

Cathedral Church of St. Paul
Vestry Meeting Minutes
May 16, 2024 at 5:00 p.m

Present: The Very Rev. Greta Getlein; Marley Skiff, *senior warden*; Karl Fandrich, *junior warden*; Peter Jones, *treasurer*; Alice Winn; Barrie Montross; Miriam Burns; Buffy Caflisch; Mac Onuigbo; Peter Henne

Absent: Shannon Williamson, *clerk*; Kenzo An

Guest: Kim Fitzgerald, *CEO, Cathedral Square*; Heidi Dinco, *controller, Cathedral Square*; Deacon Susan McMillan

Opening Reflection

- Given by Miriam

Minutes

- March Minutes
 - Move to accept as submitted by Marley, second by Miriam. Motion passed.

Cathedral Square

- Annual presentation of the Cathedral Square annual financial audit (*see Vestry Highlights and Audit copy meeting folder on Z drive*) by Heidi
 - No findings on 2023 corporate audit and single audit (the single audit monitors the grant money)
 - Do have a qualified opinion on the audit because they don't include all the properties that GAP recommends. They are not included on purpose as CSC believes it "muddies the waters" on the financials. CSC creates limited partnerships with all the housing ventures which are largely owned by the bank (!). Each of those received its own audit but are not part of the consolidated financials for CSC. Properties owned outright by CSC are in the consolidated financials.
 - This has been their practice for many years. Each entity not included in the audit is aware of the practice and concurs with its use.
 - Financial metrics largely unchanged from 2022
 - Did have a gain on the sale of Kelly's Field One land to Kelly's Field Two, but this money is on paper only, transferring land within the Kelly's Field properties
 - Reserve balances are 2.7 million. Ending consolidated corporate assets up by 1 million due to equity investments in property.
 - Question raised by Buffy about the increase in wages and the success or not of hiring to open positions. Kim reported that they have had greater success in filling positions. They are benchmarking rates constantly and raising rates of all employees accordingly.
 - Question raised by Buffy about financing of new projects. Kim reported that, generally, major source of funding for new projects is tax credits. Under that, investors invest in affordable housing and get a 15 year tax break with CSC as the manager. After 15 years, CSC can own the property. VT Housing Financing Agency is the manager of the tax credit program. It is a very competitive process and CSC

does not always receive an award and so property development is delayed. It is also that case that the dollars awarded don't go as far with the increase in cost of building. CSC now receives a grant every year and a half or two. They always have properties in the pipeline waiting for funding.

- Kim gave some updates on properties under development
 - Kelly's Field Two is being built on the property of Kelly's Field One (Hinesburg) which will add 19 new apartments to the campus. Has a technical hold-up on the building with a particular electrical component which is delaying the opening from this summer to January of 2025.
 - Reid Common property (named after Cindy Reid, director of property development) had ground broken on May 6 in St. Alban's. This is 30 units to open in about a year.
 - Highgate Center in Highgate funding still being put together. Each property takes about 14-18 sources and only one has been received thus far. Still need the tax credit funding.
- Update from Kim on application for Medicare Wellness Visit. Now SASH nurses can perform the annual wellness visit required by Medicare and can do so in the home. The provider can still bill for the visit. This is a trial under OneCare with the goal of providing 50 wellness visits by the end of 2024.
- Homelessness prevention pilot. Working to find a better solution to housing those who were homeless and now living in CSC communities. These folks have a higher rate of eviction. Goal is to decrease that rate through an incentive and service program involving provision of more wrap around services and incentivize (through money) clients toward participation. Trying to raise money for this program but not successful thus far. Wondering about local churches as potential forms of funding. Greta and Kim will pursue this.

Financials

- March & April financials presented by Peter.
 - Overall income and expenses are on schedule according to budget. Likely will need to begin use of the annual endowment draw in June.
 - Some building expenses were realized in March within the fire system.
 - We seem to have found and fixed all the running water issues and that bill is back to "normal"
 - Some spring snow clean-up with the late spring storm.
 - HVAC contract payment (1/2 of annual) paid in March as well.
- Questions raised by Buffy:
 - April pledges are lower than prior months – is this a problem? Peter reiterated that there is normal monthly fluctuation in this line item.
 - Why is there not more Cathedral Arts money coming in? This is only for ticketed concerts and is not much. Not as many concerts in the interim period.
 - Clergy pension seems to be higher than 18%. Why is that? Peter will follow up with Barb.
 - Is the water under the elevator fixed? It is cost-prohibitive to undertake this work at this time. The last rainstorm did not produce water under the elevator. We still don't know exactly how water is getting in there. Even exploring that is cost prohibitive.
 - Do we think we've found all the causes for the high water bill? We hope so! It seems to have all been attributed to running faucets and toilets. Greta tracked our water usage weekly until the billing finally caught up to reality. All the toilets are old and require continuous maintenance. They are also high water use due to their age.

- Loans on balance sheet: loan and payment are shown. Are loans paid monthly or less often? Loans are paid monthly.
- Motion to accept financial report by Barrie, second by Karl. Motion passed.

Henry Kellogg

- Application for Postulancy
 - Discernment Committee, chaired by Lisa Schnell, has completed their work with Henry and have endorsed to the Dean a robust recommendation to move him forward in the process toward priesthood.
 - Barrie served as the Vestry liaison to the discernment committee. She relayed that Henry is most interested in serving with and to the marginalized, especially those who are unhoused and those with addiction. He is comfortable in those spaces.
 - Vestry approval is needed for Henry to apply to the Bishop for consideration for postulancy.
- Vestry signed off on Henry's application for postulancy.

[REDACTED]

Music Director Search Update

- Greta announced that Peter Berton has accepted the position. A LOA has been signed. He is very excited, the committee is thrilled. His schedule will be slightly different with a need to be in Rhode Island on Fridays. His current plan is to be in Vermont Saturday afternoons through Thursday afternoons. It is likely that choir rehearsals will all be on Wednesdays for a full choir night. It is anticipated that the Cathedral Arts portion of the job should be about 25-30% of his time. Over time, as Cathedral Arts grows and develops its own Board of Directors, it is hoped that some of the salary will be covered through Cathedral Arts.

Fall Service Schedule

- Greta talked about continuing in the fall with one service at 10:00, as a trial for one year, rather than breaking back into two services. This idea was reviewed at the staff level and with each candidate for the Director of Music position. The thought is that being together in one service on Sunday mornings will give us a chance to be in greater community with one another, give the youth choir a chance to grow, create multi-generational singing opportunities for both choirs, and take full stock of where we are and where we are going.

Great change is more successful when we are in community together. Greta did talk with the Sunday School and choir parents about such a change. They were all enthusiastic about the idea. Offered a few different options, most preferred having Sunday School and Adult Forum after church, as it is now for those who attend the 9:00 service.

- Staff and Dean made the decision to do this in the fall. We will remain in one service at 10:00 with Sunday School, Coffee Hour, and Adult Forum to take place after the service. The service will be an amalgamation of 9:00 and 11:00 traditions. Advantages include the potential to build both choirs, create deeper community, be very visible on our YouTube channel, show that we have both an intergenerational choir and an opportunity for children to be taught separately – both things can be true, and build up our volunteer core.
- There will be some grief in this transition and this can be navigated carefully. How can we hold onto the family feel of the 9:00 and especially the welcoming of children with all their wiggling and distractions? Will we lose families if we do this long term? It will be useful to keep an eye on this and re-evaluate regularly. And, how do we hold onto the solemnity of the 11:00 service and provide that solace that people seek?
- Still considering whether an 8:00 service should be added. Having only one service on Sunday morning frees us all up to think about a more regular Sunday evening service.
- This will be a work in progress and ongoing feedback will be welcome and encouraged.

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Closing Prayer

Next Meeting June 20 at 5:00 in person.