

**Christ Church Cathedral  
Vestry Meeting Minutes  
April 23, 2018**

**Vestry Members Present**

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

**Clergy Members Present**

The Very Rev. Timothy Kimbrough, Dean & Rector, The Rev. Matthew Lewis, Assistant to the Rector, The Rev. Naomi Tutu, Curate

**Other Members Present**

Hal Johnson, Dale Maxfield, Tyler Yarbro

**Opening Prayer**

Dean Kimbrough led those assembled in the opening prayer.

**Meditation**

Trone Sawyer delivered the meditation.

**Approval of the March Vestry Meeting Minutes**

The minutes of the March Vestry Meeting were approved with corrections. (Kelly, Masi)

**Finance Committee Report**

Dale Maxfield, Treasurer, presented the Finance Committee Report. The income and expense reports were approved (Sheesley, Sawyer), and the balance sheet was approved (Prichard, Moore). The Finance Committee is satisfied with the Cathedral's financial performance thus far in 2018. There is a positive variance to budget of \$23,350, resulting from a favorable variance in income of \$21,276, and a favorable variance in expenses of \$2,074. Cash reserves remain at approximately the targeted 25% of budgeted expense on a 12-month moving average (26.38% to be exact).

**Income and Expenses.** Pledges and offerings as of March 31<sup>st</sup> are \$19,083 over budget, compared to \$4,860 over budget through February 28<sup>th</sup>. Lay ministries income is over

budget due to proceeds from the Women's Retreat. Music Contributions are under budget due to less than expected income from the Chorister Festival. Kitchen income is under budget due to a shortfall in anticipated income from Breakfasts, Wednesday Dinners, 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 expense is over budget due to expenses incurred for a Membership, Accountant, and Communications Assistant. Property Management expense is over budget due to repairs, maintenance, and utilities costs. Lay Ministries expense is over budget due to costs associated with the Bereavement Committee and Church in the Yard. Music Program expenses are under budget due to Chorister Festival expense. Sacred Space is under budget due to savings experienced in publicity costs, BreakingBread@6 expenses, and workshop expenditures.

**Capital Campaign Expenditures.** The Finance Committee has reviewed the Capital Campaign expenses incurred from October 2017 through March 2018, which total \$131,649.53, out of a total budget of \$385,110. The bulk of the expenses to date have been for American City Bureau (ACB) consulting fees (\$50,779.35) and HBRA architectural fees (\$58,210.18). The Finance Committee will continue to review the Capital Campaign expenditures on a monthly basis and report to the Vestry.

### **Implementation Committee Report**

Tyler Yarbrow presented the report of the Implementation Committee. The committee, acting on input from parishioners and the charge from the Vestry, has asked the Campus Concerns Committee to begin work on drafting a Request for Proposal (RFP) to be put out to architectural firms for the creation of plans and drawings for the Campus improvements to be undertaken pursuant to the Strategic Plan. There has been diversity of opinion on the Campus Concerns Committee as to whether the conceptual design work of HBRA Architects will serve as a starting point for the work within the scope of the RFP or whether the architect retained for the work going forward will, in essence, "start from scratch." There has also been some debate as to whether HBRA should simply be retained to perform the architectural work going forward as opposed to putting the work out for bids, but the RFP route seems to be the preferred approach at this time. A resolution was adopted at the last meeting of the Campus Concerns Committee to call a meeting of the parish to report on its work to date, and to make recommendations concerning the next steps going forward to achieve the goals of the Strategic Plan. The proposed date for such a meeting is Sunday, May 6, to occur as the focus of the Dean's Forum, with a follow-up meeting for parishioners unable to attend the Sunday meeting, on the evening of Monday, May 7<sup>th</sup>, at the Diocesan House on Woodmont Boulevard.

Dean Kimbrough circulated copies of a draft letter to be sent to all parishioners advising of the May 6<sup>th</sup> and 7<sup>th</sup> meetings, and he solicited input from the Vestry on its contents. Several suggestions were offered, and the letter is to be edited to incorporate them.

### **Capital Campaign Update**

Hal Johnson, Capital Campaign co-chair, presented an update of the activities undertaken and planned for the Capital Campaign. The Capital Campaign working team has met several times with Bob Hotz of American City Bureau to focus on the three primary Strategic Plan goals of enhancing fellowship, outreach, and youth program space. The working team's approach to its mission is that, while we need to envision something quite exceptional in terms of the physical structure that will result from the campaign, we are not raising money for a building; rather, we are working to achieve our *vision* for the future of the Cathedral parish. It is a bold vision, and so we need a bold ask. Between now and May, potential major donors will be identified, and the working group plans to begin in early summer having conversations with those individuals and families. It is critical to secure commitments early on from important groups, including the Campaign Leadership Committee, the Vestry, and the members of the Implementation Committee. The hope is to raise 60-70% of the campaign goal from major donor contributions. By the fall of 2018, the pledges from significant donors will be reported, and beginning with the Annual Parish Meeting next year, a parish-wide campaign will be launched. While not everyone will be asked to give equally, everyone will be asked equally to give. Campaign pledges will span a five-year period. The initial financial goal is \$6 million. The projected cost of the structure envisioned by the Strategic Plan is roughly \$8 million, and realization of the entire Strategic Plan may run as high as \$13 million. Dean Kimbrough reminded those present that it is important to distinguish between our vision for the parish and the issue of how that vision will be financed. Financial considerations are necessary, but they should not unduly limit our vision.

### **Third Party Partnership Working Group Update**

Charlie Cook presented an update on the progress of the negotiations with HRI for the execution of a ground lease on Parking Lots C and D. The Third Party Partnership Working Group (TPP) met last week. Parking to be allocated for Cathedral use continues to be the primary issue. In an HRI mock-up presented to the TPP, 61 parking spaces were allocated for Cathedral use on the lower parking level, with the suggestion that the remaining spaces needed to achieve the Cathedral's 75-space demand be satisfied by allowing parking on Lot D. The TPP insisted on 75 *contiguous* spaces, suggesting that an additional lower floor be dug out to accommodate this requirement. By mutual agreement of the parties, the Letter of Intent (LOI) has been extended to May 4<sup>th</sup> in order to work out this issue. A further extension of the LOI beyond May 4<sup>th</sup> is likely, in

order to deal with additional collateral issues. Dean Kimbrough offered a special thanks to Charlie and Brooks Smith for the many hours of diligent work spent in these negotiations.

### **Commission and Committee Reports**

Wyeth Burgess submitted a written report detailing the activities of the Evangelism Commission and its committees over the past three months. A copy of that report is appended hereto as **Attachment 1**.

Gibson Prichard presented a brief report on the recent activities of the Property Commission, primarily dealing with landscaping of the Cathedral campus and access to the Cathedral for disabled visitors, particularly as specific concepts for the implementation of the Strategic Plan are refined.

David Morton presented the recommendation of the Grants Committee that the 2018 Christmas offering be designated for the benefit of the Reconciliation Guest House on Kentucky Avenue in Nashville. The Guest House, which is managed by our seminarian, Charles Hall, provides room and board for out-of-town visitors to those incarcerated in the Tennessee State Prison. A motion was made and seconded (Morton, Masi), and unanimously approved by the Vestry, to accept and adopt the recommendation of the Grants Committee.

### **Dean's Report**

Dean Kimbrough gave a brief update on the status of the Cathedral's seminarians. Kevin Antonio is presently pursuing studies at Sewanee. Charles Hall, a Vanderbilt Masters of Divinity graduate, is a postulant seeking orders in the Diocese of Tennessee. He is currently serving as the manager of Reconciliation Guest House, as noted above, and he has applied to Sewanee and Virginia to pursue seminarian studies. Megan Gwaltney was not recommended for postulancy by the Diocesan Commission, and Dean Kimbrough is working with her to seek other avenues of ministry.

Dean Kimbrough noted with pleasure the great success of Rev. Naomi Tutu as a curate in the life of the Cathedral. Rev. Tutu is currently serving a one -year term (which will end in September 2018) as a curate pursuant to an agreement between the Cathedral and the Diocese. Dean Kimbrough has been talking with her about the possibility of extending her service with the Cathedral beyond September, noting that our Opportunity Fund would be sufficient to carry the curate position to at least the end of this year. The sense of the vestry and clergy members present was that continuing Rev. Tutu's curacy would be very desirable if she were willing to stay. Looking beyond our current situation, Dean Kimbrough expressed a desire to "take the pulse" of the Vestry on the possibility of committing to a two-year position for a curate, noting that

increasingly, fewer churches are able to offer positions to curates. The Vestry was generally positive in its response to this proposal.

**Adjournment**

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

Respectfully submitted,  
Ken King, Clerk