

Minutes of the Vestry Meeting
Christ Church Cathedral
January 28, 2001

(as approved at February 26, 2001 meeting)

In Attendance:

Rob Barrick	Drew Goddard	Cary Rayson
Bill Coke	Hal Johnson	Tom Steele
Charlie Cook, III	Gina Lodge	Charlie Wray
Frances Corzine	George Masterson	Ellen Wright

Clergy Present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher

Also Present:

Francis Eagle

The monthly meeting of the Vestry of Christ Church Cathedral was held on Monday, January 28, 2001 at 6:15 p.m. at the Cathedral. It was determined that a quorum was present and the meeting was opened for the transaction of business. A discussion was had of the meditation to open meetings. That discussion led to a consensus that for the next three months Jamie Kyne would lead the meditation, and the subject will be revisited by the Vestry at the end of this three month period.

Tom Steele suggested that the Cathedral hold an annual meeting, of the wine and cheese variety, to which would be invited all current and past members of the Vestry of Christ Church Cathedral that are still active members of the Cathedral. He further suggested that this perhaps should be an annual event. Although no formal action was taken on this, the Vestry was supportive of the idea.

A motion to appoint Drew Goddard as Clerk of the Vestry was adopted (motion by Johnson, second by Barrick).

Minutes of the December 18, 2000 meeting of the Vestry were approved as corrected (motion by Barrick, second by Coke).

- (ii) If those currently active members that pledged in 2000 who have not yet pledged in 2001 pledge the same amounts they pledged last year, this will more than cover the current \$98,000 shortfall.

At Tom Steele's request, the Vestry then considered the subject of Finance Committee Chair (most recently Tom Steele) and Treasurer (currently Jan Pate). Following that discussion, the Vestry approved the selection of Tom Steele as both Finance Committee Chairman and Treasurer for a one year term; determined that these offices should be elected annually; and determined that if the holder(s) of these offices was not a member of the Vestry, then he/she would be expected to attend and participate in Vestry meetings but without a vote (motion by Cook, second by Johnson).

Charlie Cook then presented a report of the Implementation Committee¹. A spirited discussion ensued, which included the following:

- (i) Charlie Cook noted that much of the planning to date would need to be reevaluated in light of the acquisition of the Hathcock building and new space options;
- (ii) Rob Barrick noted that we, in fact, had no long range Master Plan as such, but rather a list of programming requests that needed to be done in the near future;
- (iii) Tom Steele suggested that the Cathedral should purchase the Hathcock building with available capital campaign funds, should also identify and fund those items that need to be done and cannot be deferred, and should do revised space planning including the Hathcock building before proceeding with additional spending of capital campaign funds.

The consensus of the Vestry was that the purchase of the Hathcock building would be funded with monies from the capital campaign. It was noted that funding of the renovation of the Hathcock building and other renovations could either be funded solely from the capital campaign or supplemented by borrowing against the Hathcock Building or against an endowment. No decision was made with respect to this.

It was noted that in light of all this, the Implementation Committee no longer had anything to implement, and was back in a planning mode. By consensus, the Vestry unnamd that committee, and referred to that Committee a request that it rename itself.²

Rob Barrick, Property Committee Chair, presented a recommendation from the Property Committee that several capital expenditures be made. A portion of these were to be paid from the 10% ongoing-maintenance fund³ and the remainder from other sources. Tom Steele requested that the majority of these items be referred to the Finance Committee for a recommendation to the Vestry. The Vestry approved funding the

¹ At the time Mr. Cook began his report, this Committee was so named, although as described below it later lost this appellation and was nameless at the end of the meeting.

² I am not making this up.

³ Funded with 10% of the prior and current capital campaigns

following from the 10% ongoing-maintenance fund and referred the remainder of the requests to the Finance Committee (motion by Johnson, second by Steele):

- (i) \$6,500 for rough drainage & window leak repairs;
- (ii) \$6,400 for church bell repair; and
- (iii) \$3,500 for replacement of stove/oven.

Charlie Cook reported that Kermit Stengall had agreed to waive his interest in the alley that runs between the Cathedral and the bank building. A request for this has been executed by Mr. Stengall and the Cathedral and submitted to Metro for approval.

Francis Eagle reported on a meeting with Rick Bernhart of Metro regarding land use issues and the Cathedral becoming involved in the Downtown Partnership.

Anne Stevenson gave the Spiritual Formation report. She reported that Charlie Wray will be the new liaison for that Cluster. She also gave yet another enthusiastic report on the First Friday services.

Cary Rayson presented the proposed Service Ministries Committee budget for 2001, which is the budget for its portion of the Outreach block grant. A copy of that is attached to these minutes. The Vestry approved this budget (motion by Cook, second by Wright).

Drew Goddard presented the budget requested by the Global Missions Committee for 2001, which is the budget for its portion of the Outreach block grant. A copy of that is attached to these minutes. He noted that included in it were fundings of \$3,652 for the Sabbatical Priest Program and \$3,600 for the Youth Group Pilgrimage to Ireland, both of which were arguably not outreach. It was noted that the Sabbatical Priest Program and Youth Group Pilgrimage were both described as fully funded when the 2001 operating budget was recommended by the Finance Committee in its last meeting in December 2000 and when that budget was approved by the Vestry in its meeting in December 2000.

After discussion, the Vestry (i) approved the requested Global Missions budget including the amounts requested for the Sabbatical Program, but excluding the \$3,600 requested for the Youth Group Pilgrimage to Ireland, and (ii) directed that in the future all amounts for the Sabbatical Priest Program be identified in the Operating Budget as approved by the Finance Committee and recommended to the Vestry (motion by Goddard, second by Barrick).

Drew Goddard presented a request by the Global Missions Committee that the Easter Offering be designated for school construction in Latin America. Bill Coke noted that there may be a request for a portion of this offering to fund construction for St. Luke's. Accordingly, this matter was deferred until a later meeting of the Vestry.

Cary Rayson raised the subject of the proposed daycare project with Bethlehem Center. After discussion, the Vestry approved a committee of Cary Rayson, Scott

Rayson, Francis Eagle and Drew Goddard to review and negotiate codes, lease and insurance issues and make a proposal to the Vestry (motion by Coke, second by Rayson).

It was announced that Hal Johnson would be the new cluster liaison for the Finance Cluster.

Anne Stevenson sought confirmation that (i) the line item in the 2001 operating budget for Youth Minister, which was \$32,500, was for eleven months, and (ii) it would therefore be within budget to hire Cait Black for this position at an annual salary of \$35,000 per year. The Vestry confirmed and approved this (motion by Barrick, second by Masterson).

It was reported that a parishioner, who very much desires to remain anonymous, will purchase a condominium which will be available for a Sabbatical Priest this year and likely in years to come. The nature of that purchase, and of making that space available to the Cathedral, has not been finally resolved, however.

A discussion was had of the shower gifts and cash gifts to JoDee and Gibson Pritchard.

A report of the Diocesan Convention included the following:

- (i) Dick Lodge was elected to the Standing Committee;
- (ii) Pete Stringer was reelected as Assistant Treasurer;
- (iii) Anne McGruder and Dennis Lloyd were elected to the Cathedral Chapter;
and
- (iv) Christ Church Cathedral will hold the Diocesan Convention next year.

Ken Swanson noted that Drew Goddard, as Clerk of the Vestry, is an *ex officio* member of the Cathedral Chapter.⁴

There being no further business to come before the Vestry, the meeting was adjourned (motion by Coke, second by Corzine).

Geoffrey Butcher concluded the meeting with a prayer.

/s/ Drew Goddard
Drew Goddard, Clerk

attachments:

- originally proposed Service Ministries budget (adopted as proposed)
- originally proposed Global Missions budget (adopted with revisions)

⁴ This was not noted when Mr. Goddard agreed to serve as Clerk of the Vestry.

Minutes of the Vestry Meeting
Christ Church Cathedral
February 26, 2001
(unapproved)

In Attendance:

Rob Barrick	Jamie Kyne	Bella Stringer
Bill Coke	Gina Lodge	Charlie Wray
Frances Corzine	George Masterson	Ellen Wright
Drew Goddard	Cary Rayson	
Hal Johnson	Susie Ries	

Clergy Present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher

Also Present:

Francis Eagle

The monthly meeting of the Vestry of Christ Church Cathedral was held on Monday, February 26, 2001 at 6:15 p.m. at the Cathedral. The meeting opened with a meditation led by Jamie Kyne. It was then determined that a quorum was present and the meeting was opened for the transaction of business.

Minutes of the January 28, 2001 meeting of the Vestry were approved as corrected (motion by Cook, second by Kyne).

In Tom Steele's absence, Hal Johnson presented a report of the Finance Committee, the highlights of which were as follows:

(i) Year-end 2000 reports have been submitted, and will be discussed in detail at the next Vestry meeting.

(ii) The question of funding for the Youth Pilgrimage to Ireland was discussed in light of Vestry's action at its prior meeting (declining to approve \$3600 of the Service Ministries budget request for this purpose because that was not outreach). The consensus of the Vestry was that it had no objection to the Service Ministries Committee expending up to \$3600 to pay for church youth for work to prepare the residence for our sabbatical priest from Liberia, with any such payment going towards pilgrimage budget. It was specifically noted that doing this work was not a pre-requisite to a later request for Vestry funding of the shortfall of the cost of the pilgrimage. The Finance Committee will report its recommendations on funding the pilgrimage at the next Vestry meeting.

(iii) The Finance Committee is working on a cash summary for all endowment balances, and will submit that to the Vestry in the near future.

(iv) As of the date of the Vestry meeting, there was a \$63,609.00 shortfall between the approved 2001 budget and the 2001 pledges that had been received. There was also a total of 109 not known-to-be-inactive parishioners who pledged in 2000 but who have not yet pledged for 2001. After a discussion of how best to approach these parishioners about this subject without radically changing the character of our stewardship appeals, it was the consensus of the Vestry that Dean Swanson should write a letter to these parishioners about their pledging, advising them that maintaining current programming depends on receiving pledges from those parishioners who have not pledged, but being sensitive to individual situations.

(v) The Finance Committee recommended that the purchase price of the Hathcock Building be paid from capital fund campaign monies, which are already in hand in a sufficient amount. These monies are currently earning 5.5%. The remaining price to be paid is \$975,000 plus closing costs.¹ The Finance Committee noted that this recommendation with respect to interim financing, and that it will later make a recommendation regarding permanent financing of the purchase of the Hathcock Building. The Vestry adopted a resolution to accept the Finance Committee recommendation and so fund the purchase of the Hathcock (motion by Johnson, second by Coke).

(vi) It was noted that the anticipated cost to operate the Hathcock Building is approximately \$40,000 per year. The Vestry adopted a resolution authorizing payment of insurance and necessary operating expenses with a source of funding to be decided at the next Vestry meeting upon recommendation of the Finance Committee (motion by Goddard, second by Johnson)

Dean Swanson presented a report of the Design & Build Committee,² the highlights of which were as follows:

(i) Our architect and other consultants are working with issues regarding airflow to the nave. There is a desire to have less airflow from the balcony in order to reduce noise therefrom.

(ii) Reconstruction of the balcony (including a modified air delivery system) has been deferred until 2002, specifically between Pentecost and the first of September of that year.

(iii) There is a need to do new space planning, including the Hathcock Building. To facilitate this, the Design & Build Committee has appointed the following four persons to gather space information about space needs and desires from the following groups:

- | | |
|--------------------------|----------------|
| Christian Education | Becky Rochford |
| Administration & Liturgy | Francis Eagle |
| Outreach | Drew Goddard |
| Diocesan Relations | Ken Swanson |

¹ Total price was \$1,000,000, of which \$25,000 has been paid as an escrow deposit.

² Formerly known as Implementation Committee, not that the new name is any great improvement.

(iv) The Design & Build Committee recommended a contract with Tuck Hinton Architects, PLC. It was a discreet contract for architectural services regarding reconstruction of the balcony, air delivery, and working with the Design & Build Committee regarding space planning. The Vestry adopted a resolution approving execution of the contract and designating David Waller as owner's representative under the contract (motion by Goddard, second by Corzine).

Rob Barrick presented a report of the Property Committee, the highlights of which were as follows:

(i) It was noted that Bill Coke has passed his Property Committee liaison duties to Rob Barrick. Accordingly, Rob Barrick presented the report of the Property Committee, the highlights of which are as follows:

(ii) A discussion was had about what a good idea it would be to have a functioning, reasonably current fire, alarm and security system. After discussing the inconsistent goals of going through normal channels (Property Committee, then Finance Committee, then Vestry) regarding a significant expenditure versus having a new system in place as soon as possible, the Vestry adopted a resolution approving funding of a fire, alarm and security system, the scope of which would be determined by the Property Committee, the maximum cost of which would be \$60,000, and the source of funding of which would be determined by the Vestry at its next meeting upon recommendation of the Finance Committee (motion by Barrick, second by Johnson).

The Spiritual Formation Cluster report consisted of the report that was mailed with the Vestry packet.

The Membership Care Cluster report consisted of the report that was mailed with the Vestry packet and an announcement that the Cluster was hoping to have a Parish fare on Pentecost.

Carry Rayson presented the Outreach Cluster report, the highlights of which were as follows:

(i) The Service Ministries Committee has provided volunteer opportunities as part of its Lenten endeavor. More than one-half of these opportunities were taken on the first Sunday.

(ii) A discussion was had of the proposed low-income childcare proposal, whereby we would lease infant and toddler classroom space to Bethany Center to operate a low-income child care facility during the week. It was noted that various details needed to be worked out if the project is to proceed, including confirming insurance coverage, finalizing negotiations of lease terms, and converting one or more of the windows facing the bank building into emergency exit doors. The Vestry adopted a resolution to proceed with this project (motion by Barrick, second by Coke).

There was no Wardens report.

Dean Swanson presented the Clergy report, the highlights were as follows:

(i) The sabbatical priest and his family arrive from Liberia on April 3rd. The key need at this point is an automobile for the nine months of the sabbatical.

(ii) A request from Beverly Sanders was presented regarding children's choir robes. Specifically, St. Luke's has been working with a children's choir at the Roger Heights Baptist Church. That children's choir is in need of choir robes, and Christ Church has a set of unneeded used choir robes in storage. The request was that Christ Church Cathedral donate these used choir robes to St. Luke's so that St. Luke's could contribute them to the Roger Heights Baptist Church children's choir.³ The Vestry adopted a resolution to contribute these used children's choir robes to St. Luke's (motion by Johnson, second by Coke).

(iii) The Annual Parish Report, which is required to be approved by the Vestry and submitted to the Diocese was submitted to the Vestry, and the Vestry adopted a resolution approving it (motion by Johnson, second by Kyne). A copy of this report is attached to these minutes.

(iv) Ken reported that a few members of the Vestry had not made their \$105.00 payment for the Vestry retreat Jean Alcantara. Much to the personal relief of the Clerk, Ken did not identify these members by name.

(v) Ken noted upcoming events on the Christ Church Cathedral calendar.

There being no further business to come before the Vestry, the meeting was adjourned (motion by Wright, second by Corzine).

Anne Stevenson concluded the meeting with a prayer.

Drew Goddard, Clerk

attachments:

Annual Parish Report

³ Presumably this was out of a desire to show our support for the work of St. Luke's and not a concern that the Baptists were considered too far afield to warrant a direct contribution.

Minutes of the Vestry Meeting
Christ Church Cathedral
March 26, 2001
(unapproved)

In Attendance:

Rob Barrick	Hal Johnson	Susie Ries
Bill Coke	Jamie Kyne	Tom Steele
Charlie Cook	Gina Lodge	Charlie Wray
Frances Corzine	George Masterson	Ellen Wright
Drew Goddard	Cary Rayson	

Clergy Present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher

Also Present:

Jean Alcantara
Francis Eagle

The monthly meeting of the Vestry of Christ Church Cathedral was held on Monday, March 26, 2001 at 6:15 p.m. at the Cathedral. The meeting opened with a meditation led by Jamie Kyne. It was then determined that a quorum was present and the meeting was opened for the transaction of business.

Minutes of the February 26, 2001 meeting of the Vestry were approved as corrected (motion by Coke, second by Corzine).

A Finance Committee report was given by Tom Steele, the highlights of which were the following:

1. Our endowment managed as part of the Common Trust Fund had the following returns for calendar year 2000:

Stocks:	up 8.3%
Bonds:	up 8.9%
Total:	up 8.2% ¹

The markets were down for the first quarter of 2001, and the next quarterly report on endowment returns will reflect that.

2. With respect to the youth pilgrimage to Ireland:

¹ Either the portion of the Endowment was invested in cash or we need someone with better math skills to calculate these returns.

- (a) In the future, there will be better communication regarding the funds needed, and adequate amounts will be set aside in the Budget.
 - (b) This year \$8,820 was the original amount expected to be raised by the youth. Two parents have purchased tickets, which reduces this amount to \$8,340. Of this, approximately \$6,000 has been raised to date. The youth are working for the Global Missions Committee in preparing the condominium for the sabbatical priest and are being paid for that, which should raise sufficient funds to cover the difference.
- 3. We have engaged the accounting firm of Puryear, Hamilton, Hausman & Wood to do an audit covering the last two years. Work on that will begin on May 14. The change from the previous accounting firm was made after consultation with Jan Pate and the Finance Committee.
- 4. Current trends would result in a significant operating deficit for the year, caused primarily by (a) the unbudgeted operating expenses for the Hathcock building, which will be approximately \$34,000 for ten months of the year (the Hathcock building being purchased in early March) and (b) a deficit of pledges received to date versus budgeted pledges of approximately \$54,000.
- 5. As of March 1, we have \$340,000 cash on hand. Our stated goal is to have two months of operating expenses on hand and to treat any additional cash on hand as surplus.
- 6. Tom conveyed the Finance Committee's recommendation that it was premature to revise the Budget at this time, that careful attention should be paid to these numbers going forward, and that it may be necessary to revise the budget later this year. Although no vote was taken, no objection to this recommendation was voiced by any member of the Vestry.
- 7. Francis Eagle reported that the dishwasher had died and a replacement had been purchased and installed for only \$12,422.00². The Vestry adopted a resolution authorizing payment of this amount for one (1) dishwasher (motion by Steele, second by Goddard).
- 8. Year-to-date income and expense numbers were discussed. It was noted that pledges received through February were approximately \$62,000 below year-to-date budget through February. It was also noted that the deficit at the end of January was roughly \$60,000, so that the deficit had grown only slightly in February.

² Francis acted for all the world like this was a normal price to pay for a dishwasher.

A brief discussion was had of stewardship matters. The Vestry without voting concurred in a suggestion to invite Kay Simmons, Chair of the Stewardship Committee, to the next Vestry meeting to discuss plans for this year's stewardship campaign.

Dean Swanson presented a report of the Design and Build Committee, the highlights of which are the following:

1. The Committee met the prior week and heard reports on space needs from various groups within the Cathedral, and will submit this information to Tuck Hinton.
2. An addendum to the contract with Tuck Hinton Architects was presented, which specified estimated and not-to-exceed costs for various tasks. A copy of that addendum is attached to these minutes. The Vestry approved a resolution authorizing execution of this addendum to the Tuck Hinton contract (motion by Cook, second by Johnson).
3. Dean Swanson reported on plans to open the Hatchcock building planning process to the Parish. Included in this would be tours of the building during the Sunday School hours on April 22 and 29 and also on Wednesday April 25 at 5:30 p.m.
4. A discussion was had of space that could be made available to the Diocese for its offices, on terms to be agreed upon. While no vote was taken, it was the consensus of the Vestry that this space should be in the Hathcock building, as we have pressing needs for all available space in the church building and the bank building.

Bill Coke presented a report of the Personnel Committee, which consisted primarily of a discussion of health insurance issues. Bill said the Humana had presented a plan that would provide very much the same coverage as the Blue Cross/Blue Shield Plan, but with savings of approximately \$17,000 per year. He did not make a recommendation to the Vestry, but indicated that one would likely be forthcoming in the near future.

Rob Barrick presented the report of the Property Committee, the highlights of which were the following:

1. Rob has worked with Francis Eagle, who in turn has met with the Finance Committee, regarding an upgraded security system that would also include the Hathcock building. While a final cost estimate has not yet been received, Rob expects to be able to recommend a system that will be within the amount approved by the Vestry at its last meeting.
2. Spring cleaning is underway.
3. We have negotiated an agreement with the Baptists regarding the Lifeway garage whereby, with advance notice to them, our parishioners will be able to park on there on feast days (including Palm Sunday and Easter).

4. Work on the stone of the church building continues.
5. Rob Barrick was extremely complementary of the work of Francis Eagle, concluding his remarks with the statement that "We have a really good property manager."

Ellen Wright reported that the unengraved individual plates on the columbian being replaced and that Shirley Lechleiter had requested that the old plates be sold. The plates are being replaced because the company that engraved the old plates is no longer doing so, and instead plates were being purchased that can be engraved currently. The Vestry adopted a resolution to sell the old plates, with the proceeds to go to the youth program (motion by Masterson, second by Wray).

It is reported that sabbatical priest, James Yarsiahs, will arrive in early April, that preparation of the condominium for his family and him was coming along fine, that the youth were doing a great job in connection with that, and that several significant donations have been made for the sabbatical, priest including use of a car. A reception for James and his family will be held following the Palm Sunday service.

Cary Rayson presented a report of the Outreach Cluster, the highlights of which are the following:

1. A recommendation was made to dedicate the Easter Offering as recommended by the Service Ministries Committee and to permit the Global Missions Committee to recommend the recipient of the Christmas Offering. Specifically, the recommendation for dedication of the Easter Offering was to the West Nashville Community Development Project. This Vestry adopted a resolution approving this recommendation (motion by Wright, second by Ries). It was noted that the Global Missions Committee would probably recommend that the Christmas Offering be dedicated to a school in Liberia. A specific recommendation will come from the Global Missions Committee later in the year.
2. There were forty activities undertaken as part of then Lenten Outreach Drive. The primary recipients were St. Luke's, Magdalene, and _____.³
3. The Outreach Committee is looking for opportunities for Christ Church to participate in the settling of 25 young men who are immigrating from Sudan.
4. Visits from all codes departments with jurisdiction are required in connection with establishing the low-income child care project with Bethlehem Center. These are expected to happen within the next month.
5. There was a reminder of the work day on April 14 to assist with the West Nashville Community Development Project.

³ I missed a third of these – Cary, please let me know who that was so I may insert its name.

Dean Swanson presented a clergy report, the highlights of which are as follows:

1. There were some significant last minute problems in obtaining visas for James Yarsiahs's family to enter the U.S. The office of Senator Frist (R-TN) was very helpful in getting those problems resolved on short notice.
2. This coming Thursday at 8 p.m. there will be a prayer vigil at the church for Paul Workman, whose execution is scheduled for later that night. This is a community-wide service. [That execution was later stayed by a 4-3 vote of the Tennessee Supreme Court less than an hour before it was scheduled to be carried out.]
3. A discussion was had of the calendar of Holy Week liturgies.

There being no further business to come before the Vestry, the meeting was adjourned (motion by Wright, second by Kyne).⁴

Drew Goddard, Clerk

attachments:

addendum to the Tuck Hinton Architects contract

⁴ This ended the meeting, the Clergy apparently having given up closing prayers for Lent.

Christ Church Cathedral
Minutes of the Vestry Meeting
May 21, 2001
(unapproved)

Vestry members in attendance:

Rob Barrick
Bill Coke
Charlie Cook
Frances Corzine
Drew Goddard

Hal Johnson
Jamie Kyne
George Masterson
Cary Rayson
Susie Ries

Bella Stringer
Charlie Wray
Ellen Wright

Clergy present:

Ken Swanson
Anne Stevenson
James Yarsiah

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, May 21, 2001, at 6:15 p.m. in the bank building. The meeting date had been moved from the usual fourth Monday to avoid the Memorial Day holiday.

The meeting opened with a meditation led by Jamie Kyne. After determining the presence of a quorum, the Dean opened the meeting for the transaction of business.

The Vestry approved the minutes of the April 23, 2001 meeting, as corrected (motion by Johnson, second by Wray).

Drew Goddard, at the request of the absent Mr. Steele, presented a brief report of the Finance Committee, the highlights of which were as follows:

1. The Finance Committee continues to (i) monitor the deficit in the operating budget, and (ii) consider whether to recommend any changes in the operating budget in light of this deficit.
2. The audit of our books by the outside auditor is ongoing, and both Jean Alcantara and the Finance Committee are pleased with its progress.

Bill Coke presented a report of the Design and Bill Committee, which consisted of noting that the most recent scheduled meeting had to be postponed because only a distinct minority of the committee would have been available. Ken Swanson added that all studies of space needs have been completed and are ready for consideration by the Committee.

Bill Coke also presented a report of the Organ Committee, the highlights of which were as follows:

1. A complete pricing for renovation of the balcony has been received from Orion in the amount of \$287,128. This price assumes that the main girder is "weldable" steel. The girder will be tested. If it is not weldable, then the design will have to be modified and the price will increase by an amount that has not yet been determined. Bill noted that this appeared to be a good price considering that three years ago the balcony renovation, which at that time involved far less air conditioning modification than is currently planned, was estimated at \$250,000. This project was referred to the Design and Bill Committee for a recommendation.
2. Bill had detailed plans of the balcony renovation available, and they were reviewed by members of the Vestry after the meeting.

Ken Swanson presented a report of the most recent Cathedral Chapter Meeting, the highlights of which were as follows:

1. The Bishop engaged in an open discussion of his concerns about moving the Diocesan offices to a location at or near the Cathedral.
2. Diocesan office space is on the agenda for the June 16 Bishop and Counsel Meeting, and the Bishop seemed receptive to beginning a dialogue on this subject between the Vestry and the Bishop and Counsel at that time.
3. After discussion, an *ad hoc* committee composed of Bill Coke, Drew Goddard, Hal Johnson, Susie Ries and Bella Stringer, to be chaired Mr. Goddard, was appointed without objection. That committee is to meet with the Bishop and Counsel, is to request that the Bishop and Counsel appoint a similar committee, and is to meet with that committee to discuss Cathedral and Diocesan space needs and plans and try to develop a joint recommendation whereby the Diocesan offices could be located at or near the Cathedral.¹

Bill Coke gave yet another report, this one of the Personnel Committee. The highlight of the report was a recommendation that the Cathedral stay with the Diocese's Blue Cross/Blue Shield health plan, given that the other plan under consideration did not, in the final analysis, entail any significant cost savings. The recommendation being to continue the *status quo*, no action by the Vestry was necessary or taken.

Rob Barrick presented a report of the Property Committee, the highlights of which were as follows:

¹ The Vestry failed to name this committee, showing no signs of learning from past mistakes in letting committees name and rename themselves.

1. The fire alarm system is being installed. The bank building and Hathcock building will have alarms, and full installation should be completed by the end of June.
2. Repairs are likely necessary to the air conditioning systems in both the church building and the Hathcock building. The Property Committee has not yet met to request an expenditure for that, but will do so before the June Vestry meeting.
3. There was a discussion of trash and other issues relating to the parking area.
4. There was a discussion of the now defunct Yard Squad. Bill Coke stated that the Yard Squad was disbanded because it was not needed. It was noted that the Yard Squad would likely be re-instituted to deal with weeds, but no action was taken on that.²
5. There was a discussion of the need to run the air conditioning in the Hathcock Building during the summer. Rob reported that there was no need keep the building at human occupancy temperature, but it did need to be cooled somewhat during the hottest months. In addition to electrical costs, Rob said that chemical feed for this air conditioning system would be necessary, and estimated the costs of that at \$1,326. He did not request approval for that at this Vestry Meeting, but indicated that a proposal for that would likely be made at the June Vestry meeting.
6. There was a discussion of the Ten Percent Maintenance Fund, but no action was taken. There was also discussion of renaming this fund but, predictably, no action was taken on that either.

Charlie Wray presented a brief report of the Spiritual Formation Cluster, which consisted of the single statement that the committees in this cluster “all seem to be rocking along.”

Ellen Wright presented a report of the Membership Care Cluster, the highlights of which were as follows:

1. The Parish Fair will be held on Pentecost, and will be teamed with a newcomer reception. Certain areas will be marked for visitors, and all Vestry members were encouraged to attend.
2. The Parish picnic will be scheduled for late August. If it is rained out it will not be rescheduled.
3. Improvement to the Christ Church web-site is underway. That site is www.christcathedral.org.

² There was no discussion of the fact that we don't have a yard.

Cary Rayson presented a report of the Outreach Cluster, the highlights of which were as follows:

1. A discussion was had of the renovation of the child care space in connection with the Bethlehem proposal. Ridley Wills, on behalf of The Wills Company, had made a proposal in the amount of \$11,370.50 to renovate the childcare rooms, including converting certain of the windows into fire door exits to comply with codes. If approved, the work would begin in July and be finished in approximately one month. There was also discussion of the need to purchase additional equipment for these rooms. The Vestry adopted a motion (motion by Masterson, second by Coke) to approve this renovation work and fund it from Capital Campaign moneys, this expenditure being subject to obtaining all necessary state and local fire and building codes approvals. Action on the additional equipment was deferred.
2. Sue Forth White has been hired as Executive Director of the International Bridge (f/k/a the Global Center). She has submitted to request to the Design and Build Committee for the International Bridge to be considered as a tenant for the Hathcock Building. She will be in discussions with the Service Ministries Committee about this.

The wardens had nothing further to report.

Ken Swanson gave a Clergy Report, the highlights of which were as follows:

1. Ken's planned summer schedule is to leave on May 31; to return to Nashville from June 22 through 27, from July 20 through July 25, and from August 9 through 14; and to return for the fall on August 22.
2. Ken reported that Bishop Neufville of the Diocese of Liberia had invited Christ Church to send a delegation to the annual convention of the Diocese of Liberia in February 2002. Ken indicated that he would like to do this and that the trip would probably last one week. Action on this was neither requested of nor taken by the Vestry at this time.
3. It was reported that Mary Gavine, a parishioner of Christ Church, would be ordained into the diaconate of the Diocese of Saskatoon³ by the Bishop of Saskatoon in a service to be conducted at Christ Church on ____ [I missed the date on this].
4. First Friday liturgies continue to be well attended, but have only been budgeted through June. It was reported that two anonymous parishioners have pledged additional moneys that, together with a contribution Ken is willing to make from the Dean's Discretionary Fund, would be adequate to fund First Friday liturgies through the end of the year. It was also reported that Tom Steele had

³ Reportedly somewhere between Alberta and Manitoba.

recommended that all these funds be run through the Dean's Discretionary Fund and used to fund First Friday liturgies through the end of the year. After discussion, the Vestry adopted a motion Vestry adopted a motion (motion by Barrick, second by several) that (i) these anonymous pledges should be used to fund First Friday liturgies, (ii) the offerings at the First Friday Liturgy should be general offerings and not designated, but should also be used to fund First Friday liturgies through the end of the year, and (iii) all of these funds should be run through the operating budget. No Vestry action was necessary with respect to any funds Ken chooses to spend from the Dean's Discretionary fund. It is anticipated that revisions to the operating budget reflecting this will be presented at the June Vestry meeting.

There being no further business to come before the Vestry, the meeting was adjourned.

James Yarsiah offered a closing prayer.

Drew Goddard, Clerk

Christ Church Cathedral
Minutes of the Vestry Meeting
June 25, 2001
(unapproved)

Vestry members in attendance:

Rob Barrick
Bill Coke
Charlie Cook
Frances Corzine
Drew Goddard

Hal Johnson
Jamie Kyne
George Masterson
Susie Ries
Tom Steele

Bella Stringer
Charlie Wray
Ellen Wright

Clergy present:

Ken Swanson
Geoffrey Butcher
Anne Stevenson
James Yarsiah

Others present:

Jean Alcantara
Francis Eagle

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, June 25, 2001, commencing at 6:35 p.m. in the annex (bank building).

The meeting opened with a moving meditation by Jamie Kyne.

After determining the presence of a quorum, the Dean opened the meeting to the transaction of business.

The Vestry approved the minutes of the May 21, 2001 meeting, after many corrections (motion by Ries, second by Lodge).

Tom Steele presented a report of the Finance Committee, the highlights of which were as follows (year to date referring to May 31, 2001 numbers):

1. The Finance Committee requested clarification with respect to the additional funding for the First Friday services. Mr. Steele asked for confirmation that additional contributions designated by the donors for the First Friday services would show as an increase in the pledges in the budget, and that a like amount would be shown as increased funding for the First Friday services on the expense side of the budget. The Vestry concurred in this clarification.
2. Mr. Steele reported that pledge collections were down approximately 13%, leaving us approximately \$75,900 short year to date versus the budgeted amount.

He also noted that prior year pledges were down 18% year to date, which resulted in an additional approximately \$9,900 short-fall versus budget.

3. On the expense side, Mr. Steele noted that for the year to date (i) administrative support expenses are approximately \$8,500 over budget, but this includes a \$3,000 one-time item; (ii) property management expenses are approximately \$33,200 over budget, including approximately \$20,000 in increased expenses related to the Hathcock building, most of which were for utilities; (iii) kitchen expenses are approximately \$7,400 over budget; and (iv) Christian education expenses are approximately \$11,500 over budget, but this is largely a timing item.
4. All of this and other items put us approximately \$130,700 below budget year to date. Mr. Steele noted that this was now a significant problem and encouraged the Vestry to think very seriously about what costs could be reduced for the remainder of this year and, more importantly, in next year's budget.
5. Hal Johnson, Vice-Chair of the Finance Committee, had nothing additional to report.¹

It was announced that Rick Bryant would serve as co-chair, with Kay Simmons, of this year's Stewardship Campaign.

Bill Coke presented a report of the Design and Build Committee, the highlights of which were as follows:

1. The Design and Build Committee has reviewed plans and a budget from Orion for renovation of the balcony. Orion's estimate is \$287,128, assuming that the main beam is weldable (tests are being done to determine this).
2. The Design and Bill Committee has recommended to the Vestry that this project be funded in an amount not to exceed \$300,00. The Vestry adopted a resolution authorizing the expenditure of up to \$300,000 from capital funds for this project, assuming that the main beam is weldable (motion by Coke, second by Lodge). It was stated that this issue would be returned to the Vestry if the main beam proved not to be weldable.
3. Mr. Coke also reported that most of the stained glass that had been removed for repair and restoration would be back and reinstalled by the end of July or the first of August. The lone exception is the Tiffany window, which had sustained more damage than was previously realized. It will be returned with the next set of windows.
4. Mr. Coke also reported that (i) the lancet windows under the great wheel window above the balcony will have to be relocated when the organ is installed, (ii) the

¹ In this regard, Mr. Johnson is a model of consistency. As Milton noted in one of his more lucid moments, "He also serves who only stands and waits."

company restoring the windows recommend replacing the frames for the lancet windows with different frames that would facilitate relocation of these windows, and (iii) the additional cost of this would be \$2,350. The Vestry approved a motion to spend \$2,350 from capital funds for this purpose (motion by Barrick, second by Wray).

Ken Swanson reported that the Cathedral had finished its assessment of programming space needs, and that this information had been conveyed to Tuck Hinton Architects. Tuck Hinton is developing ideas on how these space needs can be accommodated in currently available space (the cathedral building, the annex (bank building) and the Hathcock building), including room for Diocesan offices and other uses. It is anticipated that Tuck Hinton will report on this at the next meeting of the Design and Build Committee.

Drew Goddard reported that the Vestry committee appointed to discuss Diocesan office space with the Diocese had met with the Bishop and Counsel and had requested that a like committee be appointed by the Bishop and Counsel for this purpose, that this appeared to be well received, and that the Bishop and Counsel had in fact approved a committee for this purpose. This Diocesan committee was also charged with assessing other possible locations for Diocesan office space.

Geoffrey Butcher gave a report of the Personnel Committee, the highlights of which were as follows:

1. The discussion of health insurance for Cathedral employees is continuing. At this time it appears that the best option is to stay with the Diocesan Blue Cross/Blue Shield plan.
2. A full compliment of sextons is now in place.
3. A decision has been made to go to annual staff evaluations.

Rob Barrick gave a report of the Property Committee, the highlights of which were as follows:

1. Mr. Barrick presented a memorandum on the definition of and disbursement procedures for the so-called 10% Fund. A copy of that memorandum, as corrected, is attached to these minutes. The Vestry adopted a resolution to approve the definition and disbursement procedures in that memorandum (motion by Masterson, second by several).
2. Emboldened by the success of his first memorandum, Mr. Barrick then distributed a second 10% Fund memorandum, this one on proposed expenditures from the 10% Fund.² Various expenditures were proposed in this memorandum, a copy of

² For some reason, Mr. Barrick saw fit to emblazon the second memorandum with a likeness of the Christ Church crest. Little did Rob know that later in the meeting this historic symbol would be attacked as outdated by signage radicals.

which is also attached. The Vestry approved a resolution to fund the expenditures in items nos. 2-5 of this memorandum from the 10% Fund (motion by Barrick, second by Lodge).

3. Item no. 6 on this memorandum, which requests that the Vestry approve the decommissioning of the two offices in the Cathedral building tower, was accepted by the Vestry without objection.
4. With respect to the final paragraph in this memorandum, relating to the Bethlehem Center Day Care Project, the Vestry (i) referred this matter to Design and Bill Committee with a recommendation that it form a sub-committee, to including Mr. Barrick and members from the Service Ministries Committee, to address these issues; (ii) renewed its support for this project; and (iii) encouraged the Design and Build Committee to begin to resolve these issues as soon as possible.

Francis Eagle presented a proposed Christ Church Cathedral seal, which was a lot fancier and presumably more cathedralesque than our current crest. After discussion, which included a request for an estimate of costs associated with adopting a new seal, the matter was deferred until the next Vestry meeting.³

There was no report for either the Spiritual Formation Cluster or the Membership Care Cluster.

Reports regarding the Outreach Cluster included the following:

1. Ken Swanson reported that leadership of the Bethlehem Center Day Care Project had passed to Trudy Byrd.
2. The Service Ministries Committee had asked the Vestry for permission to conduct a fund-raising event to provide the estimated \$6,200 needed for non-playground equipment for the Bethlehem project. After discussion of this, including a discussion of the Cathedral's general policy of raising funds only with annual stewardship campaigns and capital campaigns, the Vestry adopted a resolution (i) designating not more than \$6,200 of the Thanksgiving offering to purchase this equipment, and (ii) authorizing purchase of this equipment prior to Thanksgiving

³ Surprisingly, there was no discussion of a crest for the Clerk of the Vestry. Should interest develop in correcting this oversight, the Vestry may wish to consider something along the lines of the following:



if necessary from cash on hand to be reimbursed from the Thanksgiving offering. (motion by Coke, second by Barrick).

3. Bill Coke noted that Travelers Aid was in financial difficulty and would cease to function on June 30 without additional funding; that an additional approximately \$25,000 was necessary to keep it operating through the end of the calendar year; and that the Service Ministries Committee had designated \$2,500 from its emergency fund for Travelers Aid.

There were no Wardens or Clergy Reports.

Hal Johnson suggested that the Vestry consider planting a tree in memory of Thomas Rayson in Cary and Scott's yard. There was agreement that the Vestry would like to do this, and Drew Goddard was asked to approach the Raysons about this.

There being no further business, the meeting was adjourned.

James Yarsiah offered a closing prayer.

Drew Goddard, Clerk

Attachments:

- 10% Fund Memorandum no. 1
- 10% Fund Memorandum no. 2

Christ Church Cathedral
Minutes of the Vestry Meeting
August 27, 2001
(as adopted)

Vestry members in attendance:

Bill Coke	Jamie Kyne
Charlie Cook	George Masterson
Frances Corzine	Susie Ries
Drew Goddard	Tom Steele
Hal Johnson	Ellen Wright

Clergy present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher
James Yarsiah

Others present:

Francis Eagle

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, August 27, 2001, commencing at 6:00 p.m. in the annex.

After determining the presence of a quorum, the Dean opened the meeting to the transaction of business.

The Vestry approved the minutes of the July 23, 2001 meeting, with corrections.

Tom Steele presented a report of the Finance Committee, the highlights of which were as follows:

1. Tom reported on the outside audit, which showed no significant items except that (i) investments are now shown at market value instead of cost, and (ii) the Cathedral does have some parking revenue, which could affect property taxes.
2. Tom discussed the most recent income statement (through July 31, 2001), which showed (i) approximately \$68,000 under budget on the revenue side, with pledge income being the primary source of shortfall, and (ii) approximately \$4,000 over on the expense side. Tom is considering issues to address the shortfall, which he will present at the next meeting.
3. Tom reported that Geoffrey Butcher had reported that, because of a communications breakdown, the Reception Committee did not receive all of the funding it requires to put on receptions throughout the year and, therefore, is now

without enough funds to finish 2001. This Committee needs a budget variance of \$1,350 to finish the year. Geoffrey pointed out that this request does not include receptions for the First Friday services, which must pay for their own receptions from the offerings at those services. The Vestry adopted a resolution approving a budget variance of \$1,350 for receptions (motion by Steele, second by Kyne).

4. The Vestry discussed reactions from the parish to Ken's letter pointing out the current budget situation.

Hal Johnson presented a report of the Stewardship Committee, the highlights of it where as follows:

The Stewardship Committee met on August 8, 2001 and is pursuing a stewardship campaign that will use the consistent message "Our church, our community, our commitment" throughout the campaign, which will also include a narrative budget, chancel step speakers, candles like last year (clergy indicated that they might be moved) and thank-you notes. The committee's goal is 850 pledges (100% of households) and \$1,600,000. Next committee meeting is September 11, 2001.

Charlie Cook presented a report of the Design & Build Committee, the highlights of which were as follows:

The Committee has met a couple of times recently and discussed some designs, but have deferred decisions until the entire committee is available and has the report of the Education Committee. Tuck Hinton is expected to make a presentation at the September Vestry meeting.

In the absence of Rob Barrick, Francis Eagle presented a report of the Property Committee, the highlights of it where as follows:

1. Bill Coke reported that the stained glass renovation is proceeding, with some windows returning and others departing to the renovators. Bill pointed out that we are not putting protective shields on the windows, except for the two Tiffany windows, because such shields are no longer recommended by the experts.
2. Francis Eagle reported that the new security system should be available in two weeks, except that additional equipment will be required for the Bethlehem Center day care project, costing approximately \$4,900. Action on Francis' request for approval to incur the additional \$4,900 was deferred until report of Outreach Committee.

Drew Goddard presented a report on the Bethlehem Center Project, the highlights of which were as follows:

1. An additional \$8,000 is necessary to complete the project. After an extended discussion about the project and its financing, the Vestry approved a motion to fund an additional \$8,000 for the project on the same basis as the previously

approved funding (50% from Capitol Campaign funds, and 50% from Outreach funds) (motion by Johnson, second by Reis).

2. As part of the discussion, concerns were raised about the location of the play space. Drew committed that the Bethlehem Center Subcommittee (R. Barrick, T. Byrd and D. Goddard) would investigate alternative locations for the play space.
3. Drew reported that construction was scheduled to start on September 17, was scheduled to be completed within four weeks, and that Bethlehem Center hoped to be able to begin its program in mid-October.
4. Francis Eagle reported that he had checked on the Cathedral's liability coverage, including talking with our insurance agent, who confirmed that the Cathedral had \$10,000,000 in coverage and that no additional premiums were required because of the Bethlehem Center project.

There were no reports from Personnel, Spiritual Formation, or Membership Clusters.

Ken Swanson presented a clergy report, the highlights of which were as follows:

1. There was a discussion of Ken's sabbatical and Cathedral operations this past summer, all of which were positive.
2. Ken discussed the fall adult education program. This included noting that we will have two seminarians participating in the fall education program and that Rob Benson will present a fall symposium at the end of the third week in September.
3. Anne Stevenson reported that in March 2002 the Cathedral will be co-sponsoring, together with Christ the King Catholic Church, several lectures by John Dominic Crossan, an extremely prominent New Testament. Some of the lectures will be at the Cathedral, some at Christ the King, and some at the Vanderbilt Divinity School.
4. Ken distributed a chart of the demographics of our current membership, a copy of which is attached.
5. Ken reported that Peggy Smith, who died this past year, had bequeathed \$15,000 in unrestricted funds to the Cathedral.
6. Ken noted that the regularly scheduled Vestry meeting for December would fall on Christmas Eve. In response, the Vestry adopted a motion to hold its regular monthly meeting on December 17 (motion by Wright, second by Reis).
7. Anne noted that on Monday, September 10, the American Guild of Organists would hold a hymn sing at the Cathedral.
8. James Yarsiah reported on the courses he is taking at the Vanderbilt Divinity School, which he finds rewarding.

At this point the Clergy and Francis Eagle left the meeting so that the Vestry might discuss in executive session its second mortgage loan to Ken. In that session, Tom Steele reported that Ken was selling his current house; that as part of that sale Ken would pay in full the

outstanding second mortgage to the Cathedral; and that Ken had requested a smaller second mortgage to facilitate the purchase of the house Barbara and he desire to purchase. After discussion, the Vestry adopted a motion to make a second mortgage loan on this house to Ken and Barbara Swanson in the amount of \$85,000, bearing interest at 5.5% per annum, with interest only required to be paid monthly, and with the principal due at the same time as under the current note (i.e., the earliest of (i) the resignation or other termination of Ken as Dean of the Cathedral, or (ii) the sale or other transfer of the residence secured by the mortgage), with the language of the note and mortgage to be approved by Drew Goddard and/or George Masterson (motion by Johnson, second by Cook).

There being no further business, the meeting was adjourned.

Drew Goddard, Clerk

Christ Church Cathedral
Minutes of the Vestry Meeting
September 24, 2001
(as adopted)

Vestry members in attendance:

Rob Barrick
Bill Coke
Charlie Cook
Drew Goddard
Hal Johnson

Jamie Kyne
Gina Lodge
George Masterson
Cary Rayson
Susie Ries

Tom Steele
Bella Stringer
Charlie Wray

Clergy present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher
James Yarsiah

Others present:

David Waller
Jean Alcantara
Kem Hinton
Barry Brechak

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, September 24, 2001, commencing at 6:00 p.m. in Cheek Hall.

After determining the presence of a quorum, the Dean opened the meeting to the transaction of business.¹

David Waller, with the assistance of Kem Hinton and Barry Brehak, from Tuck Hinton Architects, presented a report of the Design & Build Committee, the highlights of which were as follows:

1. The plan recommended by the Design & Build Committee, designated Plan 8-A, was presented. This included the usual exploded axiometric drawings.
2. No cost estimate for this plan was yet available.
3. An extended discussion of this plan and certain alternatives was had by the Vestry.
4. The Vestry adopted a motion that the Design & Build Committee should (i) move ahead with the plan presented to the Vestry [Plan 8-A], including developing a rough

¹ Traditionally, here appears the standard line about the Vestry correcting and approving minutes of the prior Vestry meeting. The Clerk, however, was lax in his duties and had not distributed draft minutes before the meeting. Expecting great angst about this, imagine his surprise when the fact went wholly unnoticed and he had to call it to the attention of the Dean. Further disappointment came in the absence of any suggestion that perhaps the scrivener duties would best be entrusted to another.

cost estimate for that plan and ideas on how that plan could be implemented in stages, and (ii) develop a rough cost estimate for the plan that was developed by the prior Master Plan Committee.

Tom Steele presented a report of the Finance Committee, the highlights of which were as follows:

1. Tom discussed the most recent income statement (through August 31, 2001), which showed an operating budget shortfall of approximately \$132,500.
2. Tom stated that at its next meeting the Vestry needs to begin a discussion of changes for next year's operating budget, beginning with asking each Committee how it could reduce its expenditures by 10%.²
3. Charlie Cook stated that the Cathedral had received a bill for property tax for the Hathcock Building, that this is being contested on the basis that it should be tax exempt, but that we may have to pay this bill under protest while we pursue that contest.

Next a meditation was led by Jamie Kyne.

Ken Swanson presented a report of the Stewardship Committee, the highlights of which were as follows:

1. Stewardship packages will be mailed to each member of the Parish this week.
2. All other things necessary for the stewardship campaign are being lined up.
3. The theme for this year's stewardship campaign is "Commitment in Community."

There was no report of the Property Committee, except that it was announced that the Property Manager (Francis Eagle) was not well, was home from a hospitalization, and was expected to be off his feet for two weeks.

Geoffrey Butcher (in lieu of Ellen Wright) presented a report of the Membership Care Committee, the highlights of which was that the Committee had met, that the Committee was dealing with the Website, and that the Committee seemed to be working well.

There were no reports from the Personnel, Spiritual Formation or Outreach Clusters.

The Wardens presented their report, the highlights of which were as follows:

² Having dispensed enough good news for one evening, Mr. Steele left the meeting to attend his mother's birthday party.

1. Charlie Cook proposed that nominations for the four Vestry offices (Senior Warden, Junior Warden, Treasurer and Clerk³) be submitted to the Senior Warden between now and the next Vestry meeting. There was no objection to this procedure.
2. The question of whether retiring members of the Vestry or newly elected members of the Vestry will be permitted to vote for officers was raised but not resolved.
3. Susie Ries reported that Ann Walker King had been to Plains, Georgia, to hear Jimmy Carter teach Sunday School, on the first Sunday following the terrorist attacks. She reported that Mr. Carter recalled being with Begin and Sadat, the latter of whom often reminded them that they all prayed to the same God, and that in closing Carter advised that we be thoughtful and loving and go about doing good in a quiet way that doesn't draw attention to ourselves.⁴

Ken Swanson presented a Clergy Report, the highlights of which are as follows:

1. Ken described the services that were held in response to the September 11, 2001, terrorist attacks. This included 13 general services (counting Sunday services) the week following the attack. The largest of these was the noon service on Friday, September 14, 2001. At this service the Cathedral was full, and many of those attending were visitors. Ken noted that he believed Christ Church is now truly functioning as a Cathedral.
2. Ken noted various staffing changes that were in the process of being made.

Under New Business, Bill Coke raised the issue of nominations for Diocesan elections, including the Dandridge Trust, and noted that the Vestry needed to address this at its next meeting.

Under Old Business, the following were noted:

1. Ken Swanson reported that the planned trip to Bolivia had been postponed indefinitely in light of recent events.
2. Rob Barrick noted that a building permit had not yet been able to be obtained for the Bethlehem project, but that he expected one to be issued shortly.
3. Drew Goddard noted that the playground for the Bethlehem project would probably need to be located against the back of the Church, as there were insurmountable codes issues with respect to all other possible locations.

³ Not necessarily in order of importance.

⁴ There is no indication that any of the many other Democrats in the Parish felt compelled to similarly pursue the spiritual advice of William Jefferson Clinton.

4. It was noted that the First Friday service for October would celebrate the feast of St. Francis, and that Ken Swanson would conduct a blessing of the animals⁵ in the Cathedral parking lot on a Saturday, October 6.

The Vestry then adopted a motion to adjourn, which was followed by a closing prayer led by Geoffrey Butcher.

Drew Goddard, Clerk

⁵ There was no reaction to this from members of the Vestry, though it was unclear whether they felt cowed, sheepish, or hounded into submission.

Christ Church Cathedral
Minutes of the Vestry Meeting
October 22, 2001
(as adopted)

Vestry members in attendance:

Rob Barrick
Bill Coke
Francis Corzine
Drew Goddard

Jamie Kyne
George Masterson
Cary Rayson
Susie Ries

Tom Steele
Bella Stringer
Charlie Wray
Ellen Wright

Clergy present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher
James Yarsiah

Others present:

Jean Alcantara

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, October 22, 2001, commencing at 6:30 p.m. in the Wheeler Room.

The meeting began with a meditation led by Jamie Kyne.

After determining the presence of a quorum, the Dean opened the meeting to the transaction of business.

Ken Swanson reported that he had received an e-mail from Gina Lodge stating that she was regretfully resigning from the Vestry as a consequence of the demands of a new job and spending weekends at a vacation home in Sewanee. Ken noted that this leaves open the last year of a three-year term, which should be filled at the upcoming Vestry elections.

Minutes of the September 24, 2001, meeting were approved, as corrected, by resolution of the Vestry.

Ken Swanson also reported that sixty dogs and various other creatures were blessed at the first annual Blessing of the Animals held at the Cathedral on October 6, 2001.¹

Tom Steele then presented a report of the Finance Committee, the highlights of which were as follows:

1. Pledged income year-to-date is actually ahead of last year. It is still well below

¹ Ken also reported a fact that, stated as positively as possible, indicated that fully 2/3 of the dogs refrained from making a solid waste deposit in the parking lot.

what we budgeted, however.

2. Plate offering year-to-date is approximately \$8,000 below last year.
3. Checking account interest year-to-date is approximately \$17,000 behind last year. This is because of two things: (i) a smaller balance on which the interest accrues, and (ii) a lower interest rate.
4. The property expense year-to-date is in line with last year but is not what we budgeted for this year (it is about \$8,000 higher than budget year-to-date).
5. Tom commented on various things to think about as we head into the budgeting process for 2002. He also noted that there would be a series of Finance Committee Meetings to prepare a recommended budget for 2002, and encouraged all Vestry members to attend these finance committee meetings.

Tom Steele and Jean Alcantara presented a report of the Stewardship Committee, the highlights of which were as follows:

1. There was an extended discussion of whether to formally list those who have pledged (and by omission identify those that have not pledged). This has not been done in the past. It was decided that names of pledgers should not be published.
2. There was consensus to encourage the Stewardship Committee to follow up with non-pledgers.

Ken Swanson then presented a report of the Design & Build Committee, which consisted primarily of noting that the committee and the architects were in the process of pricing two schemes per the Vestry's request at its last meeting, and that these pricings should be ready by the November Vestry meeting.

Ken Swanson reported for the Personnel Committee that Geoffrey Butcher had headed the effort to conduct staff evaluations, that these have been completed, and that the staff is working well as a team.

Rob Barrick presented a report of the Property Committee, a copy of which is attached. The Vestry adopted a resolution approving the spending recommendations in the last two paragraphs of that report.

There was no report of the Spiritual Formation Committee.

Ellen Wright presented a report of the Membership Care Committee, the highlights of which were as follows:

3. The Cathedral web-site needs work.² The web-site has been handled by a third party contractor, but that is no longer working well.
4. The Communications Committee is now addressing the web-site, has gotten Kirk Manz] involved, who has significant experience in this area.
5. A discussion was had of the need to provide better - and better located - bulletin board space for announcements and information from various Cathedral committees. This issue was referred to the Membership Care Committee for a recommendation.

There was no formal report of the Outreach Cluster, but Cary Rayson noted the following in connection with the committees of that cluster.

6. The Thanksgiving offering has been dedicated by the Service Ministries Committee primarily to the Bethlehem Center Day Care Project at the Cathedral, though some of the money may go to children affected by the war in Afghanistan.³
7. The Global Missions Committee will dedicate the Christmas offering, and will likely dedicate some of it to the Diocese of Liberia and some of it to the Amistad mission.

The Wardens' Report was next, the highlights of which were as follows:

8. It was noted that nominations for Vestry officers should be delivered to Charlie Cook, and that Vestry elections would be held on November 18 and 25.
9. Susie Ries reported that the Vestry Retreat would be on January 11 and 12 at Evins' Mill Inn near Smithville, Tennessee, and that we had the whole place to ourselves.
10. Ken Swanson noted that Charlie Cook would host the traditional party for outgoing and incoming Vestry members and spouses/friends on Sunday evening, December 16.

Clergy Reports were next, the highlights of which were as follows:

11. Ken Swanson noted that we continued to work toward the 75/75 goal for space use (75% of our space used 75% of the time), but that requests for space use by

² Actually, as a historical document (c. 1999) it serves very well. Apparently some think it would be more useful if it contained current information.

³ The Vestry had previously dedicated the entire Thanksgiving offering to the Bethlehem Center project, and did not differently designate it at this meeting. Between this meeting of the Vestry and Thanksgiving Day the Service Ministries Committee in fact decided to dedicate all of this offering to the Bethlehem Center project, sparing the Vestry a retroactive redesignation at its November meeting.

third parties had been handled *ad hoc* and this created some problems. He proposed that he make decisions on use of space by third parties, and that such use be limited to those that are non-profit and whose mission is consistent with ours. The consensus of the Vestry was that this was acceptable. Ken noted one exception to this, which was that the Ramada Inn occasionally uses rooms in the bank building for breakout sessions and for conferences held at the Ramada.

12. Ken reported a special request to the Vestry from Martha Bennett for money for a specific outreach project. The consensus of the Vestry was that all such requests should go through the appropriate Outreach committee, and this request was referred accordingly.
13. Ken reported that Travelers' Aid will cease operations on December 31, 2001. Ken and Bill Coke are working with a group that is trying to find an organization and funding to meet this need.

There was neither additional new nor old business.

The following upcoming calendar events were noted:

14. The upcoming Sunday (October 28) is Stewardship Sunday.
15. On October 30 the Youth are putting on a special Halloween event at the Cathedral.
16. The Annual Parish Meeting of the Cathedral will be held on Sunday morning, November 18, with Vestry voting continuing on November 25.

A closing prayer was led by James Yarsiah, and a motion to adjourn was approved.

Drew Goddard, Clerk

Christ Church Cathedral
Minutes of the Vestry Meeting
November 26, 2001
(unapproved)

Vestry members in attendance:

Charlie Cook
Rob Barrick
Bill Coke
Francis Corzine
Drew Goddard

Hal Johnson
Jamie Kyne
George Masterson
Cary Rayson
Susie Ries

Tom Steele
Bella Stringer
Ellen Wright

Clergy present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher
James Yarsiah

Others present:

Jean Alcantara
David Waller

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, November 26, 2001, commencing at 6:30 p.m. in the Wheeler Room.

The meeting began with a meditation by Jamie Kyne with help from Rob Barrick. This particular meditation consisted of a two person, one act play that is set in a sports bar, though Mr. Kyne was quick to point out that neither were accomplished thespians.¹

After determining the presence of a quorum, the Dean opened the meeting for the transaction of business.

Minutes of the October 22, 2001, meeting were approved, as corrected, by resolution of the Vestry.

David Waller presented a report of the Design & Build Committee, the highlights of which were as follows:

1. David presented a set of costs prepared by Tuck-Hinton Architects for two plans, as previously requested by the Vestry (Plan 8A, which had previously been conditionally approved by the Vestry, and the 1998 Master Plan). The costs were rough estimates, and were as follows:

Plan 8a: \$8,600,000, including purchase of the Hathcock Building; and

¹ Not that there's anything wrong with that.

1998 Master Plan: \$9,850,000, net of purchase and sale of the Hathcock Building.²

2. The Vestry adopted a motion that the Design & Build Committee proceed with developing Plan 8A, including plans for a phased implementation thereof, and make recommendations to the Vestry.

Tom Steele presented a report of the Finance Committee, the highlights of which were as follows:

1. Tom presented a 2001 budget with the year-to-date actual numbers.
2. Tom presented a rough draft 2002 budget.
3. Tom announced the times of upcoming meetings of the Finance Committee to further develop the 2002 budget and asked that Vestry members make an effort to attend these meetings.

Hal Johnson presented a report of the Stewardship Committee, the highlights of which were as follows:

1. 516 pledges totaling \$1,354,814 have been received, which included 118 new pledges.
2. 406 pledging units have not yet responded, which included (i) 46 who pledged in 2000 but not in 2001; (ii) 137 with a record of contributions, including 103 who are members and 34 who are non-members, (iii) 132 who do not have any contribution record; (iv) 17 new members who have not pledged; and (v) 74 who pledged in 2001 but yet for 2002.
3. Hal announced that he would ask Vestry members to make calls on the 46 who had pledged in 2000 but not in 2001; the 74 who had pledged in 2001 but not yet for 2002; and the 17 new members who have not pledged.

Bill Coke reported that the personnel committee had met with the sextons and would have a more complete report at the next Vestry meeting.³

Ron Barrick gave a report of the Property Committee, which was that there is \$200,000 remaining from the 1992 Capital Campaign with respect to which he had two recommendations. At this point Mr. Steele interrupted and announced that the Finance Committee had been discussing this matter and would make a recommendation with respect to it at the next meeting.

² The Vestry yet again discussed the fact that we need to start referring it to this building as something other than the 'Hathcock Building,' which discussion again ended without renaming what is apparently still known as the Hathcock Building.

³ Given the brevity of this report, that should not be difficult.

Following this Mr. Barrick confessed that he had been mistaken and in fact the Property Committee had no report.⁴

Susie Ries, for Ellen Wright, reported for the Membership Care Cluster that work was continuing on the web page and that the work-in-process web page can be viewed at www.kmanz.com/christchurch

There was no report of the Outreach Committee.

Next was the Warden's Report, the highlights of which were as follows:

1. Charlie Cook reported that he was still accepting nominations for Vestry offices.
2. There was discussion of who will vote on these offices (rising second and third year classes plus outgoing class or rising second and third year classes plus incoming class). It was suggested letting all four classes vote, subject to a review of the Canons to see if this is permitted. No decision was made on this.
3. Susie Ries reported on plans for the January 2001 Vestry retreat.

Next were the Clergy Reports, the highlights of which were as follows:

1. The Cathedral will host the Diocesan Convention on January ____.
2. Delegates for the convention will be the Senior Warden, Junior Warden, and the immediate past Senior Warden, plus Walter Crouch and Marian Ott, with Dave Goetz, Mark Kelly, Julia Lanstrete and Randy McCathran as alternates. Further, Christ Church will nominate Charlie Cook III for the Dandridge Trust and Pete Stringer and Ken Swanson for General Convention. All of these were approved by resolution of the Vestry.
3. Ken reported on the sabbatical priest and family for 2002. The priest is J. Hne Nyema Merriam who will accompanied by his wife Comfort and their daughter Wade, age 12.

Drew Goddard then gave a report of the Subcommittee for Diocesan Space Negotiations, the gist of which was that this committee was meeting with its Diocesan counterpart and the substance of which need not be detailed in the minutes.

Bill Coke reported with respect to Travelers Aid that there had been a shake up in the Rescue Mission (which oversees Travelers Aid); that the new Rescue Mission management wants to keep Travelers Aid in place but needs more help from the community to do so; and that Bill and others are continuing to work with Rescue Mission to try to accomplish this.

⁴ This actually was not the least rehearsed presentation of the evening. See Kyne & Barrick, *supra*. Probably just coincidence that Rob was involved in both.

There was a discussion of various security issues with respect to Christ Church, focusing on issues with certain members of the homeless community. Ken stated that it was Church policy that members are strongly encouraged never to give cash to homeless persons on Church property. It was suggested that in communicating this to the membership it would be preferable also to communicate what services and assistance we offer the homeless and how to direct a homeless person for this.

It was agreed that the next Vestry meeting would be on December 17, 2001 (the third Monday in December), because the usual fourth Monday meeting would fall on Christmas Eve.

It was further noted that Lessons and Carols would be sung at the Cathedral on the afternoon of December 16, 2001.

The Vestry then adopted a motion to adjourn, which was followed by a closing prayer led by Anne Stevenson.

Drew Goddard, Clerk

Christ Church Cathedral
Minutes of the Vestry Meeting
December 17, 2001
(unapproved)

Vestry members in attendance:

Charlie Cook
Rob Barrick
Bill Coke
Drew Goddard

Hal Johnson
Jamie Kyne
George Masterson
Susie Ries

Tom Steele
Ellen Wright
Charlie Wray

Newly elected

Vestry members present:

Roy Gottfried
Mark Kelly
Randy McCathren
Ann Olsen
Beverly Sanders
John Whitaker

Clergy present:

Ken Swanson
Anne Stevenson
Geoffrey Butcher
James Yarsiah

Others present:

Jean Alcantara

The Vestry of Christ Church Cathedral held its regular monthly meeting on Monday, December 17, 2001, commencing at 6:45 p.m. in the Parish Hall.

The meeting began with a meditation by Jamie Kyne. Following this, Ken Swanson noted how meaningful Jamie's meditations had been this past year and how much they would be missed.

After determining the presence of a quorum, the Dean opened the meeting for the transaction of business.

Minutes of the November 26, 2001, meeting were approved, as corrected, by resolution of the Vestry.

Hal Johnson presented a report of the Stewardship Committee, the highlights of which were as follows:

1. The total amount of pledges for the 2001 Stewardship Campaign (to fund calendar year 2002) received to date is \$1,394,519. This is \$58,223 more than the total amount pledged last year.
2. Pledges have not been received from 47 pledging units that pledged last year but have not yet pledged this year. The total amount of the pledges last year from these 47 pledging units was \$61,000.

Tom Steele presented a report of the Finance Committee, the highlights of which were as follows:

1. Tom distributed a budget recommended by the Finance Committee. It included total pledges of \$1,425,000; pledge income of \$1,396,500 (98% of total pledges); and total income and total expenses of \$1,889,645 each.
2. A discussion was had of projected income from leasing a few parking spaces at the yet to be re-named Hathcock Building.¹
3. There is a discussion of funding for the youth trip to Bolivia, with a consensus that the costs of the trip should be funded 80% by parents (with need-based scholarships if necessary) and 20% by youth fund-raising projects. This is what had been recommended by the Finance Committee. [Tom: did I get this right?]
4. Drew Goddard recommended that (i) the outreach total in 2001 year-end be modified to be an amount equal to 10% of the year-end total of current year pledge income plus prior year pledge income plus offering and contributions; (ii) that the outreach total for the 2002 budget be 10% of the sum of these three numbers for the 2002 budget, (iii) that the amount of any outreach spending in 2001 in excess of this 2001 10% outreach amount be paid from the 2002 10% outreach budgeted amount, and (iv) that none of the outreach funding for 2002 be used for the sabbatical priest program. With this modification, the proposed budget was adopted by resolution of the Vestry. A copy of the budget, as adopted and revised to show 2001 year-end numbers, is attached.
5. It was suggested that the Vestry should review pledges at its January and February 2002 meetings to ensure that final pledge numbers are at least equal to the \$1,425,000 amount included therefor in the adopted budget and, if not, revise the budget accordingly.

Bill Coke presented a report of the Personnel Committee, a copy of which is attached.

It was noted that a report of the Property Committee had been mailed to Vestry members.

Charlie Cook announced that Susie Ries had been nominated for Senior Warden, that Tom Steele had been nominated for Junior Warden, and that Drew Goddard had been nominated for Clerk. Charlie then opened and closed the floor for additional nominations, all before Drew could nominate anyone else for Clerk. All three were elected to these respective offices by resolution of the Vestry. As part of this, the Vestry adopted a resolution that all four classes (the outgoing class, the newly elected class, and the two classes in between) could vote on these officers.

Susie Ries then announced plans for the upcoming Vestry Retreat (January 11 and 12, at Evins Mill in Smithville, Tennessee).

¹ The Clerk's notes reflect that Hal Johnson thought it exceedingly important that the minutes contain a statement that Drew Goddard became confused about certain aspects of the treatment of the Hathcock Building parking income, which confusion could only be relieved by another lawyer, Charlie Wray. It is not clear why Hal thought this had to be included in the minutes. It is clear why Hal was not nominated for Clerk later in the meeting.

Ken Swanson discussed the upcoming Diocesan Convention. In connection with this, he distributed a resolution that the Cathedral's Ecology Group had asked the Vestry to recommend to the Diocese Convention (a copy of it is attached). It is very similar to a resolution adopted at the last General. The Vestry adopted a resolution recommending the recommended resolution to the Diocesan Convention.

Ken Swanson announced that the Parish offices would be "functionally closed" on December 26 through 28 and December 31.

Bill Coke requested that all members of the Vestry consider new names for the Hathcock Building and recommend them at the next Vestry meeting.²

Ken Swanson noted that Tom and Joanne Cato will host an event for major contributors to the most recent capital campaign to talk about where we are with our building plans and the inadequacy of funding therefor.³ Discussion of this will also be had with full Parish in early February.

Ken Swanson noted that the Vestry had traditionally designated a portion of the clergy's compensation as a housing allowance, which provided favorable treatment under Section 107 of the Internal Revenue Code. The Vestry adopted a motion designating as housing allowances the amounts specified as such in the budget previously adopted at this meeting.

Drew Goddard reported that the *ad hoc* Subcommittee on Trying to Negotiate a Deal for the Diocese to Move its Offices to the Hathcock Building (or whatever we call this subcommittee) was continuing discussions with its counterpart subcommittee of the Diocese, and that the Bishop would meet with our Vestry at the January 2002 Vestry meeting to discuss the relationship of the Bishop and Diocese with Christ Church Cathedral.

James Yarsiah expressed his gratitude for his experience as a Sabbatical Priest this past year. He also discussed the difficulties posed by renewed fighting in the civil war in Liberia, to which he will soon return. Ken noted that his farewell event will held between services on Sunday morning, January 6.

The Vestry was informed that (i) the special youth alternative Christmas project (whereby the youth of the Cathedral would ask that all or portions of the Christmas gifts that they would ordinarily receive be made instead to the Cathedral to be contributed to the library at _____ school in East Nashville), hit a snag when the principal of that school refused any such contributions, believing the school needed no such charity, and (ii) the youth had requested that the Cathedral instead donate such amounts to _____ [I managed to miss these names - someone please e-mail them to me - thank you]. The Vestry adopted a resolution approving that request.

² The discussion of this made it clear that a pledge of a capital contribution would, in fact, be accepted with a building name recommendation. It almost seemed like a sizable pledge might result in an otherwise inadequate name adorning the Hathcock Building in the future.

³ Should any of these contributors wish to discuss the possibility of another capital campaign, this will probably be permitted.

The Vestry then adopted a motion to adjourn, which was followed by a closing prayer led by Anne Stevenson.

Drew Goddard, Clerk