

# 

## CATHEDRAL CHURCH OF THE NATIVITY VESTRY MINUTES

Date: November 13, 2018

### Attending:

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

### Clergy

Tony Pompa

### Spiritual Discipline

Don shared with us the Prayer for Mass Violence and we read it together as a group.

### Mission Focus: Emergency Shelter

Rodney is attending a meeting tonight with the Bethlehem Emergency Shelter Board. The shift to one shelter place has had some growing pains. The Sign Up Genius link is ready to go and we need volunteers to sign up for various duties on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.

### Approval of minutes

**Werner moved to accept and approve the October minutes, Don seconded. All unanimously approved.**

### Committee Reports

#### Stewardship

Kyle informed us that all the work that has been done by and on behalf of our stewardship efforts.

- In-Gathering is November 17<sup>th</sup> and 18<sup>th</sup>
- All letters have been mailed; the Senior Warden letter with pledge cards went in the mail today.
- The “Jesus lives here” postcard went out last week, with link to website and stewardship page.
- E-blasts have gone out each week with video and written stewardship messages; weekly bulletins have included written reflections.
- The Camp video was highlighted at the Forum last Sunday morning with good attendance.
- Folk are also receiving the message that in addition to their pledge card they should bring an item and participate in the putting together of Thanksgiving Food Baskets during the 9:15-10:15 hour. Gabrielle Bryan is coordinating that effort. We will have continental breakfast items available, music playing etc.

## Personnel

Karen stated that the committee met last Thursday and regrouped a bit on the hiring of a full time Associate. Next step is to update the job description and post it in January/February 2019.

- The Cathedral is also in need of a part time Director of Religious Education.
- Recruiting season starts in January to mirror with the Seminary schedule.

***Harry motioned to ask the budget committee to put the full time Associate and part time Director of Religious Education positions in the budget for 2019. Kyle seconded. All unanimously approved.***

## Finance

Don reported on the financial report for October 2018.

- **Income**
  - Line 4001 – Looking at the October Treasurer’s Report, we continue to have a shortfall (approx. \$53,000) of actual to budget for Pledge Income. We will need a strong November and December, which is usually the case. However, I feel that we will not makeup this total shortfall by year end. Offsetting this will be our expense savings throughout the year, which will give a positive variance on the expenditure side. A reasonable projection at this point is that these two factors will balance each other and that we will finish the year with a balanced budget (total income vs. total expense), with both income and expense being less than budgeted with a fair chance of finishing with \$10K to \$20K on the plus side.
  - Other revenue risk areas estimated to be approximately \$128K (Line items 4600, 4700, 4260, 4650)
- **Expense**
  - Overall, total expense is approximately \$45K under YTD budget.
  - There are a few line items that we will need to consider closely to 2019 budget: items 5140, 5220, 5300, 6100 and 7220.
  - For line item 6100 (Cathedral Music Program), this includes the Cathedral Scholars which will be separately budgeted and accounted for next year.
  - For line item 6500 (Liturgy), for next year the Celtic services will be separately budgeted and accounted for next year.
- **Special Accounts**
  - SA #3871 Jean Montgomery Memorial gift was received. Per policy, 50% of this will be allocated to DIT accounts 258, 234 and 320.
  - Finance Committee recommends that SA #3873 (Trautlein Music Ministry \$5000 Gift) be allocated to Cathedral Scholars SA #3634.

***Tom moved to accept the financial report, pending audit. Harry seconded. All unanimously approved.***

## Property

Joe reported that the property committee met on Sunday morning. Here are the topics that were discussed at the meeting.

1. **Heat for the Thrift Shop** – The heating units should be delivered by December 1<sup>st</sup> and they should be installed shortly after. Caution – there is a possibility that the cost may exceed \$15,000 because of the increased charges for labor because of the shortage of skilled workers because of the large number of huge regional construction projects (e.g., Westside upped their estimate from \$3,500 to \$5,500). There will be minimal impact on the Thrift Shop during the installation. Lee will coordinate and try to keep the costs in line with the original estimates.
2. **Upgrade to the Alarm System** – Dick Guyer has circulated the proposed RFP for comment and will notify ADT that we are now renewing the existing contract.
3. **Sayre Hall Lower Level Wood Windows** – We should have the second quote from Stirling in about a week.
4. **Roof Problem above Room 22** – Richard W will contact Wilson Associates to see if they can get out to work on it soon. They were out on October 16<sup>th</sup> but have not responded with a price & schedule. Also, he is going to check on the current price of an annual maintenance contract on the roofs of the Cathedral & Sayre Hall such as the one that we had previously had in place.
5. **Leak in Slype** – Also, potentially, a Wilson project.
6. **Security Systems** – A camera system will be installed on the outside door to the office during Thanksgiving week. This will be similar to the camera systems that are already in place on the two other Sayre Hall doors that allow the office people to see who is at the door before they “buzz” them in.
7. **Microphone in the Bell Tower** – The existing system is corroded and must be replaced. Phil will look for low cost solutions since the sound quality is not important – the system’s only purpose is to let the chimes player hear that the bells are ringing.
8. **Deanery Repairs** – All long term repairs such as the roof replacement are being kept on hold until the planning group decides on the future use for the building. As a result, we are constantly making “patches” and repairs after damage occurs. As an example, because we put off the roof replacement, we have had to spend thousands of dollars on roof patches, wall & ceiling repairs and mold mitigation. Currently, we have another leak so the roof patch/repair cycle will continue.
9. **Emergency Repair Fund** – The Property Committee is requesting that the Vestry set up an emergency repair fund in the amount of \$10,000 that the committee can use to make emergency repairs without having to wait to get Vestry approval. If we are successful in setting up a roof maintenance contract, that amount requested would drop to \$5,000.
10. **Structural Analysis Study of the Deanery** – The Property Committee recommends that we get a structural analysis study done on the Deanery before making any decisions or proceeding with any major work. The studies that were done by Barry Isett & Associates on the Cathedral, Sayre Hall and the Diocesan House about 15-20 years ago were eye-opening and formed the backbone of 5 and 10 year programs to mitigate deficiencies.

**Tom moved to do the Structural Analysis Study of the Deanery not to exceed \$8,000. Harry seconded. Motion was unanimously approved.**

**Recommendation was made to budget committee to separate expenses for the Deanery, add roof maintenance contract line and increase general maintenance budget by 50% to cover emergencies.**

### **Nominating**

Tom reported on the proposal of equalizing Nativity Vestry term classes.

**Tom moved that the Nominating committee (Cathy Bailey, Joy Tiel, Carol Yale, Mary Mulder, Meg Seltzer) be directed to come up with a slate of Vestry members to be 4 positions on the ballot for the Annual Meeting. (Option #4) Harry seconded. All unanimously approved.**

### **Old and New Business**

- Campus plan\_meeting tomorrow night is open to all Vestry members. It starts at 6:30pm.
- Conversation - Safety Protocols  
Nell emailed Tony after one of the last shootings with a question about the Cathedral's safety protocols. What are we doing about discussion on safety protocols? What are other churches doing?

**Think about whom in our leadership should receive Safety training and we can discuss at next meeting.**

- Vestry Fundraising – 12/16 4pm is Craig & Nyke concert  
Meg stated that there are a number of items available for us to use as a source of fundraising
- Retreat Follow Up – defer to next meeting

### **Snippets**

- Need for volunteers for the Emergency Shelter on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month
- Behind on pledge income
- Nominating committee is working on slate of Vestry members to be 4 positions on the ballot for the Annual Meeting.
- 12/2 Forum with David
- 12/16 Craig & Nyke concert

**Richard will present at 8am service; Don will present at 321 service ; and Annalisa will present at 10:30am service.**

### **Adjourn**

**Meg motioned to adjourn meeting at 9:35 and Werner seconded. Motion was unanimously approved.**

**Next meeting**

Tuesday, December 18<sup>th</sup> at 6:30pm

***Annalisa will not be present at the December meeting. Karen will take notes.***

**Dinner Captain:** Werner Reinartz

**Chaplain:** Kyle Cole

***Respectfully submitted,***

***Annalisa Kelly-Cavotta***

***Vestry Clerk***