

**St. John's Cathedral  
Vestry Meeting Minutes  
October 21, 2021**

6:00 p.m. – Vestry Meeting begins

**Members Present**

Jane Lester (via conference call), John Sefton, Claude Moulton, Martha Greene, Lisa McKenna, Glenn Guiler, Patrick Kimball, Barbara Fiser, Jayne Hill, Tom Serwatka

**Quorum:**

Yes

**Guests, Clergy and Staff Present**

Dean Kate, Debbie Johnson, Kitty Cash, Pam Searcy

**Chancellor**

Steve Busey (via Conference call)

**Treasurer**

Charles Winney

**Devotion**

Lisa McKenna gave the devotion.

**Moment of Gratitude**

Debbie Johnson for her continued excellent work on the financial records.  
John Littleford & bob Dannals for the planning of the Vestry Retreat.

**Approval of Minutes for September 16, 2021**

Moved to approve by Tom Serwatka, seconded by Lisa McKenna. The motion passed unanimously.

**UF Lease**

The term sheet for the lease of the 3<sup>rd</sup> floor to UF School of Architecture was reviewed. (See attached.) John Sefton explained the entire lease did not need to be reviewed again as it had not changed significantly since the spring when the Vestry originally reviewed the lease. Tom Serwatka moved to accept the lease as submitted. Jayne Barry Hill seconded the motion. There was discussion that the Vestry should be able to see the entire lease. There was a roll call vote. Jane Lester and Claude Moulton voted nay. John Sefton, Martha Greene, Lisa McKenna, Glenn Guiler, Patrick Kimball, Jayne Hill and Tom Serwatka voted yea. Barbara Fiser abstained. The motion passed.

**CD-J Board of Directors**

Submitted for approval were three BOD appointees: Matt Brockelman, Cantrece Jones and Elyse Gustafson. Jayne Hill moved to approve their appointment, Martha Greene seconded the motion. The motion passed unanimously.

**Financial Update**

Debbie presented the most recent financial statements reflecting through the first 8 months of the fiscal year. The trend continues as over the past months with revenues are trending higher than budgeted revenue therefore there has been a net income. Debbie asked anyone who had questions to please call her.

**CD-J Update**

Architectural guidelines for the Vestcor building next door are up for approval by the City. Kate and Ginny Myrick will attend the meeting to protest the current building proposal.

**Pledge Update**

Pam updated the group with 105 pledging families totaling \$458,374. Ingathering is 10/31. Glenn mentioned the Because of You piece is a good way for people to connect with why someone should give.

## **Council Reports**

Outreach: There will be blood drive 10/31 upcoming.

WMA: Jane Lester reported there are several upcoming music programs being planned. John Bunker Art Exhibit will begin 11/14 in Taliaferro Hall.

Properties: Water intrusion continues to be repaired. Termite campaign is underway to fund the extermination. Asbestos testing is completed and there was very little that will have to be remediated. Debbie submitted 4 HVAC estimates for upgrades or repairs around the campus which will be funded by the Reserve Savings Account.

Parish Life submitted a written report

Formation: Barbara Fiser reported Michael Corrigan is working to be sure that classes are available as hybrid so as many people as possible can participate. 14 different discussion speakers have been set-up for the Parables classes on Wednesday nights.

## **Dean's Report**

SJC attendance is on the same track as Kate's colleagues across the country. In person attendance is down by approximately 50% while online attendance is up that same amount. Giving is OK. Watching after the fact continues to run high. Marie Tarver will be retiring at the end of the year. Kate is watching very closely what the CDC continues to track for pandemic.

## **Next Meeting**

Thursday November 18, 2021, in person

## **Closing Prayer**

Minutes submitted by Kitty Cash.

**St. John's Cathedral  
Vestry Meeting Agenda  
Thursday, October 21, 2021  
In Person, with masks  
Ingram Lounge**

Teleconference toll free call-in # 866-580-6521 Participant Code 13968252

6:00 Opening Devotion- Lisa McKenna

Moments of Gratitude

Approval of Minutes- September 16, 2021

CD-Jax Board Appointments – Matt Brockelman, Cantrece Jones, Elyse Gustafson

Financial Report

CD-Jax Report- Architectural Guidelines

Pledge Drive Update- Development Report

UF Lease Update

Strategic Planning Follow-up: Task Forces

Council Reports

Outreach

WMA

Formation

Properties

Pastoral Care

Parish Life

Dean's Report

Closing Prayer

## **BIO: Elyse Gustafson**

---

Originally from Barrington, IL, Elyse grew up in a family that was half Catholic and half non-denominational. While studying theology at Wheaton College, she split the difference and became an Episcopalian, having been drawn to the historical rootedness, the liturgical thoughtfulness, and the social openness of the Anglican tradition.

From 2007-2010, Elyse attended Duke University Divinity School where she earned an MDiv in Anglican Studies. From 2010-2012, she served on the parish staff of St. Peter's Episcopal in Arlington, VA. She was ordained a deacon at that parish in 2012 and ordained a priest at the Chapel of the Cross in Chapel Hill, NC in 2013. From 2013-2017, Elyse served on active duty as a chaplain in the US Army.

Elyse moved to Jacksonville in 2017, shifted gears professionally, and began work at a large financial services firm Morgan Stanley. She serves on the board of JASMYN, a local non-profit supporting LGBTQ+ youth, and as an assisting priest at the Episcopal Church of the Good Shepherd in Riverside. She will complete an MBA in finance from Johns Hopkins University in December 2021.

## **Bio- Matt Brockelman, Vystar**

Matt Brockelman is the Vice President of Government Affairs for VyStar, one of the nation's largest credit unions. His department is responsible for managing the financial institution's local, state, and federal advocacy efforts as well as facilitating relationships with civic leaders, trade associations, and other business community organizations. Prior to joining VyStar, Matt was a partner at The Southern Group, the Southeastern United States' largest lobbying firm. His professional experience also includes stints as a public higher education lobbyist for the University of North Florida and a City of Jacksonville mayoral aide.

Matt graduated from the University of North Florida in 2012 as the institution's student body president, earning two Bachelor's Degrees in business administration (Corporate Finance, Marketing). He was also elected by his student government peers in 2011 as vice chairman of the Florida Student Association, an organization that represents the public policy interests of Florida's 340,000+ public university students.

Matt is involved with several community boards including Family Support Services of North Florida and Build Up Downtown, and he's very active in civic life. He is a former Jacksonville Waterways Commissioner and is currently a mayoral appointee to Jacksonville's Downtown Development Review Board.

When he's not at work, you can find Matt producing music, pursuing fitness goals, taking photos, playing sports, and traveling.

### **Cantrece Jones, President**

Acuity Design Group

Cantrece Jones, President of Acuity Design Group (ADG), brings more than 21 years of experience, spearheading Community Development, Public Involvement, Project Management, Urban Planning, and Marketing Communications, driving great ideas and engaging communities. Cantrece's greatest strengths are her creativity, drive, and leadership. She thrives on challenges, particularly those that expand her company's reach. She manages a team of subject matter experts who amalgamate objectives and human insight to spark new ideas, sound recommendations, and relevant solutions to her clients.

Her dynamic experience building brands and creative strategies that deliver engaging ideas across multiple channels and communities make her a go-to consultant.

She is an active member of several client teams and a significant contributor to new business opportunities. She is responsible for challenging conventional thought and providing a neutral point-of-view for communications strategies and planning, offering insight for complex client challenges.

She works closely in highly collaborative environments as a part of her client's strategic team to develop break-through, insight-driven social cause solutions and proactively uncovers new opportunities for current clients.

Cantrece currently serves as a member of the American Planning Association's Jacksonville and Atlanta Chapters and the American Society of Military Engineers. She is currently an active board member for the Winston Family YMCA, the Jacksonville Humane Society and the City of Jacksonville's Community Land Trust. She has recently been named Co-Chair of the United States Department of Transportation (USDOT) Southeast Region Women in Transportation Advisory Committee (WITAC). She has held marketing strategies workshops for entrepreneurs through the Small Business Administration, City of Jacksonville, Broward County, and more.

Cantrece has a bachelor's degree in Communications from the University of North Florida. She has lived and worked in the Jacksonville, Florida area for more than 20 years. Her military upbringing has allowed her to travel and live in many places around the globe. She enjoys cycling, gardening, and traveling with her family. She contributes her success to faith, perseverance, and endurance.

## **LEASE SUMMARY**

Tenant User Group: School of Architecture

Total Square Footage: 2,557

Date of Lease: November 1, 2021

Premises / Property Address: Cathedral House, Third Floor  
256 E. Church Street  
Jacksonville, FL 32202

Building: Cathedral House

Landlord's Name and Address: The Rector, Wardens and Vestry of St. Johns Parish, at  
Jacksonville, Florida  
St. John's Episcopal Cathedral  
266 E. Duval Street  
Jacksonville, FL 32202  
Attn: Debbie Johnson  
Telephone: (904) 632-9104, ext. 153  
Email: djohnson@jaxcathedral.org

Tenant's Name and Address: University of Florida Board of  
Trustees/c/o Office of Real Estate  
720 SW 2<sup>nd</sup> Ave, Suite 108  
P.O. Box 113135  
Gainesville, FL 32611-  
3135

With Copy To:  
University of Florida  
c/o Office of General  
Counsel123 Tigert Hall  
P.O. Box 113125  
Gainesville, FL 32611-  
3125

Term:

Initial Term: Sixty (60) months, beginning on the Commencement Date

Commencement Date: The later of (a) November 1, 2021 or (b) the date established under Section 2.1

Renewal Options: One, five-year option to renew

Renewal Notice Date: Ninety (90) days prior to the end of the Initial Term

Tenant's Pro Rata Share: 22.2%

Leasehold Improvements: (if applicable) See Section 1.2 and Exhibit B

Build-Out Allowance: (if applicable) See Exhibit C

Base Rent:

	<u>Time Period</u>	<u>Per Month</u>	<u>Per Year</u>	<u>Per Square Foot</u>
Initial Term	Year 1	\$0.00	\$0.00	\$0.00
	Year 2	\$0.00	\$0.00	\$0.00
	Year 3	\$3,196.25	\$38,355.00	\$15.00
	Year 4	\$3,196.25	\$38,355.00	\$15.00
	Year 5	\$3,196.25	\$38,355.00	\$15.00
Renewal Term	Years 6 -10			To be renegotiated at time of Lease renewal.

Additional Rent:

Utilities: \$516.67 per month. See Section 3.2 and Section 5.1

Janitorial: \$541.67 per month. See Section 3.2 and Section 5.2

Base Rent Adjustment: (if applicable) 0%

Rent Due Date: First (1<sup>st</sup>) day of each calendar month.

Security Deposit: None.

Permitted Use: Post-graduate and college education for adults involving the study of architecture and design and at all times qualifying for and having 501(c)(3) tax exempt status.

Subletting and Assignment: See Section 13.1

Permitted Hours of Operation: Third Floor: 6 AM to 11 PM, Monday thru Friday; 9:00 AM to 5:00 PM on weekends and holidays.

If expansion of Leased Premises to the Second Floor is agreed upon: Second Floor: Monday through Friday 6 AM through 11 PM.



<u>Holdover Tenancy:</u>	See Section 19.5
<u>Tenant's Insurance:</u>	See Section 10.1
<u>Maintenance:</u>	
Tenant	See Section 8.1
Landlord	See Section 8.2
<u>Brokers (if applicable):</u>	
	Landlord's Broker: None
	Tenant's Broker: None

DRAFT

**Formation and Spirituality Council (Zoom)**

**October 19, 2021**

**6:00 PM**

***Please scroll to end of the annotated agenda for an item that was not discussed last night.***

**Devotion**

Oh God, gather me now to be with you as you are with me.  
Soothe my tiredness;  
quiet my fretfulness;  
curb my aimlessness;  
relieve my compulsiveness;  
let me be easy for a moment.

O Lord, release me  
from the fears and guilts which grip me so tightly;  
from the expectations and opinions which I so tightly grip,  
that I may be open  
to receiving what you give,  
to risking something genuinely new,  
to learning something refreshingly different.

Forgive me  
for claiming so much for myself  
that I leave no room for gratitude;  
for confusing exercises in self-importance  
with acceptance of self-worth;  
for complaining so much of my burdens  
that I become a burden;  
for competing against others so insidiously  
that I stifle celebrating them  
and receiving your blessing through their gifts.  
O God, gather me to be with you as you are with me.  
Amen.

**Ted Loder, *Guerillas of Grace***

**Center for Prayer and Spirituality**

Saturday, October 23

Rev. Gary Jones

Contemplative practice, including centering prayer 12 – 15 people; Ingram & Burwell, ice water and coffee service on breezeway cloister

### **Bookstore Programs**

Update on the use of Bookshop.org

Update on volunteer corps

Also discussed the upcoming art trip to NYC, and the greens & wreaths sale

### **Youth and children ministry offerings**

Update on the Sunday morning Power Hour and Children's Chapel participants enjoying classes, reacted well to the use of puppets, volunteers doing great work with Power Hour.

Children's Chapel going well, children are with their parents for more of the service, could use more adult volunteers for Chapel

### **Upcoming Formation Offerings**

Poetry & Portraits, *deuxi partie* (with a nod that this course has a following in both the US and Canada, especially in *Province Québec*) Consecutive Thursdays (minus USA Thanksgiving) Nov 18 – Dec 16; look at the relevant incarnation references, Joe covering Matthew and Luke while Linda takes on Mark and John.

Course proposal for spring 2022: *The Baptismal Covenant: A Practical Personal Approach*. Course proposal attached to email with meeting agenda, planned for 5 consecutive Wednesdays sometime in spring 2022

Proposal for Advent reflections via email Michael will email parishioners to ask them to select one weekday in Advent, read the lectionary selection for that day, and write a reflection that can be personal or religious. Saturdays in Advent an overview/summary of that week's reflections will be emailed.

### **Discussions or loose ends**

### **Closing Scripture and prayer**

The human mind plans the way,  
but the LORD directs the steps.  
Proverbs 16:9

*Father God, thank you for creating this place in which we live and the people who share this life with us. How empowering to know that you have blessed us with minds that can plan how to use this day. How comforting to know that you are guiding our feet along the pathway of this day in the world. For the sake of your Son Jesus Christ, have*

mercy on us and forgive us; that we may delight in your will, and walk in your ways, to the glory of your Name. Amen.

**Item below not discussed during the meeting. Will put on agenda for November, but at this time please read and “reply all” with any reactions, thoughts, or questions.**

Anne (Annie) Egan and Poppy Clements were in the bookstore Sunday. Anne is the daughter of Rev. Neely Towe in Ortega. Neely also is in Dean Kate’s discipleship group I believe. Anne is friends with the Ian Morgan Cron, author of *The Road Back to You: An Enneagram Journey to Self-Discovery*. (They saw the book in the bookstore). This book also is on the list of required reading books for the Bishop’s Institute Pastoral Care class this year. I have heard of several recommendations of it from class members and also Owene.

Anne and Poppy would like for the Cathedral to consider inviting Ian to come and do a seminar/program about the book. I have no idea what costs would be associated with getting him to Jacksonville and/or if it would be underwritten by Anne or Poppy.

We also could see if the Bishop’s Institute would be interested in co-sponsoring an event.

Here is the link to the book from our bookshop page. <https://bookshop.org/books/the-road-back-to-you-an-enneagram-journey-to-self-discovery/9780830846191>

I think there would be a lot of interest in this event if the committee thinks the time is right for an in-person author program. **If we move on this, it will be for some time in spring, depending on the author availability. We do need more info, because we do not at this time know if Annie Egan’s friendship would result in a free or reduced cost for the author appearance. This is one item where budget considerations will weigh heavily.**