

**Christ Church Cathedral
Minutes of Specially Called Vestry Meeting
June 1, 2018**

Vestry Members Present

Roger Moore (Senior Warden), Catherine Clark, Tameron Hedge, Becca Ingle, Mary Herbert Kelly, Ken King, Anna Rodriguez Masi, Gibson Prichard, Trone Sawyer, Katy Sheesley

Vestry Members Absent

Caroline Rossini (Junior Warden), Win Bassett, Wyeth Burgess, Charlie Cook III, David Morton

Clergy Members Present

The Very Rev. Timothy Kimbrough, Dean & Rector, The Rev. Matthew Lewis, Assistant to the Rector, The Rev. Roger Sandstrom, Deacon

Other Members Present

Ellen Coleman

Opening Prayer

Dean Kimbrough led those assembled in an opening prayer.

Purpose of the Meeting

The meeting was called for the purpose of addressing three topics:

- (1) An update on the negotiations with HRI, Inc. relative to the ground lease for Parking Lots C and D.
- (2) A report on the status of the RFP/RFQ to be sent out to prospective architectural firms for the design of Cathedral campus improvements pursuant to the Strategic Plan.
- (3) A presentation of the work to date created by the Capital Campaign group, working in conjunction with the Siegenthaler firm.

Update on Ground Lease Negotiations

Ten days have passed without any progress on the negotiations for the ground lease of Parking Lots C and D. The negotiating period has been extended for thirty days in the hope that all unresolved issues can be agreed upon. There are at least two key

individuals (a Vestry member and a member of the TPPWG) who have advised that they will not support any further negotiating extensions. It is anticipated that the final draft of the *Agreement to Enter into a Ground Lease* will be before the Vestry for approval at its June meeting, and it is hoped that that draft can be made available to Vestry members before the June meeting.

Report on the Status of the RFP/RFQ

The Implementation Committee will soon be sending out criteria to architectural firms in order to secure, ultimately, an architect of record for the campus improvements and development consistent with the Strategic Plan. A progress report on these efforts will be available in July. The plan is to have responses to the RFP/RFQ by August or September, from which a finalist or finalists can be selected. The Campus Concerns Committee will make an architect recommendation to the Implementation Committee, which will in turn make a recommendation to the Vestry. The Implementation Committee hopes to have “pencil drawings” in hand by early next year. A draft of the Implementation Committee’s criteria for the selection of an architect of record was distributed to those present. After considerable discussion, and upon a duly seconded motion (Ingle, Hedges) the following resolution was unanimously approved:

Resolution

***RESOLVED*, that the Christ Church Cathedral Vestry, meeting in special session on Friday, June 1, 2018, at Christ Church Cathedral, Nashville, Tennessee, hereby approves the following criteria for an RFP/RFQ architectural firm and the process for its selection:**

- (1) That the architectural firm, preferably headquartered in the Nashville area, have history and experience working on historical projects and church projects; that it not have a Christ Church parishioner in a major leadership position within the firm; that it commit to making its work for Christ Church Cathedral a priority in its allocation of time, attention, and resources; that the design work it produces would fulfill the goals of the Cathedral’s Strategic Plan;**
- (2) That the Campus Concerns Committee will make architectural work performed to date, including a current land and topographical survey, available to architectural firms preparing a response to the RFP/RFQ;**
- (3) That upon its review and assessment of the responses to the RFP/RFQ by architectural firms, the Campus Concerns Committee, with the advice and consent of the Implementation Committee, shall make a recommendation to the Vestry of not more than three (3) architectural firms to be selected and engaged as the architect of record for the project;**

- (4) That the Vestry, as a part of its approval process for an architect of record, shall have the opportunity to meet (either in person or by teleconference) with representatives of the architectural firm(s) recommended by the Campus Concerns and Implementation Committees.**

Branding of the Capital Campaign

Ellen Coleman reported on the work performed to date in branding and marketing the Capital Campaign. Over the past few weeks, the Cathedral's Capital Campaign group has been working diligently with the Siegenthaler firm to create promotional materials that incorporate the essential objectives of the Strategic Plan in a creative and appealing format that effectively builds support for the realization of that plan. The Capital Campaign group members are enthusiastic about what has been created thus far. Ellen distributed mock-ups of the promotional brochure, featuring an evolving "puzzle piece," theme, to those present. The response from the Vestry was positive and encouraging. The brochure in its final form is expected to go out in July, with a follow-up brochure, which will include drawings of the planned campus improvements, to go out in the late fall of 2018.

Adjournment

There being no further business to conduct, the meeting was adjourned.

Respectfully submitted,
Ken King Clerk