

*Draft*

**Christ Church Cathedral  
Vestry Minutes  
March 19, 2018**

**Vestry Members Present**

Roger Moore (Senior Warden), Caroline Rossini (Junior Warden), Wyeth Burgess Catherine Clark, Tameron Hedge, Becca Ingle, Mary Herbert Kelly, Ken King, Anna Rodriguez Masi, David Morton, Gibson Prichard, Trone Sawyer, Katy Sheesley

**Vestry Members Absent**

Win Bassett, Charlie Cook III

**Clergy Members Present**

The Very Rev. Timothy Kimbrough, Dean & Rector, The Rev. Matthew Lewis, Assistant to the Rector, The Rev. Lissa Smith, Associate for Pastoral Care and Cathedral Life

**Other Members Present**

Dale Maxfield, Ellen Wright, Brooks Smith, Katy Varney, Tyler Yarbrow, Mark McQueen

**Opening Prayer**

Dean Kimbrough led those assembled in the opening prayer.

**Meditation**

Katy Sheesley delivered the meditation.

**Approval of Minutes of Prior Meetings**

The minutes of the January Vestry meeting and the February Vestry Retreat were approved. (Rossini, Masi)

**Finance Committee Report**

Dale Maxfield presented the Finance Committee Report. The income and expense reports were approved (Rossini, Sheesley), and the balance sheet was approved (Clark, Burgess). The committee is satisfied with the Cathedral's financial performance thus far in 2018. There is a positive variance to budget of \$839, resulting from a favorable

variance in income of \$2,935, offset by a negative variance in budgeted expenses of \$2,096. Cash reserves remain at approximately 25% (26,8 % to be exact) of budgeted expense on a 12 month moving average. That figure could drop somewhat, depending on the need to utilize cash reserves to augment the Capital Campaign in its early stages.

**Income and Expenses.** Pledges and offerings as of February 28<sup>th</sup> are \$4,860 over budget compared to \$13,403 over budget through January 31<sup>st</sup>. Christian Education income is over budget due to Catechesis receipts. Lay ministries income is over budget due to proceeds from the Women's Retreat. Music Contributions are under budget due to the Chorister Festival. Kitchen income is under budget due to a shortfall in expected income from Breakfasts and Other Meals. Sacred Space income is over budget due to contributions from Event Sponsors and proceeds from Bachanalia. Financial/Stewardship income is under budget due to Parking and the Vestry Retreat. Salary and Benefits expenses are over budget due to salary payments. Property Management expenses are over budget due to repairs, maintenance, and utilities costs. Music Program expenses are under budget due to Chorister Festival expense. Sacred Space expenses are under budget due to publicity and BreakingBread@6 savings. Financial/Stewardship expense is over budget due to Parking Lot expenses.

**Capital Campaign.** Hal Johnson, chair of the Capital Campaign, has presented a request to the Finance Committee for an increase in the budget of the Capital Campaign for communications, design, printing, and postage, from \$17,000 to \$30,000 over the next two years, in order to allow the communications material sent to parishioners to be produced by an outside public relations company. The Finance Committee recommends approval of the Capital Campaign budget increase. This recommendation was treated as a motion by the Finance Committee, which was duly seconded (Sheesley). After discussion, the Vestry unanimously approved the budget increase, resulting in a total Capital Campaign budget change from \$372,110 to \$385,110.

**Opportunity Fund.** Quarterly deposits continue to be made to the Opportunity Fund. The Opportunity Fund has a current balance of \$103,027, having increased by \$8,033 in January. Approximately \$40,000 of the Opportunity Fund has been earmarked to pay one-half of the Rev. Naomi Tutu's salary as a curate through August of 2018 (the other half being paid by the diocese).

### **Third Party Partnership Working Group Report**

Ellen Wright, assisted by Brooks Smith, Katy Varney, and Dean Kimbrough, presented the report of the Third Party Partnership Working Group (TPP). Three primary matters are up for consideration by the Vestry: (1) The current state of the Letter of Intent (LOI) with the developer, HRI; (2) a consideration of the appropriate conversation to engage in with the members of the parish concerning the terms of the LOI and the anticipated ground lease to follow; (3) the imminent expiration of the LOI on April 27, and the decision on that date to enter into a binding contract with HRI, to entertain a request

for a further extension of the LOI, or to allow the LOI to lapse and to pursue other options for Parking Lots C and D.

**State of the Letter of Intent.** HRI has asked for an extension of the original LOI, which was to expire on March 2<sup>nd</sup>. The TPP was unhappy with this further delay, and demanded a fee for the extension of the LOI. After considerable negotiation, HRI agreed to pay a non-refundable extension fee to the Cathedral of \$25,000 in return for an agreement to extend the LOI until April 27, 2018. Those funds have been paid and have been deposited into a special account.

**Parishioner concerns about the terms of the LOI.** There appear to be three distinct schools of thought among some parishioners who have concerns about the current terms of the LOI: (1) Keep the property (Parking Lots C and D) as we have it now, as parking for the Cathedral; (2) Do something more “church-like” with the property, such as a soup kitchen or homeless shelter; and (3) Put out a Request for Proposal (RFP) seeking nationwide offers from potential developers of the property in an attempt to maximize our return on the property. With respect to the third idea, the Vestry officers, clergy members, and the members of the TPP scheduled a meeting last Tuesday with a group of parishioners advocating for the RFP approach, in order to allow a full and open discussion of their concerns and suggestions. At that meeting, Ellen Wright, chair of the TPP, presented a historical background of the property (Lots C and D), its acquisition by the Cathedral parish in 2001, its use and development by the parish, the approaches to the parish by potential developers, the formation, in August of 2016, by Dean Kimbrough of the TPP (consisting of parishioners and others with particular experience and expertise in commercial property transactions, charged with the task of entertaining and considering development proposals for the property), and the ultimate negotiations with HRI, which began in late 2016. The parishioner group thereafter expressed its concerns and presented its ideas for the alternative RFP approach. Ellen Wright and Dean Kimbrough recapped the essential elements of the Tuesday meeting for the Vestry members assembled, and there was consensus that additional presentations would be made to parishioners in sessions held during April and/or May, to apprise them of the status of our negotiations for the development of Parking Lots C and D, with an opportunity for questions and comments by those attending.

### **Implementation Committee Report and Capital Campaign Update**

Tyler Yarbro presented the report of the Implementation Committee and provided a brief update on the status of the preparations for the Capital Campaign. Over the past 4 to 6 weeks, the Implementation Committee has been digesting feedback from the Annual Parish Meeting and the February Vestry Retreat. The committee has identified five main areas for further consideration: (1) Light and Air; (2) Green Space; (3) Pedestrian Traffic Flow and Reception Location; (4) Sustainability; and (5) Appropriate Space Allocation for Youth and the Catechesis Program. The feedback in some of these areas has been particularly specific, leading the Committee to have concerns that

parishioners may have the impression that the development process is further along than it actually is. That was a topic addressed by the Committee at its meeting last Thursday, and it was decided that additional communication efforts were in order, perhaps in the form of a Dean's Forum in May dedicated to the status of the development plans. Bob Hotz has been helpful to the Committee in the staging of its efforts. Preliminary conceptual drawings have been completed and the Committee plans to submit an RFP to potential architects/developers by June or so. The Campus Concerns Group will meet on Wednesday and part of its agenda will address the issue of HBRA's involvement in the RFP process going forward.

Hal and Dona Johnson are busy at work planning the next steps in preparation for the Capital Campaign. A broad timeline has been developed, and with the assistance of a local PR firm, the work has begun on analyzing and developing a "case for support" document to be furnished to potential donors. Lead gifts will be the focus of an initiative to begin in early summer and continue into the fall. The parish-wide campaign phase will begin sometime in the fall of 2018.

### **Senior Warden's Report**

Roger Moore reminded all Vestry members of the importance of completing their training for "Taking Care of God's Children" as soon as possible, and that the next Vestry meeting is scheduled for April 23<sup>rd</sup>.

### **Dean's Report**

Dean Kimbrough advised that some 44 people will be presented for confirmation and reaffirmation during Holy Week, and reviewed some of the activities that will be central to Holy Week celebrations. He reminded Vestry members of recent parking difficulties by some parishioners and advised that parking problems will likely be exacerbated by the plethora of Holy Week activities. He suggested that we should think about parking farther away from the Cathedral to allow adequate space for those who may need more proximate parking locations. He also noted that parking for the 11:00 a.m. service is particularly problematic when Christian Education runs overtime. Finally, he reminded Vestry members of the joint gathering with Gordon Memorial congregates at the First Amendment Center on April 7<sup>th</sup> to watch the film, *Selma*.

### **Adjournment**

There being no further business to conduct, the meeting was adjourned, with a closing blessing by Dean Kimbrough.