

NATIVITY CATHEDRAL

CATHEDRAL CHURCH OF THE NATIVITY

VESTRY MINUTES

Date: October 27, 2018

Attending:

Richard Sause	X	Tori Aitchison	X	Werner Reinartz	X
Karen Boksan	X	Tom Edwards	X	Joe Hafich	X
Annalisa Kelly-Cavotta	X	Kyle Cole	X	Harry Johnston	
Don Appleton	X	Mary Mulder	X	Meg Seltzer	X

Clergy

Tony Pompa

Approval of minutes

Don moved to approve the September minutes, Werner seconded. All unanimously approved.

Committee Reports

- Finance
 - Don reported on the budget financial report for 3rd Quarter 2018. We have a slight negative variance of \$7246. Two positives are the income from the Hurd Trust Distribution and the DIT Investment Income. However, we have a significant shortfall of \$50,350 for Pledged Income. Please review your pledge status report and strive to get caught up to December 1st. For our expenses, we have a significant positive variance of \$48,519 due to reduced expense over the last several months largely related to the temporarily vacant Associate Clergy position.
 - The Finance committee will start working on the 2019 budget in the coming weeks.

Annalisa made the motion to accept the report, subject to audit. Tom seconded. Motion was unanimously approved.

- Stewardship
 - Kyle stated that the committee is in the midst of their campaign. The Nativity Youth Camp video will be released next week. The In-Gathering is scheduled for November 18th.

- Property
 - Richard reported on the following issues/projects identified to date, with cost estimates, and recommended action:
1. Heat for Thrift Shop – Lee Snyder provided attached written summary with a benchmark bid by alternate company of \$23,636. Proposal is:

Purchase equipment (fan coil unit, contractor price \$4500)	\$3521
Install equipment, purchase and install piping (estimated cost)	\$6900
Electrical service (Westside Hammer)	<u>\$4500</u>
Total	\$14921

Recommendation: Vestry Approve \$15,000 for this project

Kyle made the motion to approve \$15,000 for this project. Don seconded. Motion was unanimously approved.

2. Sayre Hall Lower Level Wood Windows – Dick Guyer provided attached written summary and written scope of work, as well as one bid based on detailed preliminary work by RJ Doerr. Proposal is to wait to see if another bid can be obtained. 4 contractors have already invited to look at the project. We will need to make decision soon so that work can begin in spring. Current proposal is to allocate \$34,000 for this work. Recommendation is to prepare to approve \$34,000 at future meeting.
3. Rebuild of Cathedral Stairs and repoint terrace back wall/moat wall (south) – Awaiting quote from contractor C&D who did the rebuilding of the Cathedral walls in 2011-2013.
4. Deanery Roof - Jose Mendez has had two contractors assess the roof. One proposal from December 2017 is for \$56,675 to replace the low-slope metal roof with EPDM rubber roof, replace slate mansard roof with conventional shingles, replace gutters, and replace flashing; plus the costs of replacing damaged wood (no estimate). We need to consider other possible options. If we are going to rent the apartment, some repairs will be needed. We have repaired the roof numerous times in the past. No recommendation, only FYI.
5. Microphone in the bell tower needs to be replaced (so bell player can hear bells).
6. Roof problem in Sayre Hall, above room 22. Contractors have been asked to investigate, no information at this time.
7. Leak in Slype. Investigation needed.
8. Upgrade to Alarm System – Dick Guyer has been working on alternates to current system. Current annual cost is high and vendor does not provide added service (as needed) at reasonable cost. When we change vendors (as expected), we will likely have initial costs for new equipment (several \$thousand). Will be discussed at future meeting.

- Fundraising – Perfect Pairing Dinner with Dean Pompa
 - Currently, we have 75 people coming to the dinner.
 - Caterer will be serving and cleaning up.
 - Meg will assist with table setup and decorations.
 - Kris Werner will be dropping off the glasses at 2pm. She will be bringing three selections of wines for pairing with the entrees.

- Campus Plan
 - Committee had a meeting on Monday, October 22nd. David Horn provided us with various plans based on feedback received from the group. The committee will meet again on November 7th without David to review all the plans and decide on next steps. The next meeting with David is scheduled for November 14th.

- Personnel
 - Committee will reconvene and get ready to launch search for a new Associate Pastor.

- Nominating
 - Annual meeting is scheduled for the end of January.
 - No one is coming off their 2nd term on the Vestry for 2019.
 - There are 5 members who are completing their 1st term on the Vestry for 2019.
 - Tom will work on a proposal to equalize the 3 classes of Vestry from 5,3,4 to 4, 4, 4.

Calendar

- 11/2 – Perfect Pairings Dinner
- 11/4 – Anniversary Sunday – One service ONLY at 10:30am
 - Breakfast, Church School at 9am
- 11/10 – Hurd Lecture
- 11/18 – In-Gathering
- 12/16 – Craig & Nyk

Vestry Snippets (Richard will deliver at 8am, Don at 8:45am and Kyle at 10:30am)

- Had a Retreat with Pat Mingo this weekend and discussed Understanding Your Congregation as a System
- Campus Plan – making good progress; hope to have a presentation at a forum in December.
- Perfect Pairing Dinner with the Bishop and Dean on Friday, Nov. 2nd.
- Thank you for catching up with your pledges!

Adjourn

Meeting adjourned at 2:35pm. Kyle motioned to adjourn and Mary seconded.

Next meeting

Tuesday, November 13, 2018

Dinner Captain: Harry Johnston

Chaplain: Don Appleton

Respectfully submitted,

**Annalisa Kelly-Cavotta
Vestry Clerk**