



Cathedral Council Meeting Minutes

Meeting Information	
Meeting:	Saint Mark's Episcopal Cathedral November Council Meeting
Date:	March 16, 20223
Time:	5:30 pm -7:00 pm CT
Meeting Facilitator:	Brian Childs
Place:	St. Mark's Heritage Room and Zoom
Meeting Objective:	Cathedral Council Meeting; Review of Commission & Committee Reports and Council Discussion
Documents:	Attached Separately

Participant	Attend?	Participant	Attend?	Participant	Attend?
The Very Rev. Paul J. Lebens-Englund, <i>Dean</i>	✓	Chris Kirwan, <i>Property</i>	✓	The Rev Tim Kingsley, <i>Canon Pastor</i>	Abs
Brian Childs, <i>Senior Warden</i>	✓	Drew Moratzka, <i>Governance</i>	✓		
David Vaughan, <i>Junior Warden</i>	✓	Gina Christ, <i>Finance Chair</i>	✓		
Ted Sherman, <i>Treasurer</i>	✓	David Albrecht, <i>Gather</i>	✓		
Kyle Smith, <i>Clerk</i>	✓	Esther Agbaje, <i>Transform</i>	Abs		
The Rev. Mary Beth Farrell, <i>Chaplain to the Council</i>	✓	Mary Ramsbottom, <i>Send</i>	✓		

Minutes / Notes – Notetaker: Kyle Smith

Agenda Item	Responsible	Est. Time
1. Opening Prayer	The Rev. Mary Beth Farrell, Council Chaplain	5:34 pm
2. Call to Order	Brian Childs, Senior Warden	
All members were present except The Rev Tim Kingsley and Esther Agbaje Kyle Smith, The Rev. Mary Beth Farrell, David Albrecht and David Vaughan attended remotely.		
3. Approval of Minutes from Last Meeting	Brian Childs, Senior Warden Kyle Smith, Clerk	
Move to approve by Gina Christ, Second by David Albrecht ... Approved as submitted		
Executive Committee Reports		
4. Report of Treasurer	Ted Sherman, Treasurer	
Ted Sherman discussed an employee retention credit that the Cathedral is eligible for. The credit is for general operations. A discussion regarding the logistics of the credit and its use occurred.		

<p>SW Childs offered a resolution that the Treasurer is eligible to sign financial documents on behalf of the council regarding employee retention credits. Mary Ramsbottom moved to approve, Second by Chris Kirwan ... Approved with no discussion or opposition.</p> <p>Ted Sherman discussed the financial dashboard for March 2023 and indicated that clarity will be provided by the end of the quarter.</p> <p>Dean Lebens-Englund introduced the annual Clergy Housing allowance. No action was required.</p>		
5. Senior Warden's Report	Brian Childs, Senior Warden	
SW Childs thanks the Council again for their efforts		
6. Junior Warden's Report	David Vaughn, Junior Warden	
JW Vaughn reported he is meeting on March 22 with Cathedral Staff regarding Gather / Send Commission work. Work is currently underway on revising the Cathedral Land Acknowledgement.		
7. Dean's Report	The Very Rev. Paul Lebens-Englund, Dean	
Dean Lebens-Englund wanted to be sure to acknowledge all the work being done behind the scenes at the Cathedral.		
Council Committee Reports		
8. Finance	Gina Christ, Committee Chair	
<p>Gina Christ provided an update as to recent pledges and cash flow. Tim Kingsley, Ted Sherman and Gina Christ met with two different accounting firms to consider moving financial services out-of-house. A discussion occurred regarding logistics and specifics, and it was generally agreed that this could greatly streamline and simplify financial services. Mary Ramsbottom asked what the next steps are in Council approval of financial services out-of-house, and what the role/authority of the Treasurer and Finance Committee Chair would be in onboarding a financial service firm.</p> <p>Specific questions regarding upcoming grants were asked.</p> <p>SW Childs charged the Treasurer and Finance Committee Chair with continuing the onboarding process to secure a financial service firm, with additional Council action needed once a written proposed contract is in hand.</p>		
9. Property	Chris Kirwan, Committee Chair	
<p>February and March Property Committee updates. Bids have been received for the Cathedral chiller with a new heat pump system. Costs will be loaned from the Cathedral Foundation until the Cathedral can raise Capital. Logistics regarding an upcoming Capital Campaign for facilities/property were discussed. The Capital Campaign FAQs & Answers document provided by Chris Kirwan was discussed. Dean Lebens-Englund provided some larger context about how a Capital Campaign fits into Cathedral life and a discussion ensued. The role of a potential Stewardship Committee was discussed. The use of the terms "Capital Campaign" vs. "deferred maintenance" were discussed. Dean Lebens-Englund agreed that a Stewardship Committee could be reorganized.</p>		
10. Governance / Human Resources / IT	Drew Moratzka, Committee Chair	
Drew Moratzka indicated that the Governance Committee is organizing.		
11. Stewardship		
(Stewardship Committee vacant at this time)		
Cathedral Commission Reports		
12. Gather	David Albrecht, Gather Commission Chair	
David Albrecht referred to his written report. He invited council members to attend the Newcomers Gathering on Sundays when scheduled. David also invited Council members to attend the upcoming ECMN Mission Area Gathering on April 29.		

13. Transform	Esther Agbaje, Transform Commission Chair	
Esther Agbaje was absent.		
14. Send	Mary Ramsbottom, Send Commission Chair	
Mary Ramsbottom referenced her written report for consideration.		
Other Business		
15. St. Mark's Visioning Texts		
Dean Lebens-Englund indicated that a second congregational meeting regarding the Visioning Texts this coming Sunday morning (3/19)		
16. Clergy housing resolution		
This was discussed in agenda item 4		
17. Safe Church training		
Dean Lebens-Englund indicated that Safe Church training is required for Cathedral elected officials. The Rev Tim Kingsley is a trainer for the diocese and can facilitate. Logistics regarding Council training will be addressed.		
18. Closing Prayer	The Rev. Mary Beth Farrell, Council Chaplain	
19. Adjourn to April 20, 2023	Brian Childs, Senior Warden	7:08 pm

Written Reports:

1. February 16, 2023 minutes
2. Financial Reports Dashboard 2/2023
3. March 2023 Treasurer's Report
4. Dean's Report to Council
5. Finance Chair Report 3-14-23
6. Property Committee Report
7. 2023 Draft Capital Appeal
8. Gather Report
9. Send Report for March 2023
10. Land Acknowledgement Announcement

(Saved on Google Drive)

Minutes approved at April 20, 2023 meeting