



# THE CATHEDRAL CHURCH OF ST. MATTHEW

CHRIST COMPASSION COMMUNITY

## Vestry Meeting Minutes Tuesday, March 16, 2021 7:00 PM Via Zoom

| Attendance        |                               |         |
|-------------------|-------------------------------|---------|
| Robert P. Price   | Dean, St. Matthew's Cathedral | Present |
| Chrys Meador      | Senior Warden                 | Present |
| Kenny Rogers      | Junior Warden                 | Present |
| Janis Adams       | Vestry Member                 | Present |
| Adele Ichilian    | Vestry Member                 | Present |
| Bob Jones         | Vestry Member                 | Present |
| Beth Mack         | Vestry Member                 | Present |
| Ryan Morris       | Vestry Member                 | Present |
| Nancy Sanford     | Vestry Member                 | Present |
| Janet Schoenecker | Vestry Member                 | Present |
| Randy Staff       | Vestry Member                 | Present |
| Ashton Tassin     | Vestry Member                 | Present |
| Diane Wiles       | Vestry Member                 | Present |
| Tim Mack          | Treasurer                     | Present |
| Erica Lasenyik    | Clerk                         | Present |

### Actions Contained in Vestry Minutes

- ❖ Approval of February 21, 2021 Vestry Meeting Minutes
- ❖ Approval of Annual Diocesan Parochial Report

### Vestry Meeting Minutes

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| <b>Opening of the Meeting</b>                     | Fr. Rob Price, Dean, opened the meeting with Evening Prayer at 7:02 PM.  |
| <b>Approval of Minutes</b>                        | <ul style="list-style-type: none"> <li>❖ Chrys Meador moved that the minutes of the February 21, 2021 Vestry Meeting be approved.</li> <li>❖ Diane Wiles seconded the motion.</li> <li>❖ The motion carried unanimously.</li> </ul>  |
| <b>Campus Report<br/>Kenny Rogers, Jr. Warden</b> | <b>Winter Snow/Ice Storm Report</b> <ul style="list-style-type: none"> <li>❖ Continuing damage assessment and identification continue.</li> <li>❖ HVAC and Plumbing vendors have been onsite for repairs.</li> <li>❖ Organ Assessment for storm related damage:               <ul style="list-style-type: none"> <li>○ Fox Electric inspected and assessed organ electrical damage.</li> <li>○ An estimate for repair has been submitted to insurance.</li> <li>○ Repairs are extensive and will require several weeks to complete.</li> <li>○ Repairs will be postponed until after Easter and time determined to commence same.</li> </ul> </li> </ul> |

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| <p><b>Campus Report</b><br/> <b>Kenny Rogers, Jr. Warden</b><br/> <b>Continued</b></p> | <p><b>Campus</b></p> <ul style="list-style-type: none"> <li>❖ The Ice Maker is currently not in working order and will need to be fixed.</li> <li>❖ Lawn Care Service Company             <ul style="list-style-type: none"> <li>○ Per our 2017 contract, St. Matthew's paid \$540.00 per service.</li> <li>○ Lawn Care Company is unwilling to continue at that rate and is requesting increase to \$650.00 per service.</li> <li>○ Total amount of increase to St. Matthew's would be \$1,980.00.</li> <li>○ Kenny Rogers moved to accept the requested increase to \$650.00 per service.</li> <li>○ Nancy Sanford seconded the motion.</li> <li>○ Discussion ensued regarding possible change in terms for 2021 due to development. St. Matthew's can change terms with a 30 day notice.</li> </ul> </li> </ul> <p><b>Cathedral Pride Day - March 20<sup>th</sup> from 9:00 AM to 12:00 Noon, BYO Masks</b></p> <ul style="list-style-type: none"> <li>❖ Cleaning Areas: Nave, Outside/Landscaping, Great Hall Stage Area, Great Hall Kitchen, Boiler/Electrical Room.</li> <li>❖ Will be communicated to parishioners in the Cathedral news bulletins.             <ul style="list-style-type: none"> <li>○ All vestry members are encouraged to participate</li> </ul> </li> </ul>   |
| <p><b>Finance Report</b><br/> <b>Tim Mack, Treasurer</b></p>                           | <p><b>February Finance Report</b></p> <ul style="list-style-type: none"> <li>❖ Statement of Revenue             <ul style="list-style-type: none"> <li>○ Pledge/Plate is at \$67,000 YTD. That includes \$19,000 pre-paid and paid in full pledges.</li> <li>○ Endowment YTD is off slightly, but will correct itself due to clarification on the amount of each withdrawal.</li> <li>○ \$2,000.00 COVID Testing rent for February and March already collected in previous month. Status of continuance will happen by end of March.</li> </ul> </li> <li>❖ Expenses             <ul style="list-style-type: none"> <li>○ YTD income is running \$12,000 over expenses.</li> <li>○ Expense variance mostly positive. Largest positive variances are in Music, Operating and Childcare. Those are mostly timing impacted expenses, being weighted more heavily to the second half of the year.</li> </ul> </li> <li>❖ Balance Sheet             <ul style="list-style-type: none"> <li>○ We ended February with a \$14,000 surplus of revenue over expenses.</li> <li>○ Operating cash balance at the end of the month of \$151,000.</li> <li>○ The \$290,000 in funds advanced by Diocesan Corporation, with regard to the real estate development, will continue to grow. That, and the \$250,000 loan from the Endowment Fund, will be repaid at closing.</li> </ul> </li> <li>❖ Designated Funds Reconciliation             <ul style="list-style-type: none"> <li>○ The activity for the month was mostly with Food Ministries, with about \$9,000 expended for the month.</li> </ul> </li> </ul> |
| <p><b>Strategic Plans</b><br/> <b>Fr. Rob, Dean</b></p>                                | <p><b>Re-Opening Milestone Update</b></p> <ul style="list-style-type: none"> <li>❖ Wednesday, April 14: Pastoral visits may recommence; anointing of sick in hospitals permitted.</li> <li>❖ Sunday, April 18: Clergy who are fully vaccinated are permitted to give communion directly into hands once again. Masks required. Pre-bagged, consecrated hosts will continue to be offered in baskets for those needing to maintain distancing.</li> <li>❖ Sunday, April 18: Baptisms will be able to be performed.</li> <li>❖ Monday, April 19: The Dean will be back to working in his St. Matthew's office.             <ul style="list-style-type: none"> <li>○ Protocols being developed for visitors to the Church offices.</li> </ul> </li> </ul>  |

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| <p><b>Strategic Plans<br/>         Fr. Rob, Dean<br/>         Continued</b></p> | <ul style="list-style-type: none"> <li>❖ Estimated July 4 or Mid-Summer:             <ul style="list-style-type: none"> <li>○ Bishop will follow CDC guidelines.</li> <li>○ Unlimited attendance with closer than 6' distance will commence.</li> <li>○ Singing will be permitted with masks.</li> <li>○ Christmas being mask-less is a reasonable hope.</li> </ul> </li> <li>❖ Late Summer             <ul style="list-style-type: none"> <li>○ May go to one service at 9:00 AM.</li> <li>○ David Pinson is heading the Live Stream tech project for normal circumstances.</li> </ul> </li> </ul> <p><b>Clergy/Staff Update</b></p> <ul style="list-style-type: none"> <li>○ Ideas for St. Matthew's still under discussion with the Bishop.</li> <li>○ The Dean is working on the Grant Program application.</li> </ul>  |
| <p><b>Ministry Updates</b></p>  | <p><b>Worship Community– Fr. Rob, Dean</b></p> <ul style="list-style-type: none"> <li>❖ March 19 – 5:30 PM – Feast of St. Joseph</li> <li>❖ March 25 – 5:30 PM – Feast of the Annunciation</li> <li>❖ March 27 – 2:00 PM – Joan Hodges Funeral. A Requiem Mass will be scheduled at a later date.</li> <li>❖ March 28 – Palm Sunday – 8:00 AM in Nave. 10:30 AM Outdoors.</li> <li>❖ March 30 – 11:00 AM – Mass of Collegiality outside.</li> <li>❖ April 1 – 7:00 PM - Maundy Thursday inside, live streamed.             <ul style="list-style-type: none"> <li>○ Altar of Repose at Side Altar. No vigil this year.</li> </ul> </li> <li>❖ April 2 – 12:00 PM – Good Friday outside.</li> <li>❖ April 3 – 7:00 PM – Easter Vigil outside with the Bishop. Live streamed.</li> <li>❖ April 4 – Easter Sunday – 8:00 AM in Nave. 10:30 AM Outdoors.             <ul style="list-style-type: none"> <li>○ Easter Egg Hunt and Food Truck</li> </ul> </li> <li>❖ April 18 – Welcome Mass for Holy Cross congregation             <ul style="list-style-type: none"> <li>○ 10:00 AM last service at Holy Cross followed by a Lunch</li> <li>○ 1:00 PM Procession and Welcome Mass at St. Matthew's.</li> </ul> </li> <li>❖ April 20 – Vestry Meeting</li> <li>❖ Service Times Switch for 8:00AM/10:30AM             <ul style="list-style-type: none"> <li>○ Under consideration for first Sunday of May or June.</li> <li>○ Use of the lawn impacted by development would be September at the earliest, may be later.</li> </ul> </li> </ul> <p><b>Development, Tim Mack, Chair</b></p> <ul style="list-style-type: none"> <li>❖ We have not received the final design development drawings. We should receive them shortly.</li> <li>❖ Met with Land Design on refining the preliminary sketches, and preliminary cost parameters.             <ul style="list-style-type: none"> <li>○ Designs should be back by the next Vestry Meeting. The concept is very exciting.</li> </ul> </li> <li>❖ Garrett Hall renovation design is being refined. David Pinson is heading this effort.</li> </ul> <p><b>Welcome and Connect, Diane Wiles</b></p> <ul style="list-style-type: none"> <li>❖ Working with Dara and Linda in the office on reviewing existing processes and resources currently available.</li> <li>❖ Working on centralizing all data into Realm.</li> <li>❖ We have identified 37 new members.</li> <li>❖ A plan to move forward will be introduced at the next Vestry Meeting.</li> </ul> |

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| <p><b>Ministry Updates Continued</b></p> | <p><b>Social Media, Ashton Tassin</b></p> <ul style="list-style-type: none"> <li>❖ Working with Dara and Sarah on a cohesive social media strategic plan.</li> <li>❖ Encouraging congregation to send photos and videos in to Dara to help generate more content across platforms.</li> <li>❖ Identifying audience and messaging needs to develop creative, unified content.</li> <li>❖ Development of proposal is in progress.</li> </ul> <p><b>Cathedral Arts, Bob Jones</b></p> <ul style="list-style-type: none"> <li>❖ Reorganization is in development.</li> <li>❖ Upcoming Music events:                     <ul style="list-style-type: none"> <li>○ March 21 – 3:00 PM – Concert/Recital</li> <li>○ April 18 – 4:00 PM – Choral Evensong</li> <li>○ May 16 – 4:00 PM – Choral Evensong</li> <li>○ Date TBD - Three Tenors (filmed)</li> </ul> </li> <li>❖ Upcoming Art Events                     <ul style="list-style-type: none"> <li>○ Invitation Art Exhibit Planned for Fall. TBD based on re-opening.</li> </ul> </li> <li>❖ The March 7 Choral Evensong online was very successful, compared to our largest Sunday broadcast.</li> </ul> <p><b>Food Pantry, Nancy Sanford</b></p> <ul style="list-style-type: none"> <li>❖ Detailed breakdown given at February Vestry Meeting.</li> <li>❖ Volunteers still needed.</li> </ul> |
| <p><b>Other Business</b></p>             | <ul style="list-style-type: none"> <li>❖ Deacon Diana Luck is now home and continuing to convalesce.</li> <li>❖ Merrill Curtis has been voted in and accepted a position on the Endowment Board.</li> </ul> <p><b>Annual Diocesan Parochial Report</b></p> <ul style="list-style-type: none"> <li>❖ The Annual Diocesan Parochial Report was submitted for Vestry review and approval.</li> <li>❖ Discussion ensued regarding clarification and possible amendment of report.</li> <li>❖ Motion was made by Randy Staff to approve the Parochial Report with amendments as discussed.</li> <li>❖ The motioned was seconded by Chrys Meador.</li> <li>❖ The motion carried by a majority vote.</li> </ul>  |
| <p><b>Adjournment</b></p>                | <ul style="list-style-type: none"> <li>❖ Adele Ichilian moved to adjourn the meeting at 8:35 PM.</li> <li>❖ Randy Staff seconded the motion.</li> <li>❖ The motion carried unanimously.</li> </ul>  |