

**Christ Church Cathedral
Vestry Meeting Minutes
June 25, 2018**

Vestry Members Present

Roger Moore (Senior Warden), Caroline Rossini (Junior Warden), Win Bassett, Catherine Clark, Charlie Cook III, Tameron Hedge, Becca Ingle, Mary Herbert Kelly, Ken King, Anna Rodriguez Masi, David Morton, Gibson Prichard, Trone Sawyer, Katy Sheesley

Vestry Member Absent

Wyeth Burgess

Clergy Members Present

The Very Rev. Timothy Kimbrough, Dean & Rector; The Rev. Roger Saterstrom, Deacon

Other Members Present

Hal Johnson, Mark McQueen, Tyler Yarbro

Opening Prayer

Dean Kimbrough led those assembled in the opening prayer.

Meditation

Gibson Prichard delivered the meditation.

Approval of Minutes of May Vestry Meeting

The minutes of the May 21, 2018 Vestry Meeting were approved with corrections.
(Rossini, Hedge)

Approval of the Minutes of the Specially Called June 1, 2018 Vestry Meeting

The minutes of the specially called June 1st Vestry Meeting were approved. (Prichard, Moore)

Correction of December 2017 Minutes Regarding Housing Designation

The minutes of the December 2017 Vestry Minutes were corrected, *nunc pro tunc*, to reflect the following election for Rev. Lissa Smith's Clergy Housing Exclusion:

“Resolved, that during the calendar year 2018, 40% of the Reverend Lissa Smith’s cash compensation is designated for her housing exclusion. Additionally, \$2,650 are designated from her total cash compensation for her (FSA) Medical Reimbursement Plan. These monies shall be disbursed under an Accountable Plan as described by the IRS. Requests for reimbursement shall be accompanied by a receipt and made within 60 days of incurring the expense. Any funds remaining in these accounts at year’s end shall revert to the General Fund.

Finance Committee Report

Mark McQueen presented the Finance Committee report. The income and expense reports were approved (Morton, Prichard), and the balance sheet was approved (Rossini, Kelly). The Finance Committee is satisfied with the Cathedral’s financial performance thus far in 2018, inasmuch as it has recorded a positive variance to budget of \$40,944. This is a result of a favorable variance of \$35,179 in budgeted income, coupled with a \$5,765 positive variance in budgeted expenses. Cash reserves remain at approximately 25% of budgeted expenses on a 12 month moving average.

Income and Expenses. Pledges and offerings as of May 31st were \$27,167 over budget compared to \$9,262 over budget through April 30th. Sizable pledge payments made in May were the main reason for this large variance. Christian Education income is over budget due to higher than expected receipts from Catechesis, Retreats, Youth Activities, and donations for Urban Missions. Lay Ministries is over budget due to higher than expected receipts for the Women’s Retreat. Music Contributions are under budget due to less than budgeted Chorister Festival Income. Kitchen income is under budget due to less than budgeted proceeds from breakfasts, Wednesday dinners, and other meals. Sacred Space income is over budget due to greater than expected receipts from workshops and ticket sales. Christian Education expense is under budget due to less than budgeted expenses for the Bolivia Pilgrimage and mission trips. Lay Ministries expense is over budget due to Bereavement Committee and Altar Guild expenses. Music Program expense is under budget due to instrument maintenance, music acquisition, and Chorister Festival costs. Kitchen expense is under budget due to lower than anticipated costs for Wednesday and Vestry dinners. Sacred Space expense is over budget due to workshops, publicity, and concerts expenditures. Financial/Stewardship expense is over budget due to 900-T Federal Tax and parking expenses.

Capital Campaign Expenses. The Finance Committee reviewed the Capital Campaign expenses from October 2017 through May of 2018. Those expenses are \$160,190.61, an amount within the current Capital Campaign budget. Each month the committee will review these expenditures and report to the Vestry.

Modification of Gift Acceptance Policy. Stemming from the first quarter review of the line item General Fund budget by the Treasurer and Business Manager, the Finance Committee proposes that one sentence of the Gift Acceptance Policy, set forth in the Cathedral's Accounts and Policy Manual, be amended to allow for discretionary direction by the Treasurer and Business Manager, consulting when necessary with the Vestry officers, of small (under \$5,000) "restricted" gifts to the Cathedral. This change would allow acceptance of designated gifts for such items as flowers, music, scholarship aid, and the like, without the requirement of Vestry approval. After considerable discussion, a motion to adopt the following resolution was duly made and seconded (Sheesley, Clark), and unanimously approved:

Resolution

Resolved, that the Christ Church Cathedral Vestry, meeting on Monday, June 25, 2018, at Christ Church Cathedral, Nashville, Tennessee, hereby amends the last sentence of the paragraph entitled "Gift Review Committee," set forth in the Cathedral's Gift Acceptance Policy, so as to read as follows: "Any gift IN EXCESS OF \$5,000 with donor requested restrictions requires Vestry approval.

Implementation Committee Report

Tyler Yarbro provided a brief update of the activities of the Implementation Committee over the course of the last month. The Campus Concerns Committee has drafted an RFP/RFQ for architectural work in connection with the realization of the Cathedral's Strategic Plan. That committee has identified 11 or 12 architectural firms that fit the criteria set forth in the Resolution adopted by the Vestry in its June 1, 2018 meeting. The prospective firms have been divvied up among individual committee members for the purpose of making initial contacts, and that phase of the RFP/RFQ will commence soon, with the goal of receiving responses from the targeted firms by August or September.

Capital Campaign Update

Hal Johnson presented an update on the progress of the Capital Campaign Committee. The initial goal is to secure 100% participation in committing donations to the Capital Campaign by the members of the Vestry, the Implementation Committee, and the Capital Campaign Committee. Hal and Dean Kimbrough have had meetings with every Vestry member except two who were out of town, but who have committed to donate. This phase of the campaign should be completed in the next week or two, and so far, it is going well. A meeting is scheduled for tomorrow with the Siegenthaler firm to talk about the creation of a brochure for use in the campaign.

Dean Kimbrough has had "front porch" conversations with Bishop Bauerschmidt and others to float the idea of seeking support for the Capital Campaign from the Diocese

and from individual parishes in the Diocese, not so much for any economic impact that such support might provide, but as an opportunity for community building within the Diocese. The Bishop's response has been encouraging.

In the fall, conversations will be initiated with the advanced donor class, seeking major contributions to the campaign. The goal is to raise a substantial enough sum in these initial phases of the campaign to generate enthusiasm and positivity among the parishioners at large, as the committee begins to focus on their individual contributions to the campaign. It is anticipated that the first installments of gifts to the campaign will be paid before the end of this calendar year, thereby offsetting as soon as possible the substantial expenditures that have been incurred thus far in inaugurating the campaign.

Third Party Partnership Working Group Update

Dean Kimbrough provided an update on the progress of the Third Party Partnership Working Group (TPPWG) in its negotiations with HRI. Recent concerns that HRI has been intentionally "foot-dragging" in its conduct of the negotiations were allayed by a telephone conversation that Dean Kimbrough had with one of the principals of HRI, which was congenial, positive, and reassuring. The most recently amended Letter of Intent (LOI) expires this coming Friday, and HRI has urged us not to let that happen, expressing optimism that the parties can successfully conclude an *Agreement to Enter into a Ground Lease* before the LOI expires. Our attorney, Brooks Smith, may not agree with that assessment. One potential sticking point continues to center on the parking issue. The terms of a parking easement need to be negotiated before the contract is executed, and so far, we have no word from HRI on that concern. A further extension of the LOI may be advisable if the parties appear close to resolving the outstanding issues by the end of this week.

Senior Warden's Report

Roger Moore reminded those assembled that the Blessing of Liturgical Ministries will be held at the Cathedral on Saturday, August 25th. A guest speaker from Nashotah House in Wisconsin will be featured on the program, which will run from 9 am to 1 pm.

Dean's Report

Dean Kimbrough reported that Deacon Roger Saterstrom has been actively engaged in several important projects. These include:

- (1) the Cathedral's ongoing relationship with Gordon Memorial United Methodist Church, and in particular, a partnering this Sunday with Gordon Memorial to participate in the Meals on Wheels program. Parishioner Julie Wall is helping to coordinate that undertaking;
- (2) as a part of Migration Ministry Topics, the participation by the Cathedral in a program, which will roll out in the fall, to provide services for immigrants who

- are newly arrived to Nashville, including assistance in such things as doctor visits, school enrollment, and setting up bank account;
- (3) a program to enhance environmental stewardship among faith-based entities, which involves communication between churches on best practices to promote environmental awareness and sustainability.

Cathedral Staff Updates. Ellen Coleman is leaving her position as Events Coordinator. Michael Gebhart will be leaving his position as Assistant Organist and Choirmaster to assume the position of Events Coordinator. Melinda Balser is leaving her position as Director of Adult Education. The Rev. Matthew Lewis is currently accompanying Cathedral Youth on a trip to Memphis. The Rev. Lissa Smith is finishing up her time in Africa with her family, and will return next Thursday. The Rev. Naomi Tutu is currently in North Carolina with her family. Dean Kimbrough has offered her a salary increase in order to encourage her to remain with us for another year. She is considering that option, and it is hoped that we will know something by the end of July.

Ministry to the Poor. Dean Kimbrough shared with the Vestry a communication from Joe Ingle stressing the importance of our ministry to the disadvantaged, and suggesting that a portion of the proceeds from the development and lease of Parking Lot C could be set aside for ministries to those in need in our community. Similar sentiments have been expressed by other parishioners with respect to the use of Capital Campaign resources. Dean Kimbrough reflected on the importance of our ministry to the poor, noting that the Cathedral has given, over the past decade, over \$2,000,000 to causes serving the disadvantaged, and that there are other projects that we should consider supporting, such as a school in Haiti, and the work of the Family Reconciliation Center.

Adjournment

There being no further business to conduct, the meeting was adjourned, with a closing blessing by Dean Kimbrough.

Respectfully submitted,
Ken King, Clerk