

**Christ Church Cathedral  
Vestry Minutes  
December 17, 2018**

**Vestry Members Present**

Roger Moore (Senior Warden), Caroline Rossini (Junior Warden), 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

**Vestry Member Absent**

Win Bassett

**Clergy Members Present**

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

**Other Members Present**

Hal Johnson, Dale Maxfield, Mark McQueen

**Opening Prayer**

Dean Kimbrough led those assembled in an opening prayer.

**Meditation**

Tameron Hedge delivered the meditation.

**Approval of the November Minutes**

The minutes of the November 26, 2018 Vestry meeting were approved with corrections. (Moore, Sawyer)

**Finance Committee Report**

Dale Maxfield presented the Finance Committee Report. The income and expense reports were approved (Morton, Prichard), and the balance sheet was approved (Sawyer, Kelly). The Finance Committee is satisfied with the Cathedral's financial performance thus far in 2018, inasmuch as it has recorded a positive variance to budget of \$23,525. This is a result of an unfavorable variance in budgeted income of \$963 being offset by a favorable variance in budgeted expense of \$24,489. Cash reserves remain at

approximately 21.99% of budgeted expenses on a 12 month moving average, which is somewhat below the target of 25%. This shortfall is due primarily to the short-term use of cash reserves to fund the soft costs of the Capital Campaign (totaling \$236,539.92 so far this year), which will be repaid as the Capital Campaign begins receiving monies pledged by parishioners.

**Income and Expenses.** Pledges, offerings, and contributions as of November 30<sup>th</sup> are \$9,416 under budget compared to \$3,190 under budget through October 31<sup>st</sup>. Lay Ministries income and Music Contributions are under budget, while Christian Education income and Sacred Space income are over budget. Salary and benefit expenses are under budget, as are Lay Ministries and Music Program expenses. Expenses for Administrative Support, Christian Education, and Financial/Stewardship are all over budget.

**Capital Campaign.** The Finance Committee reviewed the Capital Campaign expenses incurred from October 2017 through November 2018. Those expenses total \$236,539.92. Through November 2018, a total of \$279,598.05 in pledges and other income for the Capital Campaign has been received. The Finance Committee's recommendation to increase the Capital Campaign budget by \$10,000 to pay for legal review of an architect contract was approved by the Vestry in November. Each month, the Finance Committee will review Capital Campaign expenditures and report to the Vestry.

**2019 Pledge Drive.** An update on the pledge drive was reported to the Finance Committee by Marie Yeagle on December 12, 2018. As of that date, pledges in the amount of \$1,878,356 had been made by 442 pledging units, with 23 new pledges, 213 pledges increasing over the previous year, 42 pledges decreasing, and 164 pledges staying the same.

**Draft Budget.** The Finance Committee reviewed a second draft budget presented by Mark McQueen, containing a 3% increase in expenses, Key components of the new budget are an \$86,000 increase in pledge and contribution income, a 2% pay increase for full-time staff, and an increase in budgeted expenses for several church programs.

### **Capital Campaign Update**

Hal Johnson provided an update on the progress of the Capital Campaign. Reporting first in response to an earlier query about whether the Capital Campaign has had a negative impact on the 2019 Pledge Drive, he advised that 84 Capital Campaign pledging units had been analyzed, and that of those, 33 showed no change in their 2019 pledge drive pledges, 44 showed an increase (totaling \$34,373), and only 7 showed a decrease (totaling \$18,300). Thus, there seems to be no negative impact so far.

The kickoff to the Capital Campaign's general appeal will occur on February 8<sup>th</sup>, with an event in the Cathedral nave featuring music, food and beverages. Invitations for that event will go out on January 7<sup>th</sup>. At the Annual Parish Meeting on January 27<sup>th</sup>, an announcement will be made about the hiring of an architect for the building project. On February 11<sup>th</sup>, all households will receive the Capital Campaign brochure and an accompanying letter. Presentations at church will be made on consecutive Sundays in February (10<sup>th</sup>, 17<sup>th</sup>, and 24<sup>th</sup>). From February 11<sup>th</sup> through March 2<sup>nd</sup>, follow-up calls will be made to households, and March 3<sup>rd</sup> will be the final opportunity for parishioners to make pledges. There will not be a monetarily significant Diocesan component to the Capital Campaign. Although the pledging period of the campaign may seem short, it should be noted that over 200 families have been talked to this far, representing about one-third of the families in the parish. As of today, we have 90 pledges, and we have passed the \$4,000,000 mark.

### **2019 Pledge Drive**

Marie Yeagle was unable to be present, and so Mark McQueen and Dale Maxfield provided a pledge drive update. As of December 17<sup>th</sup>, a total of \$1,931,357.82 has been pledged by 468 separate pledging units, representing an average amount per pledge of \$4126.83. A total of 225 pledges increased over last year by a total amount of \$122,923, versus 42 pledges that decreased by a total amount of \$50,140. A total of 170 pledges remained the same as last year, and there were 31 new pledges. It is anticipated that another \$120,000 to \$150,000 in pledges may come in before the end of the drive. Approximately 70 households that have not yet pledged will be contacted in the coming days and weeks.

### **2019 Budget**

Mark McQueen presented the proposed 2019 Budget for the Cathedral, a copy of which is appended to these minutes as **Attachment 1**. This budget has been revised from last week, to incorporate certain funding changes to some programs and activities. Features of the proposed revised budget include an increase in pledges and contributions of \$86,000; increased interest income of \$4,000; parking income remaining at the 2018 level; salary and benefits budgeted at the 2018 level, except for a 2% increase for full-time staff; increases for Membership, Communications, Receptions, Christian Formation and Choir Section Leaders totaling \$23,223; decrease to the Communication/Printing budget of \$5,000; an increase to Grants of \$8,600; and a decrease to BreakingBread@6 of \$3,000.

Four years ago, a plan for "right-sizing" the annual Endowment income distribution was inaugurated, with a goal of increasing the percentage transferred to the Opportunity Fund each year by 5%, until a level of 35% of Endowment income went annually to the Opportunity Fund. We are now at the 15% level, and the new 2019 budget anticipates that there will be a pause in the annual increase of Endowment income going to the

Opportunity Fund, holding the percentage for 2019 at 15%, the same as in 2018. The Opportunity Fund, even with this pause in increasing the annual endowment income distribution, should have sufficient funds in 2019 to underwrite some new programs and obligations, including a gift to the Sewanee Capital Campaign, for which Sewanee has made a solicitation to the Cathedral. If pledges for 2019 exceed the budgeted expectation, surplus funds could be used to add to the Opportunity Fund, and to the funds budgeted for BreakingBread@6.

After considering the proposed 2019 Budget and several individual components thereof, a motion was duly made and seconded (Prichard, Cook), and unanimously approved, to adopt the following resolution:

### **Resolution No. 1**

***RESOLVED*, that the Christ Church Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, at its regularly scheduled meeting on December 17, 2018, hereby adopts the proposed 2019 Budget, appended hereto as Attachment 1, as a Provisional Budget for 2019, pending an analysis of the final results for the 2019 Pledge Drive, with the understanding that final adjustments to this Provisional Budget will be made by the Vestry Officers when those results are obtained, on or about January 10, 2019, and that should pledge income for 2019 exceed budgeted expectations, the first two priorities for allocation of such surplus shall be the Opportunity Fund and BreakingBread@6.**

### **Proposed Strategic Plan Implementation Building Committee**

Dean Kimbrough led the discussion. He reminded the Vestry that the Vestry Officers had been charged by resolution in the October 2018 Vestry meeting with the responsibility to “*chart a plan for the completion of the work of the Campus Concerns working group and the creation of a Building Committee.*” Pursuant to that charge, the Vestry Officers met twice and consulted by phone and email several times, to develop a rationale for their recommendation, a recommended Strategic Plan Implementation Building Committee (SPIBC), and the names of six individuals to serve on the committee.

When considering the make-up of the SPIBC, the Vestry Officers sought to recommend a committee that included the following:

- Six confirmed adult communicants in good standing from Christ Church Cathedral;
- Individuals knowledgeable of and supportive of the 2016 Strategic Plan and its goals;
- Persons who could hold before the committee the many, varied, and diverse personal, parochial, diocesan, and regional program interests of

the Cathedral community, recognizing that the work of the committee will require commitment, sacrifice, and compromise;

- At least four individuals who have had experience in the design and construction industries;
- Persons who have the time to give to this work over the next four years and who could make this work a priority for their volunteer time;
- Persons who would commit to building consensus in the parish and would close ranks around a committee decision that did not necessarily turn out the way s/he may have wanted.

Additionally, Vestry Officers recommend that “resource persons” from the parish be appointed by the SPIBC in conversation with Vestry Officers and the Implementation Committee for the access of further expertise on matters concerning green space, commercial construction, fellowship, youth, and outreach.

The particular individuals recommended by the Vestry Officers, who they believe, after extensive research and consultation, meet the criteria set forth above, are **Charlie Cook III (Chair), Cindy Anderson, Steve Lasley, Walker Mathews, Kristen Simmons, and Art Stinson**. Each of these individuals has agreed to serve on the committee.

After considerable discussion and inquiry by various Vestry members, a motion was duly made and seconded (Sawyer, Morton) and unanimously approved, to adopt the following resolution:

#### **Resolution No. 2**

***RESOLVED*, by the Christ Church Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, at its regularly scheduled meeting on December 17, 2018, hereby appoints the following individuals to serve on the Strategic Plan Implementation Building Committee (SPIBC) -- Charlie Cook III (Chair), Cindy Anderson, Steve Lasley, Walker Matthews, Kristen Simmons, and Art Stinson – for a minimum time not less than the completion of the first phase of construction (should a decision be made by the Vestry to separate the project into separate phases); and be it further**

***RESOLVED*, that the SPIBC, accountable to the Vestry through the Implementation Committee, shall recommend to the Vestry a final design for the building requirements (renovation/new build) of the 2016 Christ Church Strategic Plan, working with the local architectural firm EOA; and be it further**

***RESOLVED*, that the SPIBC shall recommend to the Vestry a building contractor to complete any construction authorized by the Vestry; and be it further**

**RESOLVED, that guidelines for the negotiation of change orders, and guidelines for the management of any budget assigned to the SPIBC, be developed promptly by the Vestry on recommendation of the Vestry Officers.**

### **Vestry Nominating Committee Report**

The Vestry Nominating Committee has been appointed, consisting of the following members:

**Tameron Hedge, Chair** (selected by lot from the outgoing Vestry class)

**David Morton** (selected by lot from the outgoing Vestry class)

**Sandra Merritt** (appointed by the Rector)

**Bill Maxfield** (appointed by the Rector)

**Cynthia Curtis** (appointed by the Senior Warden)

The committee has met several times, its most recent meeting occurring last Saturday. Tameron Hedge was selected by vote of the committee members to be Chair. A call to the parish for recommendations for nominees has gone out, and the parish response has been overwhelming, with more than 70 names proposed by 20 to 30 nominators. The committee will work to produce two nominees for every vacancy created by the outgoing class of the Vestry. The completed slate will be announced to the parish by January 6, 2019. An opportunity for nominations from the floor will be granted at the opening session of the Annual Parish Meeting on Sunday, January 20, 2019.

### **Safety and Security Report**

In July, Dean Kimbrough commissioned a security assessment of the Cathedral campus by Purser Security Consulting Group, LLC. Over the course of several weeks, Ben Purser, principal of the firm, met with representative staff, reviewed security systems, door locks, fire safety and alarm systems, IT security, Vestry bylaws, CCC personnel guidelines, the Cathedral's website, the Cathedral's mission statement, and its weapons free policy and declaration. Additionally, he attended all three Sunday morning worship services at the Cathedral on two separate occasions. After reviewing and considering the extensive report and recommendations prepared by Mr. Purser (dated September 2018), the Vestry Officers have created a set of eleven specific recommendations for actions to be taken by the Cathedral, which were presented in writing to the Vestry. For security and safety purposes, those specific recommendations have not been published as an attachment to these minutes, but are available in the records maintained by the Cathedral. After considerable discussion of those recommendations, a motion was duly made and seconded (Rossini, Sawyer) and unanimously approved by the Vestry, to adopt the following resolution:

### **Resolution No. 3**

***RESOLVED***, that the Christ Church Cathedral Vestry, meeting at Christ Church Cathedral, Nashville Tennessee, at its regularly scheduled meeting on December 17, 2018, hereby directs the implementation of the Vestry Officer recommendations flowing from the September 2018 Purser "Safety and Security Report."

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

Roger Moore encouraged the Vestry members to sign up to participate at the Cathedral's Room in the Inn program on the evening of Tuesday, January 10, 2019.

#### **Dean's Report**

Dean Kimbrough began his report by proposing the following resolutions relating to clergy housing exclusions and flexible spending accounts for health care, which, upon motion duly made and seconded (Cook, Hedge), were unanimously adopted by the Vestry:

### **Resolution No. 4**

***RESOLVED***, that during calendar year 2019, 33% of the Very Reverend Timothy E. Kimbrough's cash compensation is designated for his housing exclusion. Additionally, \$2,650 are designated from his total cash compensation for a Medical FSA (Medical Reimbursement Plan). 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.

### **Resolution No. 5**

***RESOLVED***, that during the calendar year 2019, 50% of the Reverend Matthew Lewis's cash compensation is designated for his housing exclusion. No other designations have been requested by the Reverend Matthew Lewis.

### **Resolution No. 6**

***RESOLVED***, that during the calendar year 2019, 40% of the Reverend Lissa Smith's cash compensation is designated for her housing exclusion. Additionally, \$2,500 are designated from her total cash compensation for a Medical FSA (Medical Reimbursement Plan). 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.**

Dean Kimbrough advised of a recent amendment to the Diocesan Canon, which changes the minimum age necessary for a person to be eligible for election to the Vestry of a church from 18 to 16. He reminded the Vestry that the Cathedral's bylaws need to be amended to reflect that change.

No word has yet come from the Bishop concerning the protocol that he will adopt to comport with the B021 provisions relating to same-sex marriage rites. Dean Kimbrough expressed his confidence that the Bishop will publish something in that regard, noting that some have expressed concern that it has taken longer than expected for that to occur. He advised that he has met with the Bishop, and explained that he sees a meaningful distinction between the Cathedral, as the seat of the Bishop, and our parish, under Dean Kimbrough's charge as Rector. He noted that the Wedding Guild answers to the Rector's office.

The request from the University of the South for a contribution to its Capital Campaign by the Cathedral was discussed at length by the Vestry, and after several motions responsive to that request were made, seconded, amended, and discussed, a motion was made and seconded (Sawyer, Masi) to table all pending motions and to take up the matter at a later date. The motion to table was unanimously approved.

### **Adjournment**

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

Respectfully submitted,  
Ken King, Clerk