



Vestry Meeting Minutes
April 24, 2025
6:00 p.m.
St John's Cathedral

Call to Order: 6 pm

Members Present: John Bass, Donna Walker Bell, Martha Cox, John Erstling, Paige Hakimian, Lewis Hunt, Patrick Kimball, Laura Jane Pittman, Louis Russo, Adam Smith

Members Absent: Glenn Guiler, Lisa McKenna

Others Present: Steve Busey, Chancellor; Jenny Glassmoyer, GuideServe

Clergy and Staff Present: Dean Kate Moorehead Carroll, Rev. Mark Anderson, Vicar; The Rev. Tom O'Dell, Megan Cochran, Parish Administrator

Quorum: Yes

Opening Devotion: Shane Williams read Pope Francis's Easter Sunday homily

Moment of Gratitude: Louis Russo expressed gratitude for the Dean and clergy providing rich, transformative experiences during Holy Week. Martha Cox is grateful for the choir for transporting us during Holy Week. Donna Walker Bell praised Pam Searcy for filling the multitude of roles during Holy Week. Paige Hakimian expressed gratitude for the Center for Wellbeing task force members.

Approval of Minutes: After reviewing the minutes from the March 2025 meeting, Martha Cox motioned to approve the minutes as presented and Donna Walker Bell seconded. All members present approved.

Financial Report: Jenny Glassmoyer presented the financial reports for March 2025.

- Revenue is up and a one-time gift of \$110,000 has pushed unpledged contributions ahead of budget.
- GuideServe will create additional designated funds to better keep track of specific funding sources and uses.
- Expenses are tracking under budget
- We received the first installment of \$109,000 for an Employee Retention Credit we applied for before the IRS closed the program. We expect to receive further installments that total \$262,000. The Finance Committee believes the money should go into the Unrestricted Reserves as the operating account is healthy.

Change Format for Finance Reports: Last month, Jenny Glassmoyer from GuideServe could not attend the meeting, so The Rev. Mark Anderson and Shane Williams gave the finance report. The less detailed report encouraged more fruitful discussion. Members discussed releasing Jenny Glassmoyer from attending each month to give the finance report and rather only being asked to participate in budget meetings unless needed for a special discussion. Glassmoyer will still participate monthly with the Finance Committee and the written report will remain the same. Glassmoyer will provide quarterly talking points to help guide the discussions.

Approval of Articles of Incorporation for Legacy Endowment: John Sefton has completed the Articles of Incorporation for the Legacy Endowment that was set up to offset the loss of the unrestricted Plummer Foundation Grant annual award. Martha Cox motioned to approve the articles as written and John Erstling seconded. All members present approved of the articles.

Efforts to Expand Endowments: The Stewardship and Development council has set a goal to expand the endowments to cover around \$800,000 in annual maintenance costs. The current endowments stand at \$9 million and the council is exploring the possibility of a capital campaign to reach the target of \$16 million. The campaign would be used to maintain the cathedral's facilities and properties, ensuring they are not neglected or fall into

disrepair. The council is considering engaging with a select group of families to gauge their interest in participating in the campaign. The feasibility of the campaign will be determined by the feedback received from these conversations. The Properties Committee is currently working on a feasibility study to determine long term costs and schedules of maintenance, repair and replacement.

Bookstore Donations: The Bookstore is asking the Vestry to approve the Bookstore to give \$2k of their annual profits to Lutheran Social Services for refugee resettlement and \$1k to the Cathedral School for library expansion. Martha Cox motioned to approve, and Donna Walker Bell seconded. All members present approved.

Approve Kevin Jones as Signer: The Rev. Mark Anderson proposed that Kevin Jones be made the new check signer to replace Charles Winney. This would also allow the new treasurer, once found, to be freed from coming in all the time to sign checks. Martha Cox motioned to approve Kevin Jones as signer pending a background check. John Erstling seconded and all present approved.

Use of Dot West Music Suite Funds: The church received a significant gift from Dot West, which has been used to renovate the music suite and underwrite the bookstore. The vestry discussed transferring the remaining funds from the music suite renovations to the bookstore to give the bookstore more time to become self-sufficient from profits, with the goal of sustaining bookstore staff.

Approval of New ESJ and TCS Board of Trustees Members: After reviewing the bios for The Cathedral School Board of Trustees nominee Laine Gandy, and Episcopal School of Jacksonville Board of Trustees nominees Charlie Wodehouse, Lori Moffett and Erika Marshall, Martha Cox motioned to approve all BOT nominees and Louis Russo seconded. All members present approved.

Diocesan Resolution- Members discussed Will Ketchum's draft resolution to strengthen our relationship with the diocese. Laura Jane Pittman will draft a vestry response to be discussed in June.

Council Reports: Due to limited time, members will share reports via email

Vicar's Report: The Investment Committee is meeting soon and the 2023 Audit is ready for review and approval by the Audit Committee.

Dean's Report: Retired clergy will begin offering a eucharist at 12:10 pm on Mondays through the summer. We will evaluate the response and decide if they want to keep doing it. The Vestry Retreat will replace the May vestry meeting.

Executive Session