

**St. John's Cathedral
Vestry Meeting Minutes
Meeting via Zoom
March 18, 2021**

6:00 - Vestry Meeting begins

Members present via Zoom Conference call

Barbara Fiser, Claude Moulton, Donna Walker Bell, Glenn Guiler, Jayne Barry Hill, Joe Kincart, John Sefton, Laura Lane, Lisa McKenna, Martha Greene, Michael Corrigan, Patrick Kimball, Jane Lester

Quorum

Yes

Guests, Clergy and Staff Present

Dean Kate, Fr. Bob Dannals, Debbie Johnson

Treasurer

Charles Winney

Devotion

Barbara Fiser gave the devotion

Moment of Gratitude

Dean Kate thanked Jane Lester for recording the minutes in Kitty Cash's absence.

Donna Walker Bell gave thanks for the COVID vaccine.

Barbara Fiser offered thanks to Laura Eldridge for leading the assembly of the palm crosses to be sent to the congregation.

Jayne Barry Hill offered gratitude to Canon for Music Tim Tuller, the choir, and the clergy for the beautiful Evensong which started the Lenten season at the Cathedral.

Dean Kate gave thanks for Mary Mashour with the Sanctuary Guild for her faithful work in coordinating funerals.

Donna Walker Bell offered thanks for Pam Searcy, appreciating how Pam always shows up early for the 8:00 Sunday service and stays through all Sunday services to ensure that all details and logistics of each service are covered.

Approval of the Minutes for January 21, 2021

Deferred

Building Use Task Force

Jayne Barry Hill reported on the work of the Building Use Task Force. The Task Force, which includes Lisa McKenna, Jay Wright, Scott Hill, Debbie Johnson and Jane Lester, met on

March 3, and March 7.

At the March 3 meeting, the Task Force discussed its mission, to be good stewards of our building space while being mindful of the sacred nature of the space. The Task force hopes to create a master plan for use of the space; review gifts and donations to the space; and establish guiding principles for our work. Jayne reported that the Task Force will need to develop a communications plan with the congregation, and connect with "stakeholders" currently using the space. The Task Force foresees a phased-in approach.

The Task Force identified as immediate needs 1) moving sound booth furniture that is no longer used and chairs from the sanctuary in time for Easter, and 2) clearing the third floor of the Cathedral House in anticipation of the University of Florida School of Architecture.

On March 7, the Task Force took a tour of the Cathedral House and the Taliaferro Building.

Jayne reported that the next step for the Task Force is beginning conversations with stakeholders that currently use the third floor of the Cathedral House. Then, the Task Force will spearhead a major clean-out effort. It is considering a quick and simple garage sale.

Dean Kate stated that the Cathedral will have to be more discerning with donations (of furniture) and "learn to say no" if the offered furniture is not needed.

Jayne said that the Task Force would work to draft a policy with regard to such donations, denoted as "stewardship of space."

Debbie Johnson reported that the sanctuary has been clear of the unused furniture, and offered thanks to Scott Hill for coordinating that effort.

Lisa has drafted a proposed questionnaire for stakeholders regarding their use of space.

CD-Jax and the University of Florida School of Architecture Lease

John Sefton reported that the lease anticipates two years rent free for the JaxLab, with rent kicking in after two years. He stated that the University "would be responsible for renovations," and that "they would get donations to fund" the necessary costs for the lease. John reported that the architectural community and BullGators are interested helping to fund the project, and that parishioner Ward Blakely thinks that he can raise the necessary money, earning a commission of 10% of the contributions collected. Dean Kate said that a family Foundation with a link to the Cathedral is interested in donating \$200,000 for the necessary renovations.

He said that the biggest issues in drafting the lease agreement are logistical, involving access and restricting access.

In regard to Ward Blakely's fundraising, the members of the Vestry discussed a proposed contract with Ward Blakely's company Bull Tusk. A committee comprised of Joe Kincart, Glenn Guiler, Martha Greene and John Sefton was formed to draft more specific terms for an agreement with Ward Blakely and explore the possibility of Ward Blakely entering into a fundraising agreement with the University of Florida rather than the Cathedral.

Financial Update

Debbie Johnson presented the most recent financial statements. Debbie referred the Vestry to the monthly financial report packet that was distributed. Focusing on the major variances sheet, Debbie noted that on the income side, pledges and nonpledge income (primarily the 25 days to

\$25K match funds that came in during January over and above the amount needed to match the DuPont grant), and the \$25,000 match received from the Dupont Foundation account for the upward variance in income thus far in 2021. The variances in the expense side include a positive variance in salaries because the Cathedral's new bookkeeper came on board in February, and not January as budgeted. Expenses to correct water intrusion hot spots exceeded the building maintenance budget, resulting in a negative variance.

Debbie invited anyone who has questions to contact her directly.

Line of Credit

John Sefton updated the Vestry. The reason he and the Finance Committee are recommending the Vestry approve a \$500,000 three-year Line of Credit with Cogent Bank before it is actually needed as a "security blanket for time of need." Three non-liturgical properties are subject to a mortgage if the bank so chooses (the Brown House, the parking lot, and The Cathedral School). (See attached proposed Line of Credit Agreement with Cogent Bank).

John presented two resolutions, one adopting the Line of Credit, and the other requiring Vestry approval of any draw on the Line of Credit, with the exception of \$5,000 which could be drawn upon approval of the Executive Committee (as provided by the Cathedral Bylaws). (See attached). A conversation ensued.

Dean Kate proposed that the resolutions be tabled for a month until the April Vestry meeting, to afford the Vestry members the time to read the proposed Line of Credit agreement and consider the pending resolutions. The matter was tabled for a month.

Council Reports

Worship, Music and Arts: Jane Lester and Patrick Kimball reported that WMA is busy preparing for the upcoming Easter season services, securing enough volunteers to serve. The Council refers the Vestry to the Cathedral website and the eEagle for the long list of upcoming services.

Outreach: Laura Lane reported that 89 children at West Riverside Elementary School have been served by the Blessings in a Backpack program. The Council is also helping Cathedral Arts Project with securing art supplies. Finally, the Prayer Shawl Ministry will be up and running in two weeks. Joe Kincart added that the Outreach Council participates in the Family Promise Program, Blood Drives, providing snacks for participants in Church Without Walls, and in the fall, is hoping to engage with Fresh Ministries with sales of its organically grown food products.

Parish Life: Donna Walker Bell reported that the Council, with Laura Eldridge, worked on the Kindness Rock project and distributed 84 kits. The Council also spearheaded with Laura Eldridge palm crosses for mailing to the congregation.

The Council is discussing and planning a July 4th celebration, on Sunday the 4th. It envisions a post-service "grill and chill" event to celebrate the post-COVID opportunity to get together. The Council is also starting to discuss Rally Day and looking forward to traditional church events.

The Council is also exploring the Diocese's "invite, welcome and connect" initiative.

Pastoral Care: Michael Corrigan reported that Deacon Sandra and Father Gee joined the Council at its last meeting. Father Gee who recently joined the staff, is committed to providing pastoral care to people in hospitals and nursing homes.. He also wants to ensure that the clergy phone is always manned and available.

Michael also reported that the Diocese is offering a pastoral care course, and that two members of the Cathedral are taking part.

Property Committee: Jayne Barry Hill said that the Committee had no further report.

Development: Martha Green and Glenn Guiler reported that the Council wishes to capitalize on the success of the Pony Express pledge drive, and plans to continue with the early timing of the annual pledge drive in 2021. The Council is exploring making contact with affinity groups to discuss how they can support development. Father Bob also suggested that Council members and clergy can visit with affinity groups geographically for those who are not in a particular ministerial or pastoral or parish life affinity group. He estimated that there are approximately 40 affinity groups.

Formation: Barbara Fiser reported on the abundance of Christian Formation initiatives and programs available to parishioners. She said that the Scott Brown lectures on the Cathedral's stained glass windows are extremely popular, and that the Council is discussing the creation of a special "app" for phones to accompany a tour of the Cathedral's windows with his lectures. Barbara said that Zoom has enabled Christian Formation classes and discussions to reach around the world.

Barbara said that the theme of The Pentecost Cathedral Quarterly will be "grouping."

Dean's Report

Dean Kate reported that she foresees the need to re-up a police presence soon for Sunday services, as attendance increases.

She discussed the fact that churches are opening and relaxing guidelines. She said that for the time being, the Cathedral will hold to the six-foot protocol, masks and other CDC recommendations for social distance services.

Starting with Palm Sunday, the Cathedral is moving to three Sunday Social Distance services. The WMA Council recommended that we institute a reservation system for the 11:00 Easter Service. The 9:00 am Easter service will be held outside at the Episcopal School of Jacksonville, which Dean Kate hopes will attract families and children.

Plans are being made for a Confirmation, and the present plan is to wait until it is safe and in concurrence with CDC guidelines for the Bishop to lay hands on the confirmants.

Two smaller ordinations are planned for the Cathedral after Easter.

Next Meeting

April 15, 2021

Closing Prayer

Meeting Adjourned 7:22 p.m.

Minutes submitted by Jane Lester.