



# THE CATHEDRAL CHURCH OF ST. MATTHEW

CHRIST COMPASSION COMMUNITY

## Vestry Meeting Minutes Tuesday, June 15, 2021 7:00 PM

Attendance		
Robert P. Price	Dean, St. Matthew's Cathedral	Present
David Pinson	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	Absent
Janet Schoenecker	Vestry Member	Present
Randy Staff	Vestry Member	Present
Ashton Tassin	Vestry Member	Present
Diane Wiles	Vestry Member	Absent
Tim Mack	Treasurer	Present
Erica Lasenyik	Clerk	Present

### Actions Contained in Vestry Minutes

- ❖ Approval of May 18, 2021 Vestry Meeting Minutes with Revisions
- ❖ Approval of arrangement for extra pews to go to the Diocese of Florida
- ❖ Approval of Amended Budget

### Vestry Meeting Minutes

<b>Opening of the Meeting</b>	Fr. Rob Price, Dean, opened the meeting with Evening Prayer at 7:06 PM.
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>❖ Adele Ichilian moved that the minutes of the May 18, 2021 Vestry Meeting be approved.</li> <li>❖ Janet Schoenecker seconded the motion.</li> <li>❖ The motion carried unanimously with attendance revisions.</li> </ul>
<b>Campus Report Kenny Rogers, Jr. Warden</b>	<b>Campus</b> <ul style="list-style-type: none"> <li>❖ Flower cooler was fixed, then broke again. Repairs made.</li> <li>❖ HVAC inspections were carried out. HVAC had been non-operational in sacristies for three weeks.</li> <li>❖ Fire inspection planned.</li> <li>❖ SMCA can do their recording over the next three days.</li> <li>❖ Fox will begin the major repairs to the electrical system on June 28, 2021. Expected completion date is by July 9, 2021.</li> </ul>

<p><b>Campus Report</b>  <b>Kenny Rogers, Jr. Warden</b>  <b>Continued</b></p>	<p><b>Campus Continued</b></p> <ul style="list-style-type: none"> <li>❖ Power will be turned off for electrical repairs. The Great Hall, Garrett Hall and Kitchen are expected to not be affected by the power outage.</li> <li>❖ Insurance payments have been received for approved repairs, and another payment is expected. Sump pump repairs still under review.</li> <li>❖ Power to the Lodge will be shut off now, as the building is non-operational.</li> <li>❖ Basement repairs, cleaning and labeling complete.</li> <li>❖ Kitchen door replacement bid, excluding installation is \$2,300. Installation is \$450. Request to use Designated Funds for Non-Recurring Repairs to move forward with replacement.</li> </ul>
<p><b>Finance Report</b>  <b>Tim Mack, Treasurer</b></p>	<p><b>May Finance Report</b></p> <ul style="list-style-type: none"> <li>❖ Statement of Revenue       <ul style="list-style-type: none"> <li>○ Another good month for revenues.</li> <li>○ May Plate revenue of \$9,235 was a high for the year, putting us nearly \$9,000 over YTD budget.</li> <li>○ Annualized pledges are at \$155,000 YTD vs. budget of \$167,000. Annualized = taking paid in full pledges and spreading them over the whole year.</li> <li>○ Total Revenues for the month were almost \$62,000 vs. total expenses of \$42,000, generating \$19,000 in cash surplus for the month and \$54,000 YTD.</li> </ul> </li> <li>❖ Expenses       <ul style="list-style-type: none"> <li>○ Expenses pretty much tracked budget for the month.</li> <li>○ Why do financials look good?           <ul style="list-style-type: none"> <li>▪ Mostly because the Dean is part-time, with the Diocese reimbursing us for a good chunk of his compensation.</li> <li>▪ We were able to significantly reduce expenses during COVID shutdown.</li> <li>▪ Parishioners have continued to faithfully give.</li> </ul> </li> </ul> </li> <li>❖ Balance Sheet       <ul style="list-style-type: none"> <li>○ We ended May with a cash balance of \$191,000, of which \$100,000 is in a new money market account that is earning us a little bit of interest.</li> <li>○ We had approximately \$116,000 in Designated Funds</li> <li>○ We owe the EDOD Corporation \$293,000 (which will continue to grow) and the SMCEF \$250,000.</li> </ul> </li> <li>❖ Designated Funds Reconciliation       <ul style="list-style-type: none"> <li>○ Activity for May was mostly:           <ul style="list-style-type: none"> <li>▪ Food Ministry.</li> <li>▪ Storm Damage – Receipt of Insurance payments and expenses for repairs.</li> </ul> </li> <li>○ Holy Cross – Payment of their Diocesan Assessment.</li> <li>○ In June and July, you can also expect to see:           <ul style="list-style-type: none"> <li>▪ Receipt of \$7,500 EFD grant for audio visual upgrades and expenditures of \$23,062 for the AV work – paid for with that grant and \$15,500 out of the Dean’s Projects account.</li> </ul> </li> </ul> </li> <li>❖ Budget Adjustment       <ul style="list-style-type: none"> <li>○ Budget adjustments proposed by the Treasurer covering:           <ul style="list-style-type: none"> <li>▪ Music – addition of Paul Demer to the music staff.</li> <li>▪ Landscaping – reflecting increase in the cost of mowing.</li> <li>▪ Utilities – addition of \$340 per month in storm water fees.</li> <li>▪ Insurance – slightly higher premium and more condensed payment schedule; also, the addition of cyber coverage.</li> </ul> </li> </ul> </li> </ul>

<p><b>Finance Report</b> <b>Tim Mack, Treasurer</b></p>	<ul style="list-style-type: none"> <li>❖ Budget Adjustment Continued <ul style="list-style-type: none"> <li>▪ Some additional office supplies and technology expenses.</li> <li>▪ Catering – Sunday lunch expense, the Easter food truck and vestry dinner.</li> <li>▪ Formation and Community Personnel – addition of David Beadle to the staff.</li> <li>▪ Changes total \$45,775.</li> <li>▪ Expenses are expected to exceed revenues by roughly that amount for the year.</li> <li>▪ That excess will be offset by the \$130,000 cash balance that we started 2021 with and which, as mentioned earlier, has actually grown YTD.</li> </ul> </li> <li>○ Motion was made to approve the amended budget by David Pinson.</li> <li>○ Motion was seconded by Janet Schoenecker.</li> <li>○ The motion was carried unanimously.</li> </ul>
<p><b>Upcoming Community Events</b> <b>Fr. Rob, Dean</b></p>	<ul style="list-style-type: none"> <li>❖ <b>June 24, 5:30pm:</b> Feast of St. John the Baptist celebrated by Fr. George Joseph in the Oratory.</li> <li>❖ <b>June 27:</b> Fr. Rob out for Sunday Services. Fr. George Joseph will celebrate with Seminarian David Beadle giving the sermon.</li> <li>❖ <b>July 4:</b> Both Sunday services will be held in the Great Hall due to the ongoing electrical repairs.</li> <li>❖ <b>July 19 – August 5:</b> Fr. Rob will be out of town on vacation. Fr. George Joseph will be celebrant in his absence.</li> <li>❖ No Vestry meeting in July.</li> </ul>
<p><b>Decision Item</b> <b>Fr. Rob, Dean</b></p>	<ul style="list-style-type: none"> <li>❖ Disposition of 1980’s Pews in Storage. <ul style="list-style-type: none"> <li>○ Fr. Rob had discussion of pew needs with a church in the Diocese of Florida and its clergy.</li> <li>○ Fr. Rob is proposing that we delay placing the pews on Marketplace or Craig’s List for a proposed listing price of \$200, or perhaps more, to allow the Florida Diocese the opportunity to acquire them. They would handle all costs and logistics of moving and transporting the pews from Texas to Florida.</li> <li>○ Discussion ensued confirming the pews in question are not historic, and that a few could be held if repairs or additional pews are ever needed at St. Matthew’s. Most could be offered to Florida.</li> </ul> </li> <li>❖ Fr. Rob called for a motion to proceed with the plan of arranging for the pews to go the Diocese of Florida. <ul style="list-style-type: none"> <li>○ Motion was made by Janis Adams to approve the Dean’s plan.</li> <li>○ Motion was seconded by Randy Staff.</li> <li>○ The motion passed unanimously.</li> </ul> </li> </ul>
<p><b>Development Report</b> <b>Tim Mack, Chair</b></p>	<ul style="list-style-type: none"> <li>❖ Development plans are proceeding well. Final negotiations with Trammel Crow Residential (TCR) on track for closing and attainment of building permits. <ul style="list-style-type: none"> <li>○ TCR still optimistic for a July closing, we are projecting later.</li> </ul> </li> <li>❖ Updated Proforma Disposition was discussed.</li> </ul>

<p><b>Garrett Hall Renovation and AV Upgrade</b> David Pinson, Senior Warden</p>	<p><b>Garrett Hall</b></p> <ul style="list-style-type: none"> <li>❖ GeoTech Boring Report on the elevator and Asbestos Reports coming.</li> <li>❖ Diocesan archives are being moved from the 2<sup>nd</sup> floor to the 1<sup>st</sup> floor due to weight.</li> <li>❖ 2<sup>nd</sup> and 3<sup>rd</sup> floor plans are nearing completion.</li> <li>❖ Bathrooms configured on ground floor.</li> <li>❖ Planning for the future – trying to enclose layout of the school space for safety reasons.</li> <li>❖ Walk through with architects in the next week on 3<sup>rd</sup> floor and stairwells.</li> <li>❖ Abatement sought for basement boiler and under sacristies. 400 sq. ft. of storage could become available if moisture can be looked at.</li> <li>❖ Expect numbers for abatement in the next two weeks.</li> <li>❖ In the next week, our archivist will come in and box up documents to be removed to public storage. St. Matthew’s will also coordinate moving Diocesan boxed to storage.</li> <li>❖ St. Matthew’s staff will remain on the 1<sup>st</sup> floor.</li> <li>❖ Diocesan staff will be split at Incarnation and Good Samaritan.</li> <li>❖ Current planned renovation schedule is 11 months.</li> </ul> <p><b>AV System Upgrade</b></p> <ul style="list-style-type: none"> <li>❖ Cost \$23,062. Savings of \$16,000 by identifying new vendor. Original quote from different vendor was \$39,000.</li> <li>❖ Fiber was laid from Garrett to the Nave.</li> <li>❖ Two camera system with 180 degree turns, with a mobile briefcase operating panel that can be moved and plugged into other locations.</li> <li>❖ Installation projected for June 21-25, 2021.</li> <li>❖ Back up training for additional operators to be scheduled and AV duty to be included in future rotas.</li> </ul>
<p><b>Ministry Updates Continued</b></p>	<p><b>Paraclete and Summer/Fall Plans, Fr. Rob Price</b></p> <ul style="list-style-type: none"> <li>❖ Paraclete Updates. <ul style="list-style-type: none"> <li>○ Current Paraclete planned lunch budget is based on 50ppl at \$4 per person, for a maximum of \$200 per lunch.</li> <li>○ We had 11 new congregants at Paraclete distinct from 9:00 am participants at last week’s service.</li> <li>○ A rota has been confirmed of the teams preparing the Paraclete lunch each week.</li> <li>○ Starting on July 4<sup>th</sup>, Paraclete will now start at 11:15 AM.</li> </ul> </li> <li>❖ Children’s Liturgy – Under Development. <ul style="list-style-type: none"> <li>○ We will meet the kids where they are developmentally.</li> <li>○ Projected to start after Rally Day (last Sunday of August).</li> <li>○ Creates opportunities for Children’s Ministry.</li> <li>○ Will train children to expect to participate in the Liturgy as they grow.</li> <li>○ Families are behind this plan. This is the start to planning the parish we want.</li> </ul> </li> </ul>
<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>❖ No other business reviewed.</li> </ul>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>❖ David Pinson moved to adjourn the meeting at 9:10pm.</li> <li>❖ Ryan Morris seconded the motion.</li> <li>❖ The motion carried unanimously.</li> <li>❖ The meeting was closed with the Lord’s Prayer.</li> </ul>