

Cathedral Church of St. Paul
Vestry Meeting
May 11, 2023 at 5:00 p.m.

Minutes

Present: Marley Skiff, Karl Fandrich, Miriam Burns, Buffy Caflich, Barrie Montross, Maureen Ramos, Keith Pillsbury, Greta Getlein, Mac Onuigbo
Absent: Shannon Williamson, Peter Jones, Kenzo An

Opening Reflection

- By Barrie at 5:03

Cathedral Square Report (see submitted reports)

- Kim and Heidi from Cathedral Square presented an update
 - Heidi presented results of their 2022 audit- there were no findings!
 - Ended year with surplus just under \$1,000,000 inclusive of money that is held as pass-through for property development. Actual surplus just over \$500K, roughly half due to HUD grant and roughly half in staffing expenses (vacant positions) and a portion due to increased revenues from rents.
 - Still experiencing a staffing concern with many positions unfilled. Using agency staff which is costly.
 - By-Laws update: 12 voting members on the Board, this year 4 are rotating off (a bit unusual that 4 would go at once): Carol Moran-Brown; Stephanie Taylor; Craig Jones; Mohammed Basha (currently serving as chair). Question to this Vestry: Want to give a one year extension to Mohammed to help with continuity and get back into rhythm of three replacements at a time. Eric Hokstra may be amenable to coming back on the board (has been off one year) and possibly assume the chairmanship after Mohammad's extended term ends.

Motion by Greta to deviate from by-laws for one year to allow one person to remain on for an additional year. Second by Barrie. Passed unanimously.

- Campaign to raise \$1,000,000 for Memory Care, Williston was successful. Debt paid off, finally! Monies raised beyond the debt total will be used to complete the garden area on the property and to set up a reserve fund to assist with operating expenses.
- Fighting for higher Medicaid reimbursement rates. Currently receive under \$48 per day, study showed should be receiving \$79 per day. Both House and Senate passed a 79% increase to get to the market rate. Not yet signed into law. This is great news – will get close to breaking even in facilities that have a high portion of Medicaid residents.
- Received funding through the work of Senator Sanders' office to expand mental health pilot – embeds a mental health clinician, through SASH, directly in a community. Results to date: reductions in evictions, increased clinician visits, increased group and one-one-one sessions; increased staff training with improvement in tolerance and acceptance. Funding will expand this across the state.

Minutes from April

- Corrections
 - Clarify first sentence of financial report regarding pledge income: Discussion around apparent decrease in first quarter pledge income over past years. Most likely reason is a decrease in pre-paid pledges and more pledgers choosing to spread their payments over the course of the year. Actual pledges have not decreased.
 - Should there be any further expansion in the section regarding the feedback on the candidate for the clergy position: discussion centered on financial picture. First, to be aware that this is a position that is not currently affordable within the current operating budget; and Greta will work with Barb on a package.
 - Memorial Garden payment plan: Will pay the full amount from the Special Projects and Improvement fund.
 - Federal Grant: Replace with: On April 11 DOE issued preliminary guidance on the Teaming Partner approach they intend to use to implement Renew America's Nonprofits, the Infrastructure Act pilot program to help nonprofits with materials costs to improve energy efficiency. The Teaming Partner approach encourages nonprofit 501(c)(3) applicants to serve as "Prime Recipients" whose roles will be to assemble and provide technical assistance to a portfolio of nonprofit 501(c)(3) "Subrecipients" whose buildings are in need of energy efficiency upgrades. Each portfolio should demonstrate significant energy and cost savings, emissions reduction potential, compelling cost effectiveness, and alignment with the pilot program's goals. The DOE has encouraged potential Prime Recipients and Subrecipients to register their interest and the projects they would like to tackle by submitting that information in the database provided. They have also asked potential "Partners", who do not need to be 501(c)(3) organizations, to register if they would like to provide technical, financial or other assistance to Subrecipients in the Primes' portfolios. More guidance is expected in May.

Motion to accept minutes with corrections made by Buffy, second by Miriam, passed unanimously.

Financial Report

- No concerns in the April income and expense report
Motion by Marley and second by Karl to accept finance report as submitted. Passed unanimously.
- 2024 Budget Process will be underway soon. Please think about whether you would like to serve on the Stewardship Team
- Trustees – need new member: Keith wants to nominate himself. Can Vestry be on Trustees? Greta will look into that.

B&G / 20/30

- Nothing new for 20/30 or Buildings and Grounds

Space Use

- Kitchen –Climate Systems will do the plumbing work but will likely not get to it until late August or September. The timeline for the project will look something like this:
 - June – Climate Systems will disconnect and cap off current sink/drain systems
 - June/July – Singer-Kittredge will remove old equipment. Kitchen will be cleaned professionally.
 - July/August – Singer-Kittredge will deliver new equipment

- August/September – Climate Systems will install new equipment
- Undercroft – VTPoC (Professionals of Color) is the parent organization of VHEI and is also seeking office space. They are now thinking about sharing the undercroft space enabling the use of the broader grants that VTPoC has to pay the rent. Hopefully we will know about this soon.

Staffing

- Canon for Adult Formation: Greta has made an offer to Bob which he has accepted. They will be signing a Letter of Agreement soon. Plan is to announce to our congregations at services on Sunday, May 21 with a follow-up e-mail on Monday, May 22
- AV/Social Media Coordinator: Remote streaming has not been working very well and Grace has offered to resign her position so we can have someone in-person running the stream. Greta has posted the position on multiple platforms.

Annual Meeting Suggestions: First Round

- Use YouTube to communicate schedule and announcements prior to and during service: Will ask new coordinator to take this on. Also ask new coordinator to create process sheet (how to watch the stream) for people to use at home. Ask pastoral care team to follow up on this. Also post in the enews. How to get announcements out to YouTube listeners?
- Using US mail for those who are not tech savvy: Pastoral care team ask if folks want to receive announcements by mail. Can't do newsletter that way, but could send announcements and, perhaps, a copy of the most recent bulletin.
- Communicate needs to the congregation on a regular basis, include cost: Vestry is happy to do this moving forward. Vestry will talk about this for all capital projects. Also to let people know that we are thinking about these things and seeking support and grants for them. People want to know more about what's going on. How about monthly "coffee with the vestry" during the education hour. Will need to add external communication to each vestry meeting.
- Ask other church how they raised funds for ADA: agreement that this is not likely to yield any fruit and perhaps not the best use of our time.
- Capital Campaign: Discussion to begin this fall.
- Space rental of church and other areas of building: this is happening now!!
- Grants: We are constantly looking at grants. Mary Harwood is a professional grant writer and has offered her services to assist in writing grants for which we decide to apply.
- Sponsorship Opportunities: See Communicate needs to the congregation on a regular basis.
- Concert with Famous Group: as a fundraiser. Not impossible but who puts this together? Would really need a 50/50 ticket split with a decent ticket price to support a specific project.
- Giving Wall: we are unsure of what that is. A visual representation of pledging opportunities for a specific project? Concern expressed about money being a constant conversation.

Next Meeting Date – Greta away until June 17 – We will meet on June 22 at 5:00 p.m.

Closing Prayer – meeting adjourned at 7:00 p.m. after closing prayer by Greta

Upcoming Events: Second Sunday Supper, May 14; Ascension Day Service, May 18;
Recognition of Graduates, May 21
Greta Away: May 26 – June 17

Submitted by The Very Revd Greta Getlein for Clerk Shannon Williamson