

**St. John's Cathedral  
Vestry Meeting Minutes  
July 26, 2018**

6:00 p.m. – Vestry Meeting begins

**Members Present**

Bruce Barcelo, Chris Steilberg, Claude Moulton, Chris Haley, Patricia Young-Jones, Tom Burrell, Bill Fouraker, Martha Cox, Debbie Baker, Lindsey Riggs, Forrest Andrews

**Quorum:**

Yes

**Treasurer**

Charles Winney

**Clergy/Staff Present**

Dean Kate, Meredith Cataland, Cindy Cooper, Nicole Andress, Chip Bachara

**Devotion/Opening Prayer**

Dean Kate led the opening prayer.

**Approval of Last Meeting Minutes**

Bruce Barcelo made a motion to approve the previous meeting minutes. Lindsey Riggs seconded the motion. The motion passed.

**Property Committee Recommendations for Rotchford House**

Chip Bachara, the Properties Committee Chair, joined the meeting tonight. He presented a detailed memorandum outlining the Properties Committee's recommendations for the relocation of the nursery. He provided some background outlining the complaints for the current location of the nursery. Some of the concerns he listed were the fact that it is downstairs, difficult to get to with a stroller, not convenient, and not a bright and cheerful space. Most importantly, it violates the fire code as it needs to be less than eight steps from an exit and it is about twelve steps currently. The goal is to relocate the nursery by Rally Day on August 26.

The second and third floors of the Cathedral House were looked at as an alternative but some of the same concerns also exist here as with the basement such as distance from an exit, traveling with infant on the stairs, and parental concern about delayed access to their children in case of an emergency.

After discussion with the staff at the Cathedral House, it was determined that the best way to provide space for the nursery is move some staff members and also to keep staff whose work is connected in the same area. The first floor was determined to be the best location for the nursery, in an area of approximately 700 square feet from the receptionist's desk back to Canon LaMontagne. The staff that is currently located in this area could be moved with disrupting operations.

With an appropriate location for the nursery determined, a location for the staff that is currently on the first floor of Cathedral House was required. The Cathedral has been trying to lease Rotchford

House for some time but the property would require a lot of work to become a residence. In spite of lowering the rental rate and also offering a higher fee to realtors, there has not been success in leasing Rotchford House. Cindy Cooper explained to the Property Committee that Rotchford House was a great space and this move of part of the staff would provide both naming and funding opportunities at both locations. Scott Hill was also consulted for space planning and ideas for layout for Rotchford House. The bookstore and Donna Meyers-Perry could be located on the first floor, while Cindy Cooper and Canon LaMontagne with a room for Dean Moorehead for administrative duties as well.

The Cathedral School does have the ability to house the nursery and is available on Sundays. Disadvantages to using this space include the fact that it is across the street from the Cathedral and their parents and also logistical issues of how to get the infants and children back and forth across the street. This space does have the appropriate security features and the goal is to move the nursery to the Cathedral School by Rally Day.

The next step would be to upgrade Rotchford House for the staff to move there. Some of the improvements would be a handicap ramp to the front door for entry and some electrical, mechanical, and plumbing issues that are projected to take about six to eight weeks to address. This work should be able to be completed by the beginning of November.

The next phase would be to come up with a design for the first floor of the Cathedral with bids received by December 1. The overall goal would be to have all the work completed by the summer of 2019 with a grand opening at Rally Day 2019.

### **Nursery Plan**

Martha Cox presented her PowerPoint presentation with pages 4-7 showing the current space layouts of Cathedral House and Rotchford House. She mentioned that the budgetary estimates in the presentation were to allow for contingencies. She also discussed the plan to update the signage on the campus to make it more welcoming. She then went over the plan to update the parishioners on the upcoming changes starting at Rally Day. She reviewed the options available regarding the move which were detailed on page 3 of her presentation.

Cindy Cooper went over the Development opportunities that the move would present to the Cathedral. She is currently working to determine the fixed expenses and monthly operating costs required for each of the spaces and will work backwards to create an endowment target for each space. She then stated that these changes with Rotchford House, the new nursery, and new conference rooms can be a great story to tell and as one piece of a larger plan provide a kickstart for development and fundraising.

Discussion then turned to questions about security. Rotchford House is already set up for security and the receptionist at the Cathedral House could control access at both locations. At the Cathedral School, there are also cameras and the front door operates the same way as at Cathedral House. A suggestion was made to have the parking lot at the Cathedral School for parents only to make drop off and pick up for the nursery easier.

It was pointed out that the construction and moving was planned in three separate phases to allow time to raise funds and for fundraising.

The discussion continued with viewpoints from members who have used the nursery and that the biggest turn off to young families is that the nursery is in the basement. The goal for the nursery relocation is to have it be more visible and more accessible. Parent involvement in the design and layout will be encouraged. The police officer that is usually present on Sundays will be consulted to see if a second officer will be needed with the move of the nursery to the Cathedral School. The move will also make the bookstore more visible.

It was stressed again that the nursery has to move due to the safety issues. The plan for the space that is currently the nursery is to use it as a multifunctional space for possibly Sunday school and also storage.

The concern was raised about how long would this renovation and the new nursery last the Cathedral. It was pointed out that how many children can be served by the nursery is determined by the supervision required for a child, not the space needed. It was mentioned that the size of the nursery is good for a congregation of this size and it would not need to be expanded. It was pointed out that the goal is to engage the parents and other interested parties in the design of the nursery and get suggestions from them, and possibly refine the design based on the feedback received.

After further discussion, Chris Haley made a motion was made to approve the properties committee's recommendation which Lindsey Riggs seconded. Following more conversation, an amendment to the original motion was presented, with the points being that the temporary move of the nursery will be no later than mid-September, staff will be moved over to the Annex by November, and the build-out and signage will be completed no later than July 2019. The motion was approved.

### **Other**

Dean Kate reminded the Vestry of the Special Vestry meeting on Wednesday, August 8 at 5:00 pm to follow up on the work done at the Vestry retreat in June. Copies of the Flip Chart Notes and a list of the next steps were distributed.

With nothing further, the meeting was closed in prayer.

Minutes submitted by Nicole Andress.