria Flowers and the Daughters of the King were mentioned as possible collaborators. None seemed sure about how much to spend on the gifts and no decision was made about who decides what may be spent. Some felt that the new parish hall in the development building could be named after the Deans with some sort of plaque, others that an ikon of St. John might be appropriate. The Parish Administrator will send out a “Save-the-Date” memo to the congregation about the dinner.
- BANK SIGNATORIES As the Deans are on sabbatical, we need new members to act as authorized signers for checks. The chair entertained a motion that both Mr. Knutzen and Ms. Koehring (Treasurer) be authorized. Mr. McLellan so moved and was seconded by Mr. Jimenez. The motion carried unanimously.
- COMMERCIAL PROPERTY The air conditioning in our building on 2626 S. Figueroa Street has died. Our broker who manages the building (Mr. Jeff Curtis) says to replace the system would be \$25k. Our tenant has found someone to install mini-split systems for \$18k and our broker has found someone who will do it for \$10k. A third estimate has been asked from Mr. Curtis. There was general agreement that something needed to be done. The Parish Administrator will forward the third quote to the Senior Warden once received.

STAFFING

The Parish Administrator noted that our Events Coordinator, Mr. Benjamin Simons (a contracted position) is requesting a change in our compensation agreement. Currently we split event profits 70/30. The vestry suggests a more formal proposal for additional consideration and thoughts.

ADJOURNMENT

This meeting closed and members disbursed at fifteen minutes past seven without adjournment.

Jenna Kyle, Vestry Clerk

Date

Kyle Black, Administrator

Date