

Meeting Agenda and Minutes

Meeting Information			
Meeting:	Saint Mark's Episcopal Cathedral January Council Meeting		
Date:	January 19, 2023	Time:	5:30 pm - 7:00 pm CT
Meeting Facilitator:	Brian Childs	Place:	Zoom Call/Heritage Room
Meeting Objective:	Review of Commission & Committee Reports and Council Discussion		
Documents:	Attached Separately		

Participant	Attend?	Participant	Attend?	Participant	Attend?
The Very Rev. Paul J. Lebens-Englund	Y	Kerry Childe	N	Tim Kingsley	Y
SW, Brian Childs	Y	Mike Suhr	N	Mary Beth Farrell	Y
Finance Chair, Gina Christ	Y	Chris Kirwan	Y		
Treasurer, Ted Sherman	Y	David Albrecht	Y		

Agenda Item/Minutes	Responsible	Est. Time
○ Call-to-order	Brian Childs	5:35pm
<ul style="list-style-type: none"> ● Opening Prayer/Reflection ● Minutes ● Senior wardens report ● Send/gather ● Property ● Treasury/Finance ● Other business ● Closing Prayer ● Adjourn 		

Minutes / Notes – Notetaker: Rev Mary Beth Farrell		
<ul style="list-style-type: none"> ● Call to Order - SW Brian Childs ● Opening Prayer/Reflection- Rev Mary Beth Farrell ● Minutes <ul style="list-style-type: none"> ○ Dec (12/15) Meeting Minutes. Ted motioned. Gina seconded. Minutes approved unanimously. ● Reports <ul style="list-style-type: none"> ○ Dean Comments/Report: Dean Paul expressed gratitude for the team shepherding the budget. <ul style="list-style-type: none"> ▪ Paul motioned for signatures from the Council on Form 8, approving ordinand Rev Sarah Hoch forward towards the priesthood. Tim seconded. Motion unanimously approved. Paul 		

motioned for signatures from the Council on Form 8 approving Rev Jay Phelan forward towards the priesthood. David seconded, Motion unanimously approved.

- o Send/gather report: David noted that we are averaging 140 or so attendees at 10:30 AM services the last month, and is excited to welcome Mary Ramsbottom to the Council who will be focusing on the Send part of the commission and will be able to hit the ground running.
- o Property Report/Chris: Chris highlighted the 3 points of his report:
 - Sacristy Project: Received 13K of restricted funds, bid is 15.7K. Chris motioned that the 2.7K difference be funded from 2023 operating budget. Friendly amendment- Brian moved that the amount removed be backfilled with the capital campaign funds. David seconded. Motion unanimously approved. (Notation- the tuckpointing project didn't begin before the weather changed, so painting will be postponed until this is complete.
 - Pews: Many pews are in disrepair and could be a safety concern. Chris Motioned: The Council encourages the Property committee to explore possible solutions to the seating problem and report back in March. Brian seconded, Motion passes unanimously.
 - Capital Campaign: Motion- Due to their breadth of knowledge, Council to give authorization for the property committee to begin to take leadership of the Capital campaign, focused on addressing the most immediate needs.
- o Finance/Treasurers Report: Ted reviewed the latest reports. Gina and Ted discussed meetings with the Foundation and others. Recommendations include more coordination, and a development committee. The 2023 budget was discussed extensively. Diligently reviewing each expense line, discussions with the Diocese and other activities will be undertaken to finalize the budget and make preparations for the annual meeting and beyond.*
- o Adjourn: David moved. Approved by show of hands. Brian adjourned the meeting at 7:09pm.
- o Addendum: Council met on Tuesday, January 24th, 2023 and approved a 2023 budget with breakeven operating income. Budgeted revenues and expenses are both \$1.797M. This was achieved by reducing a number of expense items, and by assuming that roughly \$50K is realized through an additional appeal for financial support during the year. The budget was approved with the caveat that an analysis of the first half's potential cash flows needs to be conducted as soon as possible.
- o *Addendum: At the Feb Council meeting, senior warden requested that an addendum be added by this clerk with more detail regarding the budget discussion, especially regarding expenses. Topics included the PR/Marketing firm that we contract with. Tim indicated that while a certain amount has been budgeted, SMC will only incur the expenses when their services are used. The recommendation was that the usage of their services be reduced as much as possible. Additionally, typically there are 3 representatives from SMC Leadership that attend conferences, and the recommendation was made that this be reduced to only 1 person in attendance. Though a vote was not taken, these items that received broad approval.

Approved at Feb. 16, 2023 meeting