

Christ Church Cathedral Vestry Meeting Minutes  
May 20, 2013  
Nashville, TN

**Vestry Members Present:**

Scott Viebranz (Senior Warden), Tyler Yarbrow (Junior Warden), Chris Hansen, Scott Hoffman, Susan Hudson, Paul Myers, Anna Grimes Noser, Marian Ott, Jo Dee Prichard and Pete Stringer.

**Vestry Members Absent:**

Denise Bentley, Lawrence Blank-Cook, Kristine LaLonde, Dan Schafer and Ann Walker King.

**Clergy Members Present:**

The Very Rev. Timothy Kimbrough, Dean and the Rev. Canon Gene Manning, Sub Dean.

**Approval of Minutes from April 22, 2013 Vestry Meeting**

The minutes of the April 22, 2013 meeting were approved.

**Meditation**

Susan Hudson led a meditation on seeking and serving Christ in all persons through a reading relating to her father.

**Finance Committee Report**

Mark McQueen reviewed the Finance Committee report and accompanying financial statements. The report and financial statements were received and approved.

Key Financial Metrics:

YTD Income:	\$5,562	favorable variance
YTD Expenses:	\$73	negative variance
YTD Total v. Budget:	\$5,635	positive variance

The Finance committee is working on a finance report with enhanced detail for presentation to the Vestry 2-3 times a year.

**Schillig Fund Memorial**

The Vestry approved an expenditure not to exceed \$50,000 for Vesting room renovation and Lectern Bible to serve as a memorial in recognition of the Schillig Gift.

### Additional Signage

The Vestry approved a recommendation from the Finance Committee to utilize \$6,000 from the Memorial Fund to address additional signage needs throughout the Cathedral campus.

### Report from the *ad hoc* Committee on Parish Administration

In view of the number of Vestry members who were unable to attend this evening's meeting (5 out of 15 members were absent), the group contemplated whether to defer a preliminary review of recommendations from the *ad hoc* Committee on Parish Administration. After extensive discussion, those in attendance agreed to proceed with that review with the hope that those who missed the meeting would be afforded an opportunity to learn more prior to the next Vestry meeting.

To that end, Committee Chair Tyler Yarbrow led a review and discussion of preliminary recommendations relating to refinement of the Cathedral infrastructure. It was agreed that the Committee would attempt to revise the concepts to align with input received for further consideration at the June Vestry meeting.

### Columbarium

The Vestry approved a recommendation from the Finance Committee to spend an amount not to exceed \$84,000 from the Columbarium Fund for expansion and installation of additional columbarium space.

In a related matter, the Vestry approved a recommendation from the Finance Committee to increase the amount charged for columbarium space from \$500 to \$650.

### Payroll Adjustment

Mark McQueen briefed the group on an issue relating to the existing payroll process which impacts the Cathedral's financials. On occasion, the current bi-weekly pay cycle process used for most staff results in employees being paid 27 times per year. Based on the current payroll calendar and process, this would occur in 2014 resulting in an estimated additional payroll expense of \$31,000.

After analyzing this issue, the Finance Committee recommends changing from bi-weekly to semi-monthly pay cycles starting this year. Under this approach, employees would receive compensation for work performed in the year in which their work is performed. This move will result in an increase in payroll expense being incurred in the 2013 fiscal year, but will preclude such an additional expense being incurred in 2014. The Vestry approved this action effective July 1, 2013.

### Personnel Policy Amendment

The Vestry approved a proposed amendment to the "vacation" section of the personnel policy to "at the rate of their annual total vacation hours divided by their number of annual pay periods."

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**Global Missions Grant Recommendations**

An illustration summarizing grants made in 2012 and grants recommended in 2013 by the Global Missions Committee was reviewed by Marian Ott and Susan Hudson (Vestry liaisons to that committee). The Vestry approved the requested 2013 grant recommendations included in the illustration (ref/ attached appendix).

There being no further business to consider, the meeting was adjourned at 8:30 pm.

Respectfully submitted,

Scott Hoffman  
Clerk