

**Cathedral Church of St. Paul**  
**Vestry Meeting**  
**September 19, 2024 at 5:00 p.m via ZOOM**

**Minutes**

**Present:** Miriam Burns, Dean Greta Getlein, Marley Skiff, *sr warden*, Karl Fandrich, *jr warden*, Peter Jones, *treasurer*, Pete Henne, Buffy Caflisch, Mac Onuigbo

**Absent:** Kenzo An, Barrie Montross

**Guest:** Kim Fitzgerald, *CEO, Cathedral Square*

Opening Reflection

- Given by Pete Henne

Minutes from July

- Motion to accept minutes as submitted by Marley, second by Buffy. Motion passed.

Cathedral Square Board Elections

- Kim Fitzgerald presented the slate to be elected to the Board with terms beginning 1/1/2025: Dr. Stephen Leffler; Susan Stock; Lacey Smith (*See Vestry folder for this meeting for short bios of each candidate*)
- Rotating off the Board: Mohammed Basha; Jen Green; Sean Gilpin
- Changing positions: Tim Sampson moving from Vice Chair to Chair; Sarah Muyskins moving to Vice Chair; Peg Moffett moving to Secretary; no change to treasurer

*Greta motioned to accept the slate and the new officers, second by Miriam. Motion passed*

- Other updates at CSC:
  - Memory Care at Allen Brook (MCAB) realized a much higher expense in agency staff due to multiple factors including COVID, maternity leaves, medical leaves, attritions, etc., which led to a loss of bed revenue as gaps in filling beds resulted from these staffing issues. They were faced with a projected budget deficit nearing \$500,000. They are now fully staffed and received some reimbursement increases (Medicaid and Section 8) but still worried over costs. They began a campaign for MCAB and received a surprise \$1million gift from the Miller Family.
  - SASH for All: Brattleboro trial working with families. Very successful with over 200 adult and child participants resulting in measurable changes in health and well-being. Unfortunately, continuing federal funding was not approved and they are turning to the state to fill a funding gap of \$350,000.

Financials

- July and August financials reviewed by Peter J. No surprises. We did need \$9,905 from the endowment to cover expenses in August, and have begun to realize the salary expenses for Peter Berton. Question raised about Peter's pension payments which have not appeared yet on the expense side. Greta will check with Barb on this.

*Motion to accept the July and August financial reports as submitted by Marley, second by Buffy. Motion passed.*

- Approve spending policy for Thompson Trust
  - Question was raised about the vagueness concerning the use of the funds (“ministries). Suggestion made to reference the minutes of December 2023 regarding the use of the funds, and to note that an additional \$50K was received at the end of 2023 and added to this fund. This change will be made.

*Motion to approve the Statement of Spending Policy by Mac, second by Karl. Motion passed.*

- Music Spending Approvals
  - Zimbelstern (Music Endowment). Approval sought to spend \$3,000 on a new Zimbelstern for the organ in honor of Mark Howe’s tenure here as Director of Music. The plan is to dedicate it on the First Sunday of Advent with Mark in attendance at coffee hour. We also plan to name him Emeritus at that event. A suggestion was made to put “something on the wall” near the organ to honor Mark. Greta will speak with staff about this and, perhaps, ask Judith McManus about a certificate or some such.

*Motion to spend \$3,000 from the Music Endowment on the Zimbelstern by Miriam, second by Karl. Motion passed.*

- T.V. and Stand (Thorpe). Approval sought to spend \$900 from the Marion Thorpe fund to pay for a large T.V. and stand for use in chorister instruction, chorister camps, parish movie night, webinar gatherings, and the like.

*Motion to spend \$900 from Thorpe for TV and stand by Greta, second by Karl, motion passed*

- Additional Mixer (P&I). Approval sought to spend \$2,800 - \$2,900 from Project and Improvement fund to purchase a secondary sound mixer to be placed in the balcony to enable moving the shotgun mics from their place on the floor (where they consistently under-perform) to the balcony (where performance will be greatly improved) and to allow other recording equipment to be easily added to the system for other events for more professional recording.

*Motion to spend funds from Project and Improvement for mixer, installation and training by Greta, second by Marley. Motion passed.*

- It was noted that these purchases were already made before coming to the Vestry. Vestry asks that care be taken to bring things to the Vestry ahead of purchase as much as is practicable.

#### Staffing Change

- Greta notified the Vestry that Barb Comeau has announced her retirement from serving as Financial Administrator this fall. She will gradually cut back her time, leaving completely before the end of the year. Jennifer Sumner has agreed to take on the role of Financial Administrator in addition to her role as Cathedral Administrator. Cheers all around for Jen, sorrow for the loss of Barb.
- Jennifer will become salaried and will be enrolled in the Church Pension Plan likely to begin in October some time.

#### Stewardship Letter

- Pete Henne presented the letter to be sent with stewardship packets later this month. He wants the letter to emphasize what we can do with enhanced funding. Some discussion around the semantics of the letter perhaps leading folks to believe that with some increase in funding we could do *all* the things that are listed. Agreement to amend the final sentence of the second paragraph to read, “With additional support comes new possibilities, such as...”.

Also agreed to have the letter be only signed by Pete H. on behalf of Vestry and Stewardship Team as it is his story being told.

*Motion to use the letter as amended by Mac, second by Karl. Motion passed.*

#### Audit Letter

- Buffy presented the results of the audit by E.M. Peisch and our internal team of Barb, Buffy, Fran Carlson, and Donna Toufexis. Results were similar to last year with only one new suggestion about reporting interest accrued on loans on the balance sheet. This change will be made.

*Motion to accept the audit results and letter to the Diocesan Commission on Finance made by Marley, second by Greta, motion passed.*

#### CPG Pension/Healthcare Letter

- Buffy presented a draft letter to be sent to other Vermont vestries (with permission of the Bishop) and eventually to other dioceses and finally to the Church Pension Group requesting a review of pension payments and, perhaps, a holiday from paying them for a time as the fund is quite overfunded at this time. Buffy reports that, according to CPG, they have the authority to change the pension contribution but “want church leadership to ask them to do it.” And, so we are.
- Greta agreed to work the material offered by Buffy into a format that can be easily understood and shared with other bishops and vestries. Greta will review this with Bishop Shannon at their next meeting.

[REDACTED]

B & G – Concrete Repair: tabled to next meeting

Other Business: none

Closing Prayer: by Greta at 7:05 p.m.

Next meeting, October 17<sup>th</sup> at 5:00