

Draft
Christ Church Cathedral
Vestry Minutes
November 27, 2017

Vestry Members Present

Roger Moore (Senior Warden), Sam Bessey (Junior Warden), Trey Caroland, Catherine Clark, Charlie Cook III, Michael Hasty, Tameron Hedge, Mary Herbert Kelly, Arnold Malcolm, Anna Rodriguez Masi, David Morton, Gibson Prichard, Caroline Rossini, Katy Sheesley

Clergy Members Present

The Very Rev. Timothy Kimbrough, Dean & Rector, The Rev. Matthew Lewis, Assistant to the Rector, The Rev. Lissa Smith, Associate for Pastoral Care, The Rev. Naomi Tutu

Other Members Present

Ellen Coleman, Ken King, Dale Maxfield, Mark McQueen, Jill Meese, Tyler Yarbro

Opening Prayer

Dean Kimbrough led those assembled in the opening prayer.

Meditation

Michael Hasty delivered the meditation.

Approval of October Minutes

The minutes of the October Vestry Meeting were approved, with corrections. (**Bessey, Hasty**).

Finance Committee Report

Income and Expenses. The Finance Committee Report was presented in part by Mark McQueen and in part by Dale Maxfield, Treasurer. The income and expense reports were approved (**Bessey, Moore**), and the balance sheet was approved (**Bessey, Moore**). The Finance Committee is satisfied with the Cathedral's financial performance for 2017. There is a positive variance to budget of \$61,800, resulting from a favorable variance in income of \$21,100 coupled with a favorable variance in budgeted expenses of \$40,700. Pledges for October 2017 exceed October 2016 pledges by \$65,325. Cash reserves remain above 25% of budgeted expense on a 12 month moving average. Pledges and

offerings as of October 31st are \$8,899 under budget compared to \$24,357 under budget as of September 30. Lay Ministries income and Music Contributions are under budget, while Sacred Space and Financial/Stewardship income are over budget. Expenses for Administrative Support, Christian Education, and Music Programs is under budget, while expenses for Property Management, Kitchen, and Financial/Stewardship are over budget.

Cathedral Budget for 2018. Mark McQueen has presented a first draft of the 2018 operating budget to the Finance Committee for its review and comment. That budget anticipates net pledges of \$1,950,000, and a 2% increase in operating expenses. The committee will review a second draft of the budget at its December meeting in order for a final budget to be presented to the Vestry for approval at its December meeting.

Preliminary Capital Campaign Budget. A preliminary Capital Campaign Budget was presented to the Finance Committee by the Strategic Plan Implementation Finance Workgroup chaired by Ed Burgess. That budget allocated \$231,120 for expenses to be incurred in calendar year 2018, and \$140,990 for expenses to be incurred in 2019, for a total Capital Campaign budget of \$372,110. The Vestry had previously formally approved a budget of \$300,000 for the Capital Campaign. Accordingly, the Finance Committee seeks an additional allocation of \$72,110 in order to fund its preliminary budget. The increased amount reflects, *inter alia*, the expenditures expected from the continuing retention of consultant Bob Hotz of American City Bureau, and a donor recognition event to occur at the conclusion of the campaign. The Finance Committee advised that all allocated expenses authorized by the Vestry (including not only the budgeted \$372.110 amount, but also the \$12,000 approved by the Vestry in September 2017 for a Hazardous Materials Assessment) would be repaid out of proceeds from the Capital Campaign. After questions posed to Finance Committee representative Dale Maxfield and discussion among the members of the Vestry, a motion to adopt the following resolution was made and seconded (**Bessey, Moore**), and unanimously approved:

Resolution No. 1

“Resolved, that the Christ Church Cathedral Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, on Monday, November 27, 2017, approve the additional allocation of expenditures as a part of the Capital Campaign Budget, of \$72,110, for a total allocated budget of \$372,110, to be expended in calendar years 2018 and 2019.”

A request was made that the new Capital Campaign budget be furnished to all Vestry members.

Thereafter, a motion was made and seconded (**Bessey, Moore**), and unanimously approved, to adopt the following resolution:

Resolution No. 2

“Resolved, that the Christ Church Cathedral Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, on Monday, November 27, 2017, authorize a separate banking account to be opened at First Tennessee Bank for the express purpose of depositing donations made to, and making disbursements on behalf of, the Christ Church Cathedral Capital Campaign, with authorized signatories on said account to include the Senior and Junior Wardens of the Vestry and four designated members of the Capital Campaign Committee.

Fair Share Request from the Diocese. The Episcopal Diocese of Tennessee has requested that Christ Church Cathedral contribute the amount of \$278,514, representing Christ Church’s “fair share” of diocesan operating expenses for calendar year 2018. This represents an \$11,000 increase over the fair share request for 2017. After discussion, a motion was made, seconded (**Rossini, Masi**), and unanimously approved, to adopt the following resolution:

Resolution No. 3

‘Resolved, that the Christ Church Cathedral Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, on Monday, November 27, 2017, approve the allocation of \$217,514 representing the 2018 Fair Share contribution by Christ Church Cathedral to the Diocese of Tennessee.

The 2017 Pledge Drive

Jill Meese presented an update of the 2017 Pledge Drive. To date, 402 pledges have been received which cumulate to a total of \$1,617,000 pledged for 2018. As of November 27, 2017, 54% of the pledges represent an increased pledge amount over last year, 38% represent the same pledge amount as last year, and only 8% represent a decreased pledge amount. A total of 32 new pledges have been made. Jill projects that we should be right at \$2,000,000 in pledges by the conclusion of the pledge drive. A team of ten volunteers is presently in the process of recontacting parishioners who have not yet made a pledge for 2018. Jill made a special point of complementing Angela Greek for her tireless efforts on behalf of the pledge drive.

Implementation Committee Report

Tyler Yarbro, who has agreed to succeed Scott Hoffman as chair of the Implementation Committee, presented the report of that committee. She explained that the financial aspects of the Capital Campaign had already been adequately covered by Dale Maxfield in presenting the report of the Financial Committee. The Campus Concerns team, headed by Michael Hasty, has been working with Chicago architects HBRA to get conceptual drawings in place for use in the Capital Campaign. Ellen Wright organized

two days of Skype meetings with the architects in order for the Implementation Committee to discuss the needs and priorities of the Cathedral. Those occurred on November 7th and 8th. Thereafter, HBRA sent preliminary site plans, and more Skype meetings will occur in the next week or so. The Implementation Committee hopes to have conceptual drawings in hand before the next Vestry meeting in December, and at the latest, by the January Vestry meeting. The Campus Concerns team is working on a Request for Quote (RFQ) document, to come early next year, to select the architectural firm that will prepare the actual development plan documents. Mary Herbert Kelly will serve as the Vestry liaison to the Campus Concerns Committee. The Implementation Committee plans to make a presentation at the January Annual Parish Meeting, after the Vestry has had a chance to review its progress. In the meantime, the Communications team, headed by Anna Grimes, will meet with the Implementation Committee on December 7th to determine the best way to keep parishioners informed of progress. It is anticipated that a Sunday Forum in mid-February of 2018 could be devoted to an update of the Implementation Committee's work.

Third Party Partnership Ground Lease Update

New developments. Dean Kimbrough and Charlie Cook presented an update of developments for the ground lease of the property occupied by Parking Lots C and D to the developer with which the Cathedral has entered into a Letter of Intent (LOI). We do not have an agreement yet, although Brooks Smith has drafted a proposed lease, which was sent to the developer for its review several weeks ago. Two weeks after the draft lease was sent, the developer responded, seeking some changes to the LOI, the most significant of which is an extension of an additional three months (until March 1, 2018) to review the proposed deal. The developer also wants to enter into an interim agreement that separates the one year front-end permitting process phase from the total three-year construction period, giving it an out if permitting cannot be achieved on hoped-for terms at the end of the first year. In return, the developer would put up \$500,000 in earnest money, to be forfeited to the Cathedral if the developer elects not to proceed at the end of the first year. The other concession sought by the developer relates to the additional 75 parking spaces to be earmarked for Cathedral use for special events (over and above the 75 spaces reserved for Cathedral use on Sundays). The developer wants to be relieved of this obligation due to its burdensomeness on normal operations for the property. The TPP is reviewing these requested changes and has agreed to an extension of the LOI until December 15, 2017, to provide time for further negotiations. Dale Maxfield commented that these developments seem fairly normal for property deals of this type. It is possible that a renegotiated LOI will be presented to the Vestry for its review at its December meeting, with a timeline suggestion. Dean Kimbrough expressed his thanks to both Charlie and Dale for their time and efforts devoted to this undertaking, and announced that the Vestry will not need to meet on December 4th in light of these developments.

Cathedral Parking Plan Report. Ellen Coleman presented a report on her committee's progress in locating alternative parking options for Christ Church parishioners during the period of unavailability (due to construction operations) of Parking Lots C and D, in the event that a ground lease is consummated with the developer. These include parking behind the Frist Center (at cost), on the 9th Avenue South east side of the Frist Center (for free), and options for maximizing the use of existing Cathedral Lots A and B. Other options explored by her group include valet parking (at cost), enhanced signage advising about parking options, and Cathedral website information about parking options. Ellen provided handouts to the Vestry members to illustrate her recommendations.

Approval of the Christmas Offering

Dean Kimbrough advised that the Cathedral Grants Committee, after due deliberation, had decided to recommend that the offering from the Christmas services this year be donated to the Nashville Food Project, to go toward its facilities expansion undertaking in West Nashville. After discussion, a motion was made and seconded (**Hedge, Caroland**) and unanimously approved, to adopt the recommendation of the Grants Committee.

Resolution for the Annual Diocesan Convention

Gibson Prichard presented to the Vestry a copy of a proposed Resolution for submission to the 186th Annual Convention of the Episcopal Diocese of Tennessee, memorializing the 79th General Convention to allow the Trial Use Marriage and Blessing Rites contained in "Liturgical Resources I" approved by General Convention Resolution 2015-A054 to be available to all clergy who freely and in good conscience choose to use them. A copy of said resolution is appended to these minutes as an **Attachment**. He explained that the proposed resolution has already been endorsed by the vestries of St. Ann's, St. David's, St. Augustine's, and Otey Memorial Parish, and he urged that the Vestry of Christ Church Cathedral likewise to endorse the Resolution for submission to the Annual Convention. After considerable discussion of this matter, a motion was made and seconded (**Bessey, Caroland**) that the Vestry adopt the following resolution:

Resolution No. 4

"Resolved, that the Christ Church Cathedral Vestry, meeting at Christ Church Cathedral, Nashville, Tennessee, on Monday, November 27, 2017, endorse and approve the proposed Resolution (a copy of which is appended to these minutes as an Attachment), for submission to the 186th Annual Convention of the Episcopal Diocese of Tennessee, memorializing the 79th General Convention to allow the Trial Use Marriage and Blessing Rites contained in "Liturgical Resources I" approved by General Convention Resolution 2015-A054 to be available to all clergy who freely and in good conscience choose to use them."

The Vestry adopted the forgoing resolution, with 14 Vestry members voting in the affirmative, none voting in the negative, and one Vestry member abstaining.

Senior Warden's Report

Roger Moore reminded the Vestry members that the Cathedral's next hosting of Room in the Inn was Thursday, December 14, and he encouraged all Vestry members to sign up for this event. Set up will begin at 5:00 p.m., dinner will start at 6:15, and cleanup will commence around 7:00p.m.

Dean's Report

Dean Kimbrough reminded the Vestry that during Advent, the Cathedral was sponsoring several important initiatives, including the Penny Drive, the Socks for the Homeless Drive, and the Jesse Tree Event. He also encouraged Vestry members to talk up the Christmas Offering (designated for the Nashville Food Project) among their fellow parishioners. He advised that Journey in Faith was off to a good start, with some 40 participants involved.

He reviewed important upcoming schedules and dates, including:

- The Rev. Naomi Tutu's Ordination will be held at the Cathedral on Saturday, December 16th, at 10:00 a.m.
- BreakingBread@6 service will be held this year on Saturday, December 23rd, at 5:00 p.m.;
- Sunday services on December 24th will follow the traditional Christmas Eve schedule of 12:15 p.m., 4:00 p.m., and 11:00 p.m.

Dean Kimbrough concluded his report by expressing his joy at working with the clergy staff this year, and his expectation that the collegial working relationship would continue to grow.

Adjournment

There being no further business to conduct, the meeting was adjourned, with a reminder that the next regularly scheduled Vestry meeting will occur on Monday, December 18, 2017.

