

**Summary of Minutes of Vestry Meeting
March 24, 2020**

Members Present

Dean Robert Price
Janis Adams
Janet Page Elsea
Chrys Meador
Ryan Morris
David Pinson, Senior Warden
Kenny Rogers, Junior Warden
Nancy Sanford
Randy Staff
Ashton Tassin
Diane Wiles

Also Attending

Eileen Smith, Clerk
Bob Jones, Treasurer

Absent

Michael Bradley
Phil Dunnet

The vestry minutes contain the following actions:

1. Approved the minutes of the February 18, 2020 vestry meeting.

**Minutes of Vestry Meeting
Via ZOOM
March 24, 2020**

Approval of Minutes

Ashton Tassin moved that the minutes of the February 18, 2020 vestry meeting be approved. Janet Page Elsea seconded. The motion carried.

Upcoming Events

Fr. Rob Price, Dean, discussed plans for the following upcoming events as a result of government restrictions put into place due to the coronavirus:

- a. They have launched the St. Matthew's On-line Abbey whereby daily Morning Prayer, Evening Prayer, Compline and a daily Eucharist service at 12 noon will be livestreamed on Facebook
- b. March 29, 10:30 a.m.: livestreamed Sunday worship from the Oratory
- c. March 29, 5:30 p.m.: Fr. Rob's Sunday school class, Unheard Words, will be presented later in the day using Zoom
- d. April 5: Palm Sunday – they will livestream Easter services on Facebook
- e. April 11, Great Vigil of Easter
- f. April 12: Easter Sunday

Fr. Rob and the vestry then discussed at length ways to ensure that parishioners are kept informed of Cathedral events being presented online and how to access them.

Sr. Warden Report

- a. Safeguarding reminder
Senior Warden David Pinson reported there were six people that needed to complete Safe Church Training. David said four of them have completed the training, Diane Wiles, Janet Page Elsea, Chrys Meador and Fr. Rob. He said the two people that still need to complete the training are Michael Bradley and Randy Staff.
- b. Parochial Report approval
David Pinson said he would like to defer discussion of this topic to the Dean. Fr. Rob reported that the Parochial Report is a document that is completed each year and submitted to the Diocese. It provides annual statistical data relating to the budget, average Sunday attendance (ASA), number of households, number of baptisms, weddings, etc., and lists the names and contact information for vestry members, delegates to Diocesan Convention, and clergy. Fr. Rob said that the Parochial Report must be approved by the vestry before being submitted to the Diocese and that he believed it previously had been emailed to the vestry for review.

Randy Staff moved that the vestry approve the 2019 Annual Parochial Report. After discussion, Fr. Rob said that because the report apparently was not received by everyone, it will be emailed to the entire vestry and a vote on the motion will be taken later by email.

Finance Report

Structural changes to the budget already put in place by Finance Committee

Treasurer Bob Jones reported that the Finance Committee is revising the budget for 2020 to account for changing information. Bob said most of these changes are reflected in the financial data distributed for this meeting. He said the vestry will not be asked to vote on the revised budget until a later time when more definite numbers are available.

Bob reported that pledges are up by \$16,000. He said the Endowment Fund income distribution will increase by \$18,000 for 2020 as the Trustees revisited the formula of 4.5% of the three-year total asset value. He said the loan from the Endowment Fund will be the \$60,000 as originally approved rather than the \$50,000 originally budgeted. Bob said that other items that will change are that the Diocese will allow self-audits for 2019, which will save us about \$10,000; property insurance is increasing by about \$3,000 to \$4,000; payments on the \$250,000 loan from the Endowment Fund will begin around September, costing \$3,625 for 2020; and the Diocesan assessment will be paid at the full amount, but the Diocese is forgiving each church one month because of the pandemic.

Bob then responded to questions from the vestry. In response to a question regarding the status of the Cathedral's land sale, Fr. Rob said that late last week Tim Mack spoke to the folks at Trammel Crow who advised him that they are on an indefinite pause with the project at this time because of the way the markets are behaving. Concern was expressed that perhaps Trammel Crow was walking away from the project. Kenny Rogers said he would not characterize what Trammel Crow said to Tim as a walk-away, noting that Tim characterized it as a pause and that Trammel Crow remains committed to the transaction.

Cost saving amendments to contracts with outside vendors during suspension

Junior Warden Kenny Rogers said he would like to share in a little greater detail some of the things they are doing to relieve pressure on the expense side of the financials. Kenny noted that the Cathedral has a number of outside vendors that perform services on a regular basis. Referring to the financial statements, Kenny said we currently pay about \$1,700 a month for landscaping. He said they have basically reduced the frequency of those services by half. They have cut janitorial services at a monthly cost of about \$1,300. Those costs will go to zero until the resumption of services and gatherings at the Cathedral. He reported that trash removal service has been reduced from once a week to once a month and extermination costs have also been reduced. Kenny noted that the cost of plumbing and electrical repairs will be reduced as well while the premises are for the most part unoccupied. In addition he said they have deferred work on the HVAC system. Kenny said he is pleased to report that with the temporary deferral of the HVAC service they will achieve a savings of almost \$4,000 for the months of March or April. He said

utility bills will also be significantly reduced during the time we are basically shut down. Kenny said they essentially have done a lot to cut down on the ongoing costs of maintenance during the period of suspension of services and group gatherings.

Cost savings amongst personnel during suspension

Fr. Rob reported that during the suspension of church services they are trying to reduce costs so that when we come back we will basically have the financial resources to restart ministry. Fr. Rob said we have basically four classes of staff, the folks that run the parish. He said the first are “contract staff” that basically comprise nursery workers and members of the choir. He reported that the nursery workers were paid for March 15 and then furloughed. The calls for the staff singers, who he said are paid by “call”, were cancelled and they were paid for any rehearsal time up to March 15.

Fr. Rob said the second class of staff are “hourly employees” that include Nina Sanders, Dara Bickham and James Pena. He said they are paid by the hour and are part-time. Fr. Rob said that Kenny Rogers worked with James in reducing his hours as sexton. James will focus on patrolling the perimeter of the campus making sure security is maintained, and patrolling the inside of the buildings to look for any catastrophic maintenance failures.

Fr. Rob said that Dara, who no longer has to prepare service leaflets and whose hours are also being reduced, has been very active in maintaining our online presence with the website and Facebook, which Fr. Rob says have become even more important now than they ever were before. He said that what Dara does will be redirected toward developing our virtual ministry in sustaining the online community and building that up. Fr. Rob reported that Dara will also be picking up some hours from Nina’s work. He said that when he returned from Israel, Nina, after serving the Cathedral for 17 years, gave her two weeks’ notice to leave the staff. Fr. Rob said Dara has agreed to take responsibility on an emergency basis for managing the payroll and paying bills.

Fr. Rob said the third class of staff are our part-time salaried employees, Keith Franks, Jeanne Webber, and Linda Hodge. He said their hours have been reduced to half of their part-time hours.

Fr. Rob said the fourth class of staff are full time salaried employees which are Fr. Ryan Pollock and himself. He said he and Fr. Ryan will be taking a 10% salary cut starting on April 1st through the remainder of the year.

Discussion Item

What more can the Cathedral do to support her members and even grow ministries during this season?

Fr. Rob said he knows that Nancy Sanford has been doing a great job with the volunteers for our food pantry patrons in continuing to get food to our homeless neighbors. Fr. Rob also suggested perhaps a ministry of our members who may be able to grocery shop for our elder and immune compromised parishioners on a one-to-one basis. David Pinson

suggested that we keep in touch with our parishioners by phone or email because it is critical for us a group to continue reaching out to our community.

Motion to Adjourn

There being no further business, Chrys Meador moved to adjourn the meeting. David Pinson seconded.

Respectfully submitted,

Eileen Smith
Clerk