

**St. John's Cathedral
Vestry Meeting Minutes
January 18, 2018**

6:00 p.m. – Vestry Meeting begins

Members Present

Tommy Donahoo, John Sefton, Claude Moulton, Martha Cox, Faye Wisner, Debbie Baker, Lindsey Riggs, Forrest Andrews, Chris Steilberg, Joe O'Shields

Members Absent

Patricia Young-Jones, Bill Fourkaer, Robert Hyde

Quorum:

Yes

Treasurer

Charles Winney

Clergy/Staff Present

Kate Moorehead, Meredith Cataland, Tina Hutcheson

Clerk

Tina Hutcheson

Devotion

Led by John Sefton

Moment of Gratitude

Claude Moulton thanked Kirk Altman for his service in the church and on the Vestry. Chris Steilberg expressed gratitude for Father Allen LaMontagne's service and accepting the position of Sub-Dean. Tommy Donahoo thanked Meredith Cataland for all of her work as Bursar. Dean Kate welcomed Donna Meyers-Perry as full-time Parish Life Director. Joe O'Shields thanked Owene Courtney and Elise Higbe for their leadership.

Approval of Last Meeting Minutes

Lindsey Riggs made a motion to approve the previous meeting minutes. Martha Cox seconded the motion. With no further discussion, the minutes were approved.

Strategic Plan Revisit

Dean Kate briefly discussed the strategic plan, including the five goals, and encouraged the Vestry to keep them in mind in all aspects of their service and ministries.

Finance Report

Pledge Drive Update - Meredith walked through monthly financials and expressed that the Cathedral had a very good year. She pointed out that expenses were down, pledges were exceeded, and she explained the impact of the CPA structure. There was brief discussion regarding the Saints Fund and the Preservation Fund.

Budget Approval - John Sefton made a motion that the budget be approved as presented and the surplus of \$203,187.92 be moved back into the Saints Fund. Martha Cox seconded the motion. With no further discussion, the motion passed.

Properties Report

Cathedral School Roof – Prior to the Vestry meeting, Martha Cox sent a written recommendation for the replacement of the roof for The Cathedral School, which is attached to these minutes. Charles Winney reported on the Finance Committee discussion on how to pay for The Cathedral School roof and recommended that we pay for the roof using our line of credit to preserve our cash position for any contingencies. Charles also reported that The Cathedral School Board has authorized a transfer of \$20,000 from their reserves to help with the cost of the roof replacement. Martha gave a brief overview of the evaluation process and the replacement recommendation approved by the Properties Committee. She thanked the Vestry for their willingness to take immediate action and vote to replace the roof. There was brief discussion around methods of payment. Martha made a motion to authorize the Properties Committee to negotiate a contract to replace The Cathedral School roof at a cost not to exceed \$155,000, and the balance of the contract, less the \$20,000 provided by The Cathedral School, be applied to the Cathedral's existing line of credit. Debbie Baker seconded the motion. With no further discussion, the motion passed.

Leadership Councils Report (< 5 mins)

- Parish Life – Lindsey Riggs stated that they have not met and have no report.
- Development – The Vestry applauded a successful pledge drive. Dean Kate gave a brief update on legacy and the speakers series. She also noted that

author Jan Karon will be here in March and Charles Martin will come in the Fall.

- Christian Formation - Joe O'Shields reported on the Bishop Porter Taylor weekend. He also discussed the continuation of education classes.
- Outreach - Claude Moulton reported that they are moving along with several things to work on.
- Worship, Music & Art – Debbie Baker stated that they will meet next Thursday.
- Campus - John Sefton introduced an article about the Cathedral District in the Jax Daily Record. He also gave update on the status of the work on the District and Ginny Myrick's position and salary. He also presented for Vestry approval Ted Pappas as a new board member for CD-J. Martha Cox made a motion to approve Ted Pappas to the Cathedral District-Jax Board of Directors and to increase the number of directors should it be required. Debbie Baker seconded the motion. With no further discussion, the motion passed.

Dean's Report

Staffing – Dean Kate reported that the staff is in good shape and that Donna Meyers-Perry is now the full-time Parish Life Director.

Housing Allowance – Dean Kate introduced her housing allowance, which must be approved each year. Chris Steilberg made a motion to approve Dean Kate's housing allowance. Lindsey Riggs seconded the motion. With no further discussion, the motion passed.

Online Worship – Dean Kate reported that an average of 137 people tune in to watch the Sunday services online. There was brief discussion around the impact of streaming the services online and also the sound system in the Cathedral.

Other

Dean Kate reminded everyone that she will be at Camp Weed during February's Vestry meeting and that Tommy Donahoo will preside. Joe O'Shields, Faye Wisner and Robert Hyde were recognized as rotating off of the Vestry this year and were applauded for their service. There was brief discussion regarding the Annual Meeting on February 4th, during which Dean Kate again asked the Vestry to encourage the nominees. Debbie Baker reminded everyone of the Beaches Fine Arts organ recital on Sunday at 4:00 p.m., and she also expressed disappointment that The Cathedral School wasn't mentioned in the Diocesan magazine.

With nothing further, the meeting was closed in prayer.

Minutes submitted by Tina Hutcheson

Roof Replacement for The Cathedral School

Background: The Cathedral School roof has been experiencing numerous leaks. While we continue to patch the roof, leaks are still occurring, causing potential health and safety issues.

In 2007 when the School was beginning, we considered roof replacements, but delayed the decision due to cost (approximately \$70,000 at the time).

Approximately 4 years ago, in lieu of replacing the roof, a roof coating was installed at a cost of approximately \$15,000 with a 10 year limited warranty. Following the hurricane, punctures were found in the coating, nulling the warranty. The cost of pursuing legal action against the manufacturer or contractor was ruled out, as the cost of litigation would greatly exceed any proceeds.

There are currently two roofs on the Cathedral School – one installed over the first (which is common practice).

Recommendation:

After much research, the Properties Committee has determined the following course of action:

- Remove both existing roofs. We cannot determine what damage may be in the first roof and the prudent decision is to remove both.
- Install a new roof with a 20 year full warranty with the following features:
 - TPO material, which is more energy efficient than Modified Bitumen.
 - Tapered design, which directs water towards the drains to prevent pooling
 - Skylight replacements, as they are prone to leaks. By having the skylights installed by the contractor, all leaks will be covered by the warranty.
- The Properties Committee has narrowed the bids to 2 finalists:
 - Townsend \$154,300
 - Childers \$147,533

With the prices close in range, we are asking for Vestry approval for the Properties Committee to proceed with the roof replacement with the final contractor to be chosen based price, reputation and completion date. With the hurricane damage, roof contractors are still in high demand.

Sources of Funding:

The Cathedral School has authorized \$20,000 from their reserves to be used for the roof replacement. We are grateful for these funds, because the maintenance of the external property is the full responsibility of the Cathedral.

Given that 2017 revenues exceeded expenses, the Finance Committee approved use of the line of credit for the difference between the cost and the Cathedral School contribution.

Proposed Motion:

I move that the Vestry approve the Properties Committee to negotiate a contract to replace the Cathedral School Roof at a cost of no more than \$154,300.