

Christ Church Cathedral Vestry Meeting Minutes
December 16, 2013
Nashville, TN

Vestry Members Present

Scott Viebranz (Senior Warden), Tyler Yarbrow (Junior Warden), Denise Bentley, Lawrence Blank-Cook, Chris Hansen, Scott Hoffman, Susan Hudson, Kristine Lalonde, Paul Myers, Anna Grimes Noser, Marian Ott, Jo Dee Prichard, Dan Schafer, Pete Stringer and Ann Walker-King.

Clergy Members Present

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

Meditation

Dan Schafer gave the meditation.

Approval of Minutes from November 25, 2013 Vestry Meeting

The minutes of the November 25, 2013 Vestry meeting were amended and approved. (Stringer, Walker-King)

Finance Committee Report

Pete Stringer reviewed the Finance Committee report and accompanying financial statements. The Finance Committee report was received, including a suggested amendment approved by its chairman (Mr. Burgess) as follows:

In lieu of the timeline language included in the report, substitute the following language:

“The preliminary budget for 2014 was reviewed. A provisional budget will be on the Vestry agenda for approval at the December 2013 meeting, subject to final refinement shortly after year-end once final financial information is received”.

The income statement was received and approved (Hoffman, Ott). The balance sheet was received and approved (Stringer, Hoffman).

Key Financial Metrics

YTD Income:	\$85,868	favorable variance
YTD Expenses:	\$13,087	positive variance
YTD Total v. Budget:	\$72,780	positive variance

Adoption of 2014 Provisional Budget

Mr. Stringer presented a draft of the proposed budget for 2014 as prepared by the Finance Committee. The proposed budget includes a reduced deficit when compared with previous years. There was discussion regarding the method to be used to grant potential Cathedral staff increases. It was agreed that the Dean should continue to use his discretion in determining the approach to be used.

There were concerns expressed regarding the ability to achieve a balanced budget in 2015. The Vestry and Endowment Committee have mentioned this as a priority. It was suggested that a timetable be developed at the upcoming Vestry retreat identifying issues and milestones needing to be addressed in order to achieve a balanced budget.

Ad hoc Committee to Finalize the Budget

The Vestry approved the following resolution (Hudson, Cook):

Resolved, that the Vestry of Christ Church Cathedral, acting at its December 16, 2013 regularly scheduled meeting, appoints an *ad hoc* Committee to Finalize the Budget for the 2014 General Fund budget, taking into consideration the recommendations of the Finance Committee, received and promised pledges as of January 8, 2014, and the year-end positive variance (if it may be) of the 2013 General Fund. Members of the Committee shall include: the 2013 Vestry officers (Dean, Wardens and Clerk), the Treasurer, Mark McQueen (*ex officio*), Marian Ott and Pete Stringer.

The Vestry expressed an interest in establishing a practice for two Vestry members to be part of future *ad hoc* committees to finalize the budget in addition to the Vestry officers and Business Manager (currently Mr. McQueen).

Stewardship Update

Dale Maxfield reported on the 2014 stewardship initiative. At this juncture, there is still a shortfall in pledged contributions when compared to contributions for the current budget year. An effort is underway to contact parishioners who have not submitted pledges thus far to determine if they intend to pledge.

Ad hoc Committee on Parish Infrastructure

Tyler Yarbro reported that the Committee has refined its vision for the future and distributed a revised summary of its work. This was based on the input from various sources, including a meeting from current committee chairpersons. Commission charges are being updated to align with the new structure.

The Committee has also confirmed the interest of several members of the Parish to serve as commission chairpersons.

Nominating Committee

Ann Walker-King reported that the Vestry Nominating Committee has completed its work and has identified ten nominees to stand for election to the 2017 Vestry Class. Nominees include: David Berndt, Don Dawson, Tameron Hedge, Dale Maxfield, Donald McKenzie, Jon Stanley, Ben Turnage, Monica Urness, Patti West and Ellen Wright.

Clergy Housing Exclusions

The Vestry approved the following resolutions relating to members of the clergy (Stringer, Ott):

The Rev. Timothy E. Kimbrough. Resolved, that during the calendar year 2014 33% of the Rev. Timothy E. Kimbrough's cash compensation is designated for his housing exclusion. Additionally, \$2,500 is designated from his total cash compensation for his Medical Reimbursement plan (FSA). These monies shall be disbursed under an Accountable Plan as described by the IRS. Requests for reimbursement shall be accompanied by a receipt and made within 60 days of incurring the expense. Any funds remaining in these accounts at year's end shall revert to the General Fund.

The Rev. Canon Gene Manning. Resolved, that during the calendar year 2014 60% of the Sub Dean's cash compensation is designated for her housing exclusion. No other designations have been requested by the Rev Canon Manning.

The Rev. Joshua Caler. Resolved, that during the calendar year 2014 40% of the Curate's cash compensation is designated for his housing exclusion. No other designations have been requested by the Reverend Mr. Caler. Additionally, \$1,800 is designated from his total cash compensation for his Medical Reimbursement plan (FSA). These monies shall be disbursed under an Accountable Plan as described by the IRS. Requests for reimbursement shall be accompanied by a receipt and made within 60 days of incurring the expense. Any funds remaining in these accounts at year's end shall revert to the General Fund.

Senior Warden's Report

Senior Warden Scott Viebranz reported that the Lessons and Carols event went extremely well. He also indicated he is favorably impressed with the manner in which the Vestry can discuss issues in a collegial manner and reach a consensus.

Dean's report

Dean Kimbrough reported on various items:

- The Thanksgiving offering exceeded \$5,300.
- Positive comments continue to be received regarding the newly adopted weapons policy.
- A letter has been received from a parishioner expressing concerns about current aspects of Cathedral life. The Dean intends to follow up to examine the concerns expressed in further detail.
- The 2014 Vestry retreat will be held February 7th and 8th at Pickwick Landing State Park.

There being no further business to consider, the meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Scott Hoffman, Clerk