



# THE CATHEDRAL CHURCH OF ST. MATTHEW

CHRIST COMPASSION COMMUNITY

## Vestry Meeting Minutes Tuesday, January 18, 2022 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	Absent
Nancy Sanford	Vestry Member	Present
Janet Schoenecker	Vestry Member	Present
Randy Staff	Vestry Member	Absent
Ashton Tassin	Vestry Member	Present
Diane Wiles	Vestry Member	Absent
Tim Mack	Treasurer	Present
Erica Lasenyik	Clerk	Present
Anna Donovan	Guest	Present

### Actions Contained in Vestry Minutes

- ❖ Approval of December 21, 2021 Vestry Meeting Minutes.
- ❖ Approval of 2022 Housing Allowance Resolution

### Vestry Meeting Minutes

#### Opening of the Meeting

Fr. Rob Price, Dean, opened the meeting with Evening Prayer at 7:10 PM.

#### Approval of Minutes

- ❖ Kenny Rogers moved that the minutes of the December 21, 2021 Vestry Meeting be approved.
- ❖ Janet Schoenecker seconded the motion.
- ❖ The motion carried unanimously.

<p><b>Junior Warden Report</b>  <b>Kenny Rogers</b></p>	<p><b>Campus</b></p> <ul style="list-style-type: none"> <li>❖ New kitchen door fully installed, painted, secure and with new handle.</li> <li>❖ 60W bulb replacements still need to be completed in the Nave.</li> <li>❖ The hold open devices for the gray double doors into Garrett Hall have been fixed.</li> <li>❖ Spots behind the stained glass windows have been repaired and allow the windows to be beautiful in the evenings.</li> <li>❖ The sensors on the refrigerator in the kitchen have been fixed.</li> <li>❖ Ended the year with a \$16,750 positive variance due to generous contributions and close management of maintenance and expenses. Particularly line items in repairs and services have yielded positive variances for the year.</li> </ul>
<p><b>Senior Warden Report</b>  <b>David Pinson</b></p>	<ul style="list-style-type: none"> <li>❖ Vestry             <ul style="list-style-type: none"> <li>○ Four vestry members are completing their terms with this meeting: Janis Adams, Ryan Morris, Kenny Rogers and Nancy Sanford. A huge thank you to them for their service.</li> <li>○ Vestry Elections – currently we have (5) candidates eligible for election:                     <ul style="list-style-type: none"> <li>▪ Joe Camp, Anna Donovan, Andrea Foster, Annie Foster and Laura Hodge</li> </ul> </li> <li>○ Pictures and biographies will be sent out on Thursday, January 20, 2022 with the ballot.</li> <li>○ Ballots to be returned by the Friday before the Annual Parish Meeting (February 4, 2022).</li> <li>○ Parishioners may bring their ballots to the Annual Parish Meeting.</li> <li>○ No voting will take place at the Annual Parish Meeting.</li> </ul> </li> <li>❖ Construction Update             <ul style="list-style-type: none"> <li>○ We received signed contract back from Talley Riggins for construction.</li> <li>○ We will pick up the permits for floors 1-3 in Garret Hall tomorrow. The permits are broken out into each floor.</li> <li>○ A fourth permit for the elevator is approximately 30 days out.</li> <li>○ We are trying to hold prices firm with vendors as prices are increasing.</li> <li>○ The second floor Garrett hall demolition is set to start next week. Temporary walls on the first floor will be built to keep the area safe for work as construction continues.</li> <li>○ We have contracted with Herzog Hospitality for the interior design of Garrett Hall.                     <ul style="list-style-type: none"> <li>▪ They designed the Westin downtown.</li> <li>▪ They will come back before the February Vestry meeting with color boards.</li> </ul> </li> <li>○ A space by the kitchen back door has been identified for a storage/POD.</li> <li>○ The trees are coming down. All wood other than saved for benches will be free for parishioners to take home.</li> <li>○ Precision Demo trucks have been out on property and would expect demolition of the Diocesan office building to start in the next week.</li> <li>○ Offsite utility work is progressing.</li> <li>○ Inside utility work is expected after Easter.</li> </ul> </li> </ul>

**Finance Report Cont'd**  
**Tim Mack, Treasurer**

**December Finance Report**

- ❖ Statement of Revenue and Expense
  - Pledge revenue of \$31,000, and Plate revenue of \$10,600 were strong in December.
  - Total revenues for the month of December were almost \$52,000 vs. a monthly average of approximately \$47,000.
  - Expenses for December were basically in line with budget, with the exception of:
    - Music operating – weighted to the last half of the year.
    - Recurring repairs.
    - Both of these items were close to budget for the entire year.
  - F&C Personnel was \$5,000 over budget for the year, due to a new hire that was not included in the budget. (Sara Shafer in Family Ministry. The budget was not changed to reflect this hire.)
  - Total expenses for December were \$56,000 vs. a monthly average of approximately \$47,000, resulting in a \$4,000 operating deficit for December.
  - For the year 2021, we were about \$18,000 short on pledges; but we collected 95% of pledges and 167% of budgeted plate revenues.
  - While smaller in absolute dollars, Revenues from Music fundraising were substantially over budget, as were revenues for Facility Use; while Miscellaneous Program revenues were down, largely due to an accounting change where we now put those monies into the Flower Fund in Designated Accounts.
  - For the year, revenues totaled \$564,446 and expenses totaled \$559,371, resulting in an operating surplus of about \$5,000 for the year. We had been projecting an approximate \$2,000 deficit, so we did better than expected.
  - We started 2021 with \$133,000 of operating cash generated by the PPP loan proceeds, expense reductions and personnel departures in 2020, along with the Dean's arrangement with the Diocese. We ended 2021 with almost \$136,000 in operating cash, so about \$3,000 more than where we started.
  - How did we do so well in such a difficult year?
    - Parishioners faithful in their giving
    - A near six-month campus shut down
    - Diocesan subsidy of the Dean's salary while working for the Diocese
    - Good management of expenses
    - No catastrophic equipment failures, outside of insured losses
    - No big surprises
- ❖ Designated Funds Reconciliation
  - Major expenditures from Designated Accounts in December were:
    - \$925 from the Organ Restoration Fund to tune the organ.
    - \$4,340 from the Hodges Memorial to pay half the cost to complete the Lenten Array vestment set.
    - \$4,268 from the Food Pantry Accounts.
    - Typical in and outs from Collections/Insurance Accounts.
  - Leaving about \$187,000 in Designated Accounts at year end.
  - Note that we have almost \$17,000 in our Capital Repairs fund going into 2022, which we plan to increase to \$20,000 out of Endowment Fund revenues in January.

**Finance Report Cont'd**  
**Tim Mack, Treasurer**

- ❖ Balance Sheet
  - We ended 2021 with approximately \$136,000 in Operating Cash, \$187,000 in Designated Accounts and about \$3.9 million in Development Accounts.
  - Journal entries to account for land sale and related transactions have now been completed. Those entries account for:
    - Sale of land (adjustment of land value).
    - Repayment of \$333,985 to the EDOD Corporation
    - Repayment of \$250,000 Endowment Fund Loan
    - Contribution of \$2.5 million to the Endowment Fund
    - Demolition of the Sexton's House and Lodge
    - Retainage of \$4.2 million of net cash from land sale and total expenditures of \$317,000 of those proceeds at December 31, 2021, leaving a total of approximately \$3.9 million.
- ❖ Cash Management and Financial Operations
  - Our \$2 million CD matured on January 16, 2022; we redeemed \$1 million and moved that to the Development Money Market Account; the other \$1 million re-renewed in another 90-day CD - giving us a total of \$2 million in CD's maturing on April 16, 2022.
  - Transition over to AFairchild's bookkeeping services started last week.
- ❖ 2022
  - We budgeted a \$55,000 deficit in 2022, so the \$136,000 (included in the additional \$5,000 surplus in 2021) will be used to offset that loss, as well as help with any loss in 2023 and provided working capital.
- ❖ Housing Allowance Resolution

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 2022 to the named ministers are hereby designated as housing allowance in accordance with Section 107 of the Internal Revenue Code:

The Very Reverence Robert P. Price	\$40,000
The Reverend 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.

  - Janet Shoenecker moved that the Housing Resolution be approved.
  - David Pinson seconded the motion.
  - The motion passed unanimously.

<p><b>Upcoming Community Events Fr. Rob, Dean</b></p>	<ul style="list-style-type: none"> <li>❖ <b>January 21, 5:30pm:</b> Art Exhibit Opening with Reception</li> <li>❖ <b>January 25, 5:30pm:</b> Feast of the Conversion of St. Paul</li> <li>❖ <b>January 30, 3pm:</b> SMCA Piano Concert – Gregory Thompson</li> <li>❖ <b>February 2, 5:30pm:</b> Feast of the Presentation</li> <li>❖ <b>February 6, 3pm:</b> Annual Parish Meeting</li> <li>❖ <b>February 6, 5pm:</b> Choral Evensong</li> <li>❖ <b>February 15, 7pm:</b> Vestry Meeting</li> <li>❖ <b>February 20:</b> The Dean will be out of town</li> </ul>
<p><b>Development Report Tim Mack, Chair</b></p>	<ul style="list-style-type: none"> <li>❖ Decision Log                         <ul style="list-style-type: none"> <li>○ There were three decisions on the Decision Log.</li> <li>○ \$122,000 was spent in this period.</li> <li>○ \$336,000 has been spent total.</li> </ul> </li> <li>❖ An approved update communication on the development was placed in the News &amp; Notes and eNews for parishioners.</li> <li>❖ Organ Closet – Work on the alarm system was done to help stop the erroneous alarms happening and sounding in the closet.</li> <li>❖ Telephones – bids are being collected for the new telephone system for Garrett Hall.</li> <li>❖ The internet network and installation is being explored and options are being created to coordinate between Diocesan offices and Cathedral offices in Garrett Hall.</li> <li>❖ David Pinson is looking into the option of a panic button or something similar for first floor Garrett Hall while construction is in progress.</li> <li>❖ Bob Jones inquired regarding the large pecan tree demolition. The arborists and engineers brought in to explore saving the tree have concluded that it cannot be saved due to the damage it would sustain for the utilities to be placed where they must.</li> <li>❖ Tree cutters are on property and will be in progress for approximately three weeks. Sanvig Sawmill will be coming out to harvest the wood for benches and for simple stations of the cross. They are also preparing crosses and bowls for parishioners. The wood will be cured for at least one year before it is used.</li> </ul>
<p><b>Looking Ahead Fr. Rob, Dean</b></p>	<ul style="list-style-type: none"> <li>❖ Junior Warden Responsibilities February 2022 Onward                         <ul style="list-style-type: none"> <li>○ Due to the construction project, David Pinson will retain responsibility for Garrett Hall and its surrounding grounds.</li> <li>○ The Junior Warden will have responsibility for the Great Hall and the Nave.</li> <li>○ Both will establish clear lines of communication to ensure the smooth operation of the entire property.</li> <li>○ Kenny Rogers relayed that with construction now active, the outdoors of the Cathedral needs attention and clean up more frequently to look neat and accessible. He suggested we consider having a steady clean up crew of volunteers to monitor and neaten the property several times a month.</li> <li>○ The protective coverings for the stained glass windows on the outside of the Cathedral need to be assessed for replacement.</li> <li>○ David Pinson will actively present outdoor maintenance needs to TCR in weekly development meetings to keep the property properly maintained.</li> </ul> </li> </ul>

<p><b>Looking Ahead Cont'd</b>  <b>Fr. Rob, Dean</b></p>	<ul style="list-style-type: none"> <li>❖ Touching based on how things are going out there?                     <ul style="list-style-type: none"> <li>○ Right now parishioners are feeling the pain of the development project and none of the projected upsides. It is all demolition and construction mess. They are feeling the loss right now. Important to keep the end goal in mind and top of mind for all as we move through this phase.</li> <li>○ We have been receiving suggestions from parishioners about a variety of projects around campus. We need to encourage those who are making suggestions to volunteer and to recruit volunteers to accomplish their ideas with the approval of the Dean.</li> </ul> </li> </ul>
<p><b>SMCA Update</b>  <b>Bob Jones</b></p>	<ul style="list-style-type: none"> <li>❖ Events upcoming                     <ul style="list-style-type: none"> <li>○ January 21 – Art Exhibit Opening and Reception</li> <li>○ February 6 – Choral Evenson</li> </ul> </li> <li>❖ The Dean will support the decisions of SMCA on all upcoming events as each is reviewed with respect to COVID concern and the determination of each event moving forward is made.</li> </ul>
<p><b>Food Pantry Update</b>  <b>Nancy Sanford</b></p>	<ul style="list-style-type: none"> <li>❖ With the support of the Dean and Deacon Mark, Nancy has stepped back from much of the hard physical labor of Food Pantry as of the 2<sup>nd</sup>/3<sup>rd</sup> week of December, 2021.</li> <li>❖ Daily Bread is now operating on Monday, Tuesday and Wednesday and no longer on Fridays.</li> <li>❖ Nancy and Deacon Mark have started a relationship with the 24 Hour Club to open opportunities to the men for their volunteer work to include St. Matthew's Food Pantry.</li> <li>❖ Having kids participate in the ministry has been phenomenal.                     <ul style="list-style-type: none"> <li>○ We had Cub Scouts at Thanksgiving and a Family Drive Through</li> <li>○ We are working on more involvement with 2<sup>nd</sup> to 5<sup>th</sup> graders.</li> </ul> </li> <li>❖ We are identifying neighbors who could be consistently able to join and help serve in the ministry.</li> <li>❖ We are working on building relationships and security in the community.</li> <li>❖ Nancy is making a commitment to develop a Lectio Divina style of bible study group for our men/women neighbors.</li> <li>❖ Chaplaincy has started and we have had three months of Prayer Group Meetings with Fr. George.</li> <li>❖ Gratitude is extended to Kenny Rogers as he re-evaluated his commitment to Food Pantry and has focused and organized his ministry.</li> </ul>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>❖ Ashton Tassin moved to adjourn the meeting at 8:03pm.</li> <li>❖ Nancy Sanford seconded the motion.</li> <li>❖ The motion carried unanimously.</li> <li>❖ The meeting was closed with the Lord's Prayer.</li> </ul>