

Summary of Minutes of Vestry Meeting via Zoom

Tuesday, January 26, 2021

Members Present

Dean Robert Price

Chrys Meador, Senior Warden

Kenny Rogers, Junior Warden

Janis Adams

Adele Ichilian

Bob Jones

Beth Mack

Ryan Morris

Nancy Sanford

Janet Schoenecker

Randy Staff

Ashton Tassin

Diane Wiles

Also Attending

Erica Lasenyik, Clerk

Tim Mack, Treasurer

Absent

None

The vestry minutes contain the following actions:

1. Approval of December 15, 2020 Vestry Meeting Minutes.
2. Election of Vestry Officers
3. Approval of Housing Allowances for Dean Robert Price and Deacon Diana Luck
4. Approval of Authorized Signers of Church Bank Account

Minutes of Vestry Meeting

Via Zoom

January 26, 2021 7:00 pm

1. Fr. Rob Price, Dean, opened the meeting with Evening Prayer at 7:00 pm

2. Approval of Minutes

Janis Adams moved that the minutes of December 15, 2020 Vestry Meeting be approved. Diane Wiles seconded. The motion carried unanimously.

3. Upcoming Attractions

Fr. Rob discussed the following upcoming events:

- a. February 2, 5:30 pm: Feast of the Presentation of our Lord
- b. February 16, 5:00 pm: Evening Prayer followed by Burning of the Palms
live streamed outside at the St. Matthew Bell
- c. February 17, 7:00 am: Ash Wednesday
 - i. 7:00 am: Service of the Word in the Nave. Self imposition of ashes.
 - ii. 12:00 pm: Holy Eucharist Outside Live Streamed
Rain back up: Congregants process through Narthex to receive ashes with short prayer
 - iii. 5:00 pm: Holy Eucharist Outside Live Streamed and celebrated by the Bishop
- d. February 21, 4:00 pm: Evensong, Live Streamed
- e. February 24, 5:30 pm: The Feast of St. Matthias
- f. February 24, 6:00 pm: Weekly Stations of the Cross Outdoors
 - i. Congregants requested to loan crucifixes which will be hung on the trees at Garrett Lawn
 - ii. Service will process among the trees for each station
 - iii. Rain back up will be a stationary service inside the Nave
- g. Lenten Programming – Holy Week: All services planned outdoors, weather permitting from 10:30 am Procession/Palm Sunday through Easter at 10:30 am
- h. Sometime in May, date TBD, services will switch to 8:00 am mass as Mass on the Grass outdoors, and 10:30 am Mass in the Nave.

Chrys Meador reviewed the upcoming Vestry meeting schedule:

- i. The Vestry will be in recess in July
- ii. Vestry meetings resume in August
- iii. September – Feast of the Holy Cross – meeting date may be changed
- iv. December – Feast of St. Thomas the Apostle – meeting date may be changed

4. Getting to Know You

Fr. Rob conducted a getting to know you exercise to introduce the new vestry team to each other.

5. Review/Feedback of Annual Meeting

- a. Janis Adams noted the information was well presented and very informative
- b. Chrys Meador noted the slide presentation was well done, however, the question of the allocation of use of the \$8M question would have been aided by a slide of proposed ideas/use of the funds, as this is still in parishioner's minds
- c. Fr. Rob confirmed that the Vestry has an internal document of proposed allocations of the \$8M. He clarified that general publication would prove counterproductive at this time because projects/allocations may still change, which would cause confusion and more questions with parishioners
- d. The question of the difference between the original \$10M revenue and current \$8M revenue is because the property on Ross Avenue was originally part of the development.
- e. Attendance and viewership of the live stream/video were discussed. Fr. Rob clarified analytics from Facebook. 40 attendees were confirmed live. 250 "views" registered, although Facebook records a view at 2 seconds of view time before someone clicks elsewhere. 243 were "reached", meaning the viewer clicked into the video and then did something with it. That is about the same as the average Sunday service total.

Development - Discussion

- a. Ryan Morris asked for clarification of the current price on the development.
- b. Tim Mack confirmed original \$150K on closing was cut as well as the \$8.15M development due to COVID. TCR wanted to cut the pricing further, but the vestry pushed back to confirm \$100K on closing and \$8M for development.
- c. Bob Jones requested a copy of the TCR contract to review. He requested clarification on when St. Matthew's would receive the \$100K.

- d. Tim Mack confirmed the \$100K is in escrow and the Church would receive when we closed.
- e. Randy Staff asked regarding preclusions of actions St. Matthew can take and TCR can take during development.
- f. Tim Mack relayed that those stipulations will be made in the development agreement.
- g. Tim Mack confirmed all vestry members have a copy of the three page summary and all are welcome to have a copy of the full agreement.
- h. Randy Staff asked for more information on if and who would be overseeing the contract? He requested additional specificity on this issue.

6. Financial Report

- a. Randy Staff extended outstanding compliments to Dara Bickham, for her work in assuming the Business Manager position.
- b. 2020 Total Revenues, \$550K. Total Expenditures, \$550K, which includes a Diocesan assessment of \$77,766.
- c. 2020 year end Summary reviewed. At year end, the Church realized a net income of \$160K and operating cash ending of \$133K.
 - Without the PPP loan of \$79K, good faith cost cutting measures, staff reduction costs and the Dean's diocesan work which reduced cost to St. Matthew, the Church would have ended 2020 with a deficit of \$82K.
 - An associate priest would cost us approximately \$6,500 per month, including benefits/insurance.
 - Randy Staff confirmed that the minimum need for operating cash is still higher than what we currently have.
 - There is apprehension in sharing with the congregation that we currently have \$133K available, as expenses not realized in 2020 due to cost cutting, will eventually return.
 - Bob Jones noted that relevant to this issue, that due to COVID, expenses were cut by \$160K in 2020.
- d. A Projected Sources and Uses report was developed by committee. Fr. Rob discussed category definition of revenue and cost centers. Categorization gives the Vestry an understanding of how we spend our money and is a planning tool for a two to three year outlook.
- e. We currently have 72 Pledging units for approximately \$400K.

7. Looking Ahead – Vestry Member Roles

Fr. Rob and Chrys Meador introduced Vestry Liaison/Working Groups as a way to bring Vestry members alongside Church ministries and activities in a more hands on approach. Chrys clarified that the idea is not to create more work for Vestry members, rather give vestry a better understanding of the ministries and activities the Church provides by reporting back to vestry on a monthly basis to help streamline analysis of our mission and activity efforts. A Vestry member will be the point person to interact and come alongside identified ministries. This can be used as one of the primary ways of engaging with new members.

Initial identified ministries, to be refined/fleshed out in February:

- a. New Members/Welcome
- b. Key Events – Christmas, Lent, Holy Week, etc.
- c. Altar Guild
- d. Finance Committee
- e. Property/Maintenace
- f. Food Pantry
- g. St. Matthew’s Cathedral Arts
- h. Technology
- i. Outreach – to include older members, providing home communion, existing members

For February vestry meeting, be prepared to suggest categories to be finalized and determine where you would like to serve

8. Discussion Items

- Fr. Rob called for a motion to formally elect officers of the 2021 Vestry:

Kenny Rogers, Junior Warden

Tim Mack, Treasurer

Erica Lasenyik, Clerk

Chrys Meador moved that the candidates be approved. Adele Ichilian seconded. The motion carried unanimously.

- 2021 Housing Resolution Introduced:

WHEREAS Section 107 of the Internal Revenue Code and associated regulations and rulings, provide that a portion of a minister’s remuneration that is designated as housing allowance by the employing church may be excludable from the minister’s gross income; and

WHEREAS St. Matthew’s Cathedral is a qualifying organization.

NOW THEREFORE, BE IT RESOLVED that the amounts set forth below to be paid during 2021 to the named ministers are hereby designated as housing allowance in accordance with Section 107 of the Internal Revenue Code:

The Very Rev. Robert P. Price	\$48,000
The Rev. Canon Diana Luck	\$2,448

RESOLVED that the amounts so designated as housing allowance are intended to be excludable for the gross income of the recipient only to the extent that said amounts are used to provide a home in accordance with applicable regulations and rulings and the forgoing designation as to any amount in excess of the allowable amounts shall be ineffectual.

- Randy Staff moved that the Housing Resolution be approved. Kenny Rogers seconded. The motion carried unanimously.

- 2021 Standard Banking Resolutions Introduced:

RESOLVED that the Senior Warden, Junior Warden, Treasurer and Dean be, and they are each hereby, authorized as signatories on all Cathedral deposit and investment accounts; and further

RESOLVED that the standard banking resolutions and signature cards of Frost Bank and any other financial instructions are hereby approved and adopted.

- Randy Staff moved for the approval of the Church Bank Account signatories as proposed. Diane Wiles seconded. The motion carried unanimously.

9. Motion to Adjourn

Janis Adams moved to adjourn and Chrys Meador seconded at 8:30 pm.

Respectfully Submitted,

Erica M. Lasenyik, Clerk