

**Christ Church Cathedral
Vestry Meeting Minutes
March 24, 2019**

Vestry Members Present

Gibson Prichard (Senior Warden), Catherine Clark (Junior Warden), Win Bassett, John Bridges, Wyeth Burgess, Mary Herbert Kelly, Ken King, Becca Ingle, Anna Rodriguez Masi, Jill Meese, Trone Sawyer, Pete Stringer, Varina Wilse, Ellen Wright

Vestry Members Absent

Charlie Cook III

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

Others Present

Hal Johnson, Mark McQueen

Opening Prayer

Dean Kimbrough led those assembled in an opening prayer.

Meditation

Anna Rodriguez Masi delivered the meditation.

Approval of January Minutes

The minutes of the January 28, 2019 Vestry meeting were approved. (Stringer, Wright)

Approval of the February Retreat Minutes

The minutes of the February 1-2, 2019 Vestry Retreat were approved. (Stringer, Burgess)

Finance Committee Report

Mark McQueen presented the Finance Committee Report. The income and expense reports were approved (Stringer, Prichard), and the balance sheet was approved

(Stringer, Wright). The Finance Committee is satisfied with the Cathedral's financial performance thus far in 2019, inasmuch as it has recorded a positive variance to budget of \$20,278. This is a result of a favorable variance in income of \$18,105, coupled with a favorable variance in budgeted expenses of \$2,172. Cash reserves remain at approximately 20.73% of budgeted expenses on a 12 month moving average, which is somewhat below the target of 25%. However, cash as a percentage of budget on a monthly basis is now 28.81%.

Income and Expenses. Pledges, offerings, and contributions as of February 28th are \$13,902 over budget compared to \$12,649 over budget as of January 31st. Christian Education income and Sacred Space income are both over budget. Salary and benefit expense is under budget, as are expenses for Music Programs and Sacred Space.

Capital Campaign. The Finance Committee reviewed the Capital Campaign expenses that have been incurred from October 2017 through February 2019. Those expenses total \$311,339.69. As of February 28, 2019, \$1,019,909.30 in pledges and other income has been received. Each month, the Finance Committee will review any additional expenditures and paid pledges and will report this data to the Vestry. The Finance Committee recommends approval of an increase in the Capital Campaign budget of \$5,000 for the retention of Bob Hotz, of American City Bureau, for one additional month to consult with the Capital Campaign Committee. After discussion by the Vestry, a **motion was duly made and seconded (Stringer, Bridges) and unanimously approved, to increase the Capital Campaign budget by \$5,000 for that purpose.**

Proposals for Action. The Finance Committee recommends the following proposals for approval and action by the Vestry:

1. Proposal from Grants Committee to dedicate the Easter offerings of 2019, 2020, and 2021 to build a new schoolhouse (four room) at Boc Banique, Haiti.
Explanation: The Strategic Plan intends for a new international partnership to be developed. Pere Noe Bernier, Rector of St, Andre, Hinche (school chaplain at Boc Banique, and host for two visiting teams from Christ Church Cathedral) indicates that a new four-room schoolhouse can be built for \$77,500. Three Easter offerings, assuming an average offering, will generate around \$60,000. The Grants Committee, with the support of the Vestry officers, recommends sending a payment of \$77,500 to the Diocese of Haiti immediately, for the purpose of building the schoolhouse. This grant would be paid from the Cathedral's Opportunity Fund. The Easter offerings of 2019, 2020, and 2021 would underwrite the first \$60,000 from the Opportunity Fund. The anticipated remainder of \$17,500 would serve as a grant from Christ Church Opportunity Fund to Boc Banique.
2. Proposal from Grants Committee to make a \$50,000 gift to Family Reconciliation Center to assist in the purchase the house in which FRC is currently operating

from St. Luke's Community Foundation.

Explanation: The ministry of "Family Reconciliation" numbers among the ministries supported by Christ Church Cathedral, and Christ Church parishioners work to maintain the house and serve on the Family Reconciliation Center board. St. Luke's Community Foundation owns the house and is seeking to sell it. This grant will help the FRC board (which has already arranged for \$70,000 to be available toward a down payment on the house) to offer a down payment sufficient to attract financing for the purchase. The Vestry officers support this proposal.

3. Proposal from the Finance Committee that the Vestry appropriate funds necessary to permit Dean Kimbrough to hire a seminarian intern for the summer of 2019 (May through August).

Explanation: This proposal is in keeping with the Cathedral's practice in the past. The funds appropriated for the seminarian (in the anticipated amount of \$10,000) will be given to the sending institution as a scholarship for the seminarian-in-training. The Vestry officers support this proposal.

4. Proposal from the Finance Committee that the Vestry create the position of Curate and appropriate funds from the Opportunity Fund necessary for a Curate's cash stipend and related employment perquisites, estimated to be approximately \$50,000 in 2019.

Explanation: Canons of the Diocese of Tennessee require a Vestry to create and fund any newly propose position and for the Rector to coordinate the hire of an individual to fill the position. A Curate funded by the Cathedral's Opportunity Fund will serve for one year from the date of hire (probably June of 2019), with the possibility of one additional year of employment. A Curate will receive a full share of the priestly responsibilities, and may be assigned specific additional responsibilities.

After a thorough discussion of the four proposals of the Finance Committee described above, the Vestry, upon motions duly made and seconded, and unanimously approved (with two abstentions on Resolution No. 2) the following resolutions:

Resolution No. 1

Resolved, that the Christ Church Cathedral Vestry, meeting on Sunday, March 24, 2019, upon recommendation of the Grants Committee, the Finance Committee, and the Vestry officers, hereby designates the Easter offerings of 2019, 2020, and 2021 for the building of a schoolhouse at Boc Banique, Haiti, under the supervision of the Reverend Pere Noe Bernier, Rector of St. Andre's Episcopal Church in the Diocese of Haiti; and be it further

Resolved, that the Christ Church Vestry, on recommendation of the Grants Committee, Finance Committee, and the Vestry officers, hereby appropriates \$77,500 from the Cathedral's Opportunity Fund, to be paid immediately in order that construction on the schoolhouse in Boc Banique may begin this Spring. Proceeds from the Easter offerings of 2019, 2020, and 2021 will be deposited into the Opportunity Fund. Any part of the \$77,500 not subsidized by the Easter offerings of 2019, 2020, and 2021 will be considered a grant from the Opportunity Fund.

Resolution No. 2

Resolved, that the Christ Church Cathedral Vestry, meeting on Sunday, March 24, 2019, on recommendation of the Grants Committee, the Finance Committee, and the Vestry officers, hereby appropriates the sum of \$50,000 from the Cathedral's Opportunity Fund as a gift to Family Reconciliation Center of Nashville (FRC) for the purpose of increasing the funds that FRC will have available to use for a down payment on a house and residence for its ministry, and be it further

Resolved, that the \$50,000 sum shall be made available as required in advance of the scheduled closing on any residence deemed suitable for the ministry by the FRC Board.

Resolution No. 3

Resolved, that the Christ Church Cathedral Vestry, meeting on Sunday, March 24, 2019, on recommendation of the Finance Committee and the Vestry officers, hereby appropriates \$10,000 from the Cathedral's Opportunity Fund to underwrite scholarship expenses associated with a full-time seminarian position for the summer of 2019.

Resolution No. 4

Resolved, that the Christ Church Vestry, meeting on Sunday, March 24, 2019, on recommendation of the Finance Committee and the Vestry officers, hereby creates the position of Curate for the Cathedral for the period beginning June 2019, and appropriates funds from the Cathedral's Opportunity Fund to establish a Curate's cash stipend, housing allowance, car allowance, medical insurance premiums, and church pension payments (as established by the Diocese of Tennessee), which are roughly estimated to be \$50,000 for the period June 2019 through December 2019.

Capital Campaign Update

Hal Johnson provided an update on the progress of the Capital Campaign. To date, we have received 188 pledges totaling \$6,065,522, which is just over 75% of our \$8 million goal. This coming Sunday is Celebration Sunday, during which we will celebrate our progress and encourage continuing support for the Campaign. It will mark the deadline date for the making of pledges, although additional efforts to encourage participation in the Campaign will continue, and it is possible that specific appeals for donations may follow at some point.

Commemoration of Michael Velting's 25th Year of Service to the Cathedral

Catherine Clark provided an update on the efforts being undertaken to recognize Michael Velting's 25 years of service as Canon Organist and Choirmaster for the Cathedral. A committee is being formed to organize an event commemorating his service, with the goal of scheduling it for mid-August, or perhaps early September.

Actions Being Taken in Response to Safety and Security Assessment

Mark McQueen and Gibson Prichard provided an update on steps being taken to enhance safety and security at the Cathedral in response to the assessment performed in September of 2018 by the Purser Security Consulting Group. We are currently in the process of getting estimates on the three "big-money" items to be addressed. These include the upgrading and synching of cameras and DVRs; the purchase of automated external defibrillators (AEDs); and penetration testing for the Cathedral's IT network. Mark has begun to clamp down on practices and policies relating to securing doors, limiting access to the building by outsiders, and other procedures to make our campus more secure, and he is expecting some blowback from Cathedral staff. Gibson observed that there are a number of undertakings to improve security and safety that do not require substantial, if any, expenditures, and that those should be undertaken as soon as possible.

Senior Warden's Report

Gibson Prichard announced that he had talked recently with Charlie Cook III, who advised him that the contract with EOA for architectural services has been approved by our attorney, and that it is in the hands of EOA to be signed. EOA is expected to take a month to perform an assessment of the facility requirements.

An inventory of altar accessories, liturgical vestments, sacred vessels, and other items of value has begun, in accordance with the recommendations of the Purser Group.

No one has yet signed up to give the meditation at the June Vestry meeting, and a volunteer would be appreciated.

Dean's Report

Dean Kimbrough commented that he was honored and privileged to work with Lissa, Matthew, and Roger, and that they were each incredibly valuable members of the Cathedral clergy.

The summer worship schedule will change the two main service times to 8:00 a.m. and 10:30 a.m., and after the summer schedule, the morning worship services will begin at 7:00 a.m., 8:30 a.m., and **11:15** a.m. (instead of the traditional 11:00 a.m. time), to allow time for Sunday School attendees to clear out prior to the third morning service.

It is no longer acceptable to delay our Journey in Faith classes for newcomers, and therefore, every time there is a Newcomers' Luncheon, we will have a Journey in Faith start-up.

Because Holy Week comes this year in the fourth week of April, our April Vestry meeting will be held in the fifth, instead of the usual fourth, week of the month.

The Third Party Partnership Working Group has not met since November of last year. At present, the ball is in HRI's court, as they are performing their due diligence and permitting work. Brooks Smith, our principal negotiator, has monthly phone conferences with his counterparts at HRI, and everything seems to be on schedule. HRI seems poised to let the construction contract out for bid, which is a positive development.

Adjournment

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

Respectfully submitted.
Ken King, Clerk