

Draft 2

Christ Church Cathedral Vestry Minutes
March 23, 2015

Vestry Members Present

Scott Hoffman (Senior Warden), Pete Stringer (Junior Warden), Monica Urness, Don Dawson, David Berndt, Trey Caroland, Anna Grimes Noser, Marian Ott, Sam Bessey, Michael Hasty and Ellen Wright.

Vestry Members Absent

Chris Hansen, Arnold Malcolm, Jon Stanley.

Clergy Members Present

The Rev. Canon Gene Manning, Sub Dean, The Rev. Canon Joshua Caler

Clergy Member – Sabbatical – Absent

The Very Rev. Timothy Kimbrough

Other Members Present

Mark McQueen, Scott Viebranz and Ed Burgess.

Opening Prayer and Meditation

Rev. Gene Manning led the opening prayer and Don Dawson led us in a meditation of the alternative versions of the Apostle's creed.

Evangelism

Rev. Manning presented us with a call to contemplate the meaning of the work and worth of the word "Evangelism" in our life in Christ.

Adoption of February, 2015 Minutes

The minutes of the February Vestry retreat were approved with one change. (Stringer, Bessey)

Finance Committee Report

Ed Burgess presented the Finance Committee report. The Cathedral has a positive variance to budget of \$31,194. This is the result of a favorable \$19,914 variance in income being added to an \$11,280 positive variance in budgeted expenses. He called our attention to the cash reserve levels. He also reviewed the committee's recommendation for the 2014 surplus, which entails moving \$45,187 in cash and offsetting liabilities from the Operating balance sheet to the Discretionary and Other balance sheet.

Ed also reported that a subcommittee has been formed to conduct a complete review of all existing policies and recommend changes, which would combine all policies into one document for the Vestry to review and, hopefully, adopt by late summer/early fall. Until that work is completed,

and in anticipation of reworking the reports along commission lines, the committee recommends deferring cosmetic changes in the reports until a new policy is adopted.

Ed announced that Larry Smith has announced his retirement, effective June 30. Ed himself will retire from the committee at year's end. Dale Maxfield will serve as his assistant to manage this transition.

The Finance committee report, income and expense and balance sheet were approved. (Stringer, McKenzie).

Old Business

Scott Hoffman introduced Scott Viebranz as the Vestry's facilitator for the strategic planning process. Scott has served on the Vestry in the past and has his own strategic planning experience.

He will work with the Vestry and the Commissions to move the process along, providing input, gathering feedback and data to formulate strategic plan. Scott H. reminded us of the strategic planning process as part of a continuum of things the Vestry has been working on, from the bylaws to formulation of the mission statement to where we are now.

Scott H. reminded the Vestry of the April 27 planning session with the Commission chairs as the beginning of the planning process and stressed the importance of Commission engagement throughout.

New Business

Junior Warden Pete Stringer made note of the following: The vestry liaisons to commissions for 2015 are as follows:

Parish Life – David Berndt

Christian Formation – Michael Hasty

Outreach Commission – Don Dawson and Monica Urness

Liturgy – Ellen Wright

Evangelism – Jon Stanley and Trey Caroland

Cathedral Life – Arnold Malcolm

Pastoral Care – Marian Ott and Chris Hansen

Administration – Donald McKenzie and Sam Bessey (Planned Giving)

Stringer stressed the vestry liaisons are *ex-officio* members of the commissions. Unless other arrangements are in place, the liaison should act as the secretary / clerk during commission meetings.

Approval of Dean's committee chair appointments

The vestry approved (Stringer, Bessey) the following committee chair appointments recommended by the Dean:

Joe Altman, chair of the Grants Committee, 2 year term, beginning (retroactively) on February 26, 2015

Jack Hill, chair of the Cultural Arts Committee, 2 year term, beginning on March 23, 2015

Trey Talley, assistant chair (apprentice) of the Every Member Canvass committee, 1 year term beginning on March 23, 2015 [Trey will subsequently serve 2 years as the Every Member Canvass chair]

Approval of special offerings

Senior Warden Scott Hoffman and Outreach Grants Committee liaison Don Dawson recommended the

special offerings for Easter, Thanksgiving and Christmas be designated as follows: Easter for Amistad in honor of Mama Maria Eugenia Hidalgo; Thanksgiving for Habitat for Humanity, and Christmas for St. Luke's community center. The Vestry approved the special offerings designations (Stringer, Urness).

Senior Warden's Report

Senior Warden Scott Hoffman distributed name tags to the new Vestry members and reviewed the importance of wearing them as representatives of the Cathedral's leadership. Rev. Joshua Caler provided an update on the upgrade for the Cathedral's database and website. Membership records will be upgraded first. Migration of all data will be outsourced to an outside vendor, as the costs of doing so have been reduced and it will not tie up valuable staff time. The goal for the new website is to have a working version available by August 1, hosted offsite, then migrate the actual website by September 1. There will be flexibility for Commission chairs to update their sections with minutes, etc.

The sound system upgrade has completed phase one and is moving forward with phases two and three. They are confident they can press on within the appropriations made for the sound system. Marian Ott asked for a presentation for the Vestry in June to detail each of the phases involved.

Hoffman also distributed the meditation signup sheet and the fortnight schedule. He reviewed the role of Vestry liaison and emphasized the liaison's role as the communication link back to the Vestry. Receiving minutes and other documents from each Vestry liaison will be a regular part of that process.

There was a discussion of the replacement for Larry Smith, bookkeeper. Mark McQueen reported that the Cathedral would be advertising the job in April and hopes to have a replacement ready in time for the June 15-16 audit. Hoffman stressed the Very Rev. Timothy Kimbrough wants the employment decision to be made in his absence and is fully aware of Larry's departure.

Sub-dean's Report

Sub-Dean Canon Manning called our attention to the Holy Week activities and encouraged the Vestry's attendance to as many liturgies as possible. She especially asked for Vestry participants in the vigil with the reserved sacrament following the Maundy Thursday service.

Via Rev. Joshua Caler, there will be 40 confirmations, 10 baptisms at the Easter vigil.

Canon Manning announced the committee is working to develop a Fourth liturgy and has set its next meeting (tentatively April 28). The new liturgy is scheduled to begin in October.

Adjourn

With no further business to attend to, the meeting was adjourned.

Addendum – Vestry Meditation Schedule

- Monday, June 22 – Donald McKenzie
- Monday, August 31 – Ellen Wright
- Monday, September 28 – Monica Urness
- Monday, October 26 – Anna Grimes
- Monday, November 16 – David Berndt
- Monday, December 14 – Sam Bessey
- Monday, January 25 – Michael Hasty