

**St. John's Cathedral**  
**Vestry Meeting Minutes**  
**January 16, 2020**

6:00 p.m. – Vestry Meeting begins

**Members Present**

Bruce Barcelo, Tom Burrell, Martha Cox, Martha Greene (by phone), Jayne Barry Hill, Joe Kincart, Jane Lester, Laura Lane, Claude Moulton, John Sefton, Chris Steilberg, Patricia Young-Jones.

**Quorum:**

Yes

**Chancellor**

Steve Busey

**Treasurer**

Charles Winney

**Clergy/Staff Present**

Dean Kate, Bob Dannals, Kitty Cash

**Devotion/Opening Prayer**

John Sefton

**Moment of Gratitude**

Brooks Moore for her continued work on the Family Promise initiative  
To the Hakimians for the nursery  
Forrest Andrews II for help with the youth  
Syteria Torrence for her hard work on the budget process

**Approval of Last Meeting Minutes**

Tom Burrell made a motion to approve the minutes for the 12/19/19 meeting. Jane Lester seconded the motion. With no further discussion and no objection, the minutes were approved.

**Finance Report and Budget Discussion**

Dean Kate and Charles Winney reviewed the current financials with the group. They are attached. Claude Moulton requested a quarterly balance sheet be included in the financials & Martha Cox requested a summary of Cathedral Builders Fund. Kate opened the floor for discuss on the 2020 budget.

- John Sefton reported sale of YWCA property final proceeds should be determined in the next 6 weeks
- Patricia Young-Jones requested the budget for Outreach Council be increased to \$18,000 from \$15,000. Since the council did not use all their budget in 2019, it was suggested they wait until 2021 budgeting planning to ask for increase.
- It was suggested Outreach be a focus of the Vestry in February 2020 or at the Vestry Retreat.
- Tom Burrell requested the budget be more detailed, i.e., salaries of clergy be broken down.
- Jane Lester outlined he concerns with the current budget. She feels the repairs to the building are not being addressed in the 2020 budget. She proposes a hiring freeze until June 2020.
- Claude Molten suggested approving a budget without spending any of the Saints Fund.
- Martha Cox addressed the question of building maintenance by suggesting a group be formed to review the issue of using the Saints Fund and have them come back to the group with several ideas for the group to review.
- Jane Lester made a motion to impose a hiring freeze, with the exception of Forrest Andrews coming on full time and filling the position of Director of Operations, until June 2020. The motion was seconded by Claude Moulton. Discussion of the motion followed: Joe Kincart said a hiring freeze was premature and suggested the Finance Committee be asked to come up with 3 to 5 solutions to balancing the budget without using the Saints Fund. Jayne Barry Hill agreed there should be a strategic overview. The issue is not at a level the motion mentions and the Manager of Stewardship and Development is a vital position. Martha Cox agreed with Jayne and suggested amending the motion. Bruce Barcelo said a hiring freeze could be the most convenient plan but not necessarily the best solution.
- The motion was voted on with 4 in favor, 7 opposed. The motion failed.
- Tom Burrell motion was made to approve the budget as submitted. Joe Kincart seconded. Five were in favor, 6 opposed. The motion failed.

- Martha Cox made a motion to adopt an amended budget with a decrease of \$50,000 in revenue from the Saint's Fund concurrent with a \$50,000 decrease in expenses. Dean Kate would make the decreases and take to the Finance Committee for their approval. Jayne Barry Hill seconded the motion. All voted in favor, the motion was approved.

#### **Fr. Bob Dannals - Organizational Chart**

- Fr. Bob Dannals presented a Cathedral Clergy/Staff organization chart. Bob is visiting with each employee and reviewing job descriptions along with having each employee present their personal strategic initiatives at the Clergy/Staff retreat in February. He stated he believes we currently have a moderate sized staff and he plans to make income a priority for the upcoming year.

#### **Annual Meeting Preparation - Dean Kate**

- Annual Meeting planning is in progress and the Wardens are to present on the behalf of the Vestry.

#### **Council Reports with Metrics**

- Outreach Council- Patricia Young-Jones & Laura Lane
  - Patricia Young-Jones presented their report (see written report attached). Highlights were Church Without Walls, Blood Drive, Hunger Fight, Family Promise & other ministry needs.
- Properties Council- Martha Cox
  - Preservation Fund documents to be reviewed.
- Stewardship Council- Chris Steilberg
  - There was a \$100,000 increase in pledges to bring the total to \$1.37 million since the last meeting in December.
- Worship, Music and Art Council will meet next week.
- Parish Life Council is meeting this January 19<sup>th</sup>.

#### **Clergy Housing Allowance Resolution**

- John Sefton presented a resolution for the portion of salary for Clergy to be designated as housing allowance. The resolutions are attached. A motion was made to approve by Tom Burrell and seconded by Jane Lester. With no further discussion and no objections, the motion was approved.

#### **Dean's Report**

- Ginny Myrick of Cathedral District-Jax and Kate will attend the board meeting of Episcopal Church Building Fund (ECBF) in Ft. Lauderdale next week to present what the CD-J has accomplished.

#### **Dates to remember:**

- Annual Parish Meeting- February 2, 2020
- Vestry Retreat Date Discussion

#### **Closing Prayer**

Minutes submitted by Kitty Cash.

# *St. John's Cathedral*

**Year-to-date**

**As of December 31, 2019**



# **Operating Bank Balance As of December 31, 2019**

<b>Balance December 1:</b>	<b>\$124,097</b>
<b>Total additions:</b>	<b>183,205</b>
<b>Total subtractions:</b>	<b>(170,735)</b>
<b>Balance December 31 :</b>	<b><u>136,567</u></b>
<b>Net change:</b>	<b>\$12,470</b>



# **CPA Bank Balance As of December 31, 2019**

<b>Balance December 1:</b>	<b>\$71,478</b>
<b>Total additions:</b>	<b>0</b>
<b>Total subtractions:</b>	<b>(17,013)</b>
<b>Balance December 31 :</b>	<b><u>\$54,465</u></b>
<b>Net change:</b>	<b>(\$17,013)</b>

# **YTD Summary for 2019**

**Annual Budget: \$2,400,478**

<b>Revenues through Dec 31 :</b>	<b>\$2,149,956</b>
<b>Expenses through Dec 31 :</b>	<b><u>2,137,651</u></b>
	<b>\$12,305</b>



**Where were we  
this time last  
year?**

**\$53,472**



**YTD Revenues  
Budget to Actual  
As of December 31, 2019**

**Budgeted:**  
**\$2,400,478**

**Actual Revenues:**  
**2,149,956**  
**(\$250,522)**

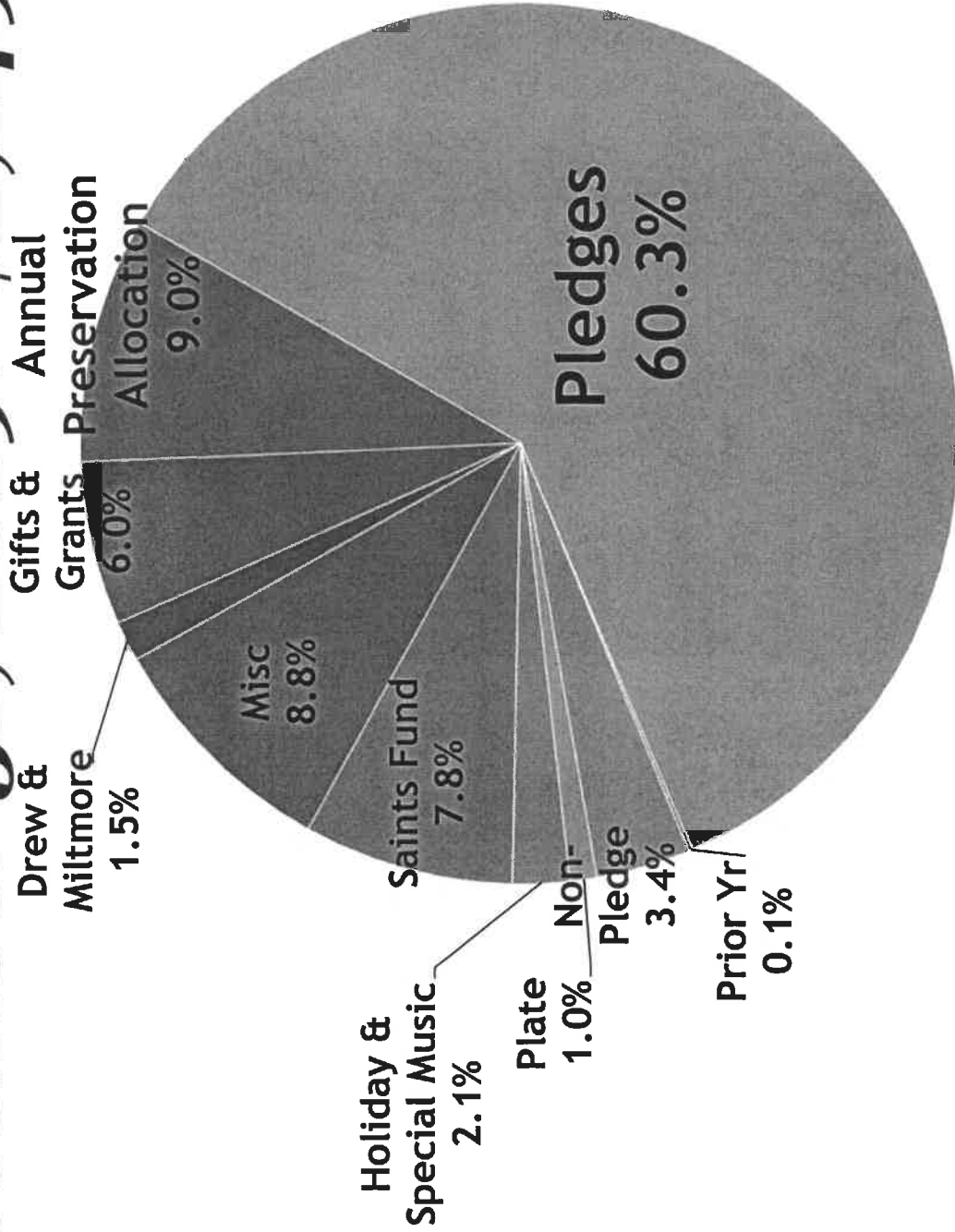
**Without Saints  
Fund:**

**Budgeted Revenues:**  
**\$2,206,537**

**Actual Revenues:**  
**1,982,984**  
**(\$223,553)**



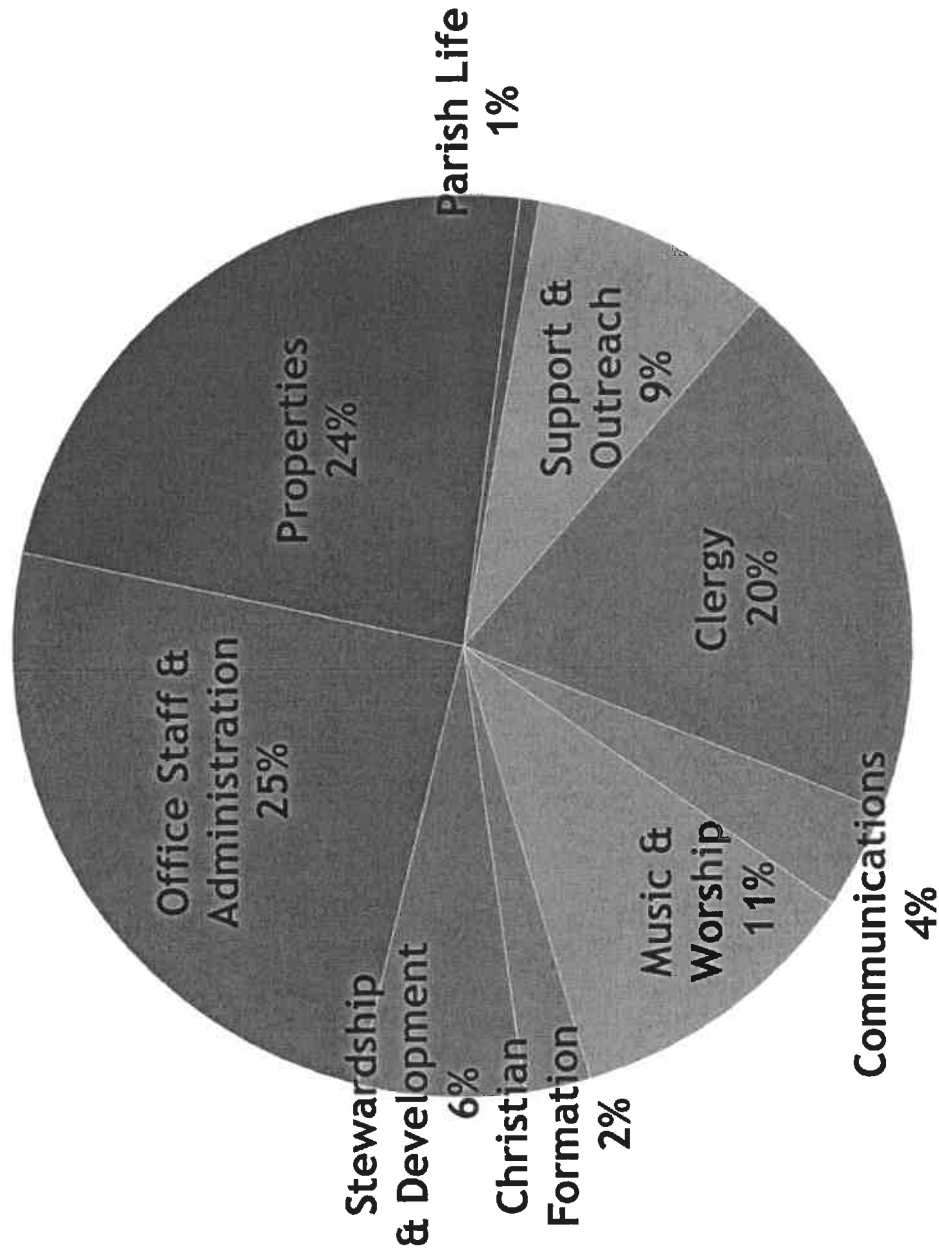
# Revenues as of December 31, 2019: \$2,149,956



**YTD Expenses  
Budget to Actual  
As of December 31, 2019**

<b>Budgeted Expenses:</b>	<b>\$2,400,478.36</b>
<b>Actual Expenses:</b>	<b><u>2,137,651.31</u></b>
	<b>\$262,827.05</b>

# *Expenses as of December 31, 2019: \$2,137,651*





ST. JOHN'S CATHEDRAL

# OUTREACH

## COUNCIL REPORT 01/16/20

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**OUTREACH IS ALIVE AND WELL AT ST. JOHN'S CATHEDRAL!**

- Church Without Walls lunches (80+ bags) were successfully prepared on December 22th by the Outreach Council.
- Last month's meeting was on December 8th after the 11:00AM service.
- Last meeting on January 8th at 4:00PM in the Busey Conference Room attended by Dean Kate, Joan Burchell, Pat Ellis, Laura Lane, Patricia Young-Jones, and Lynn Doiron.

### UPCOMING ACTIVITIES

- Blood Drive 8:00AM - 1:00PM: January 26, April 5, June 14, August 23.
- Dean Porter, Hunger Fight Development Director, will speak to interested congregants at 12:15PM February 9th location TBD (bring a sack lunch).
- Hunger Fight packing event on March 29, 2020. Targeting children and elderly in the areas of Raines, Rebault, and small pockets of Arlington. A percentage of the food will be retained for Blessings in a Backpack.
- Family Promise Host Week May 3rd - 10th.
- Replenish our bedding supplies for Family Promise guests.

### NOTES

- Discussion of needs for other ministries:
  - Immigrant Ministry
  - Ministry for Untouchables in India
  - DESC
  - Sulzbacher Center
  - St. Mary's Episcopal Church

RESOLVED, that portion of salary designated as housing allowance for Fr. Raja Zabaneh in 2019 is \$23,679.

RESOLVED, that portion of salary designated as housing allowance for Fr. Raja Zabaneh in 2020 is \$25,708.20.

RESOLVED, that portion of salary designated as housing allowance for Fr. Jon Baugh in 2019 (partial year) is \$12,666.67.

RESOLVED, that portion of salary designated as housing allowance for Fr. Jon Baugh in 2020 is \$30,000.

RESOLVED, that portion of salary designated as housing allowance for Fr. Bob Dannals in 2020 is \$40,000.