



Cathedral Council Meeting Minutes

Meeting Information			
Meeting:	Saint Mark's Episcopal Cathedral November Council Meeting		
Date:	April 20, 2023	Time:	5:30 pm
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 Rt. Rev Craig Loya, <i>Bishop & Ex-Officio President</i>	✓
Brian Childs, <i>Senior Warden</i>	✓	Drew Moratzka, <i>Governance</i>	✓		
David Vaughan, <i>Junior Warden</i>	✓	Gina Christ, <i>Finance</i>	✓		
Ted Sherman, <i>Treasurer</i>	✓	Paul Lakeman, <i>Stewardship</i>	✓		
Kyle Smith, <i>Clerk</i>	✓	David Albrecht, <i>Gather</i>	✓		
The Rev. Mary Beth Farrell, <i>Chaplain to the Council</i>	✓	Esther Agbaje, <i>Transform</i>	abs.		
The Rev Tim Kingsley, <i>Canon Pastor</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 Esther Agbaje Kyle Smith, The Rev. Mary Beth Farrell and David Albrecht attended remotely.		
3. Approval of Minutes from Last Meeting	Brian Childs, Senior Warden Kyle Smith, Clerk	
Move to approve by David Vaughan Approved as submitted		
4. New member welcome - Paul Lakeman, Stewardship Committee Chair	Brian Childs, Senior Warden	
Senior Warden Childs introduced Paul Lakeman, the new Stewardship Committee Chair with this Council, and former Senior Warden.		
5. Bishop's Report Welcome & report	The Rt. Rev. Craig Loya, Bishop & Ex-Officio President	
Bishop Loya and Council members introduced themselves.		

The relationship between the Bishop, the diocese and the cathedral was discussed. The long-term impacts of the pandemic on all churches, especially youth ministries, were discussed. Bishop Loya is interested in the Cathedral Visioning process. The pandemic will permanently change the church as many of those outliers in the church community will not come back. Dean Lebens-Englund thanked Bishop Loya for his support of the Cathedral. SW Childs thanked Bishop Loya for his support. Bishop Loya's official Episcopal visit to the Cathedral is scheduled for April 30th.

Executive Committee Reports

6. Report of Treasurer

Ted Sherman, Treasurer

Ted Sherman provided an update on the Employee Retention grant, which could equal \$100,000. The new accounting firm has been selected and the relationship started. New accounting software has been implemented. The operating deficit is currently approximately \$94,000. Giving has been above anticipated levels and revenue has been in line with the budget; however, cashflows are always being closely monitored. Line of Credit with US Bank is up for renewal soon. "Catch-up" giving as a result of transferring accounting systems is expected to be coming in soon.

7. Senior Warden's Report

Brian Childs, Senior Warden

SW Childs updated Bishop Loya and the Council on the Cathedral Visioning process. The first of two congregational meetings regarding the Visioning process occurred on February 19, 2023, and the second meeting is this coming Sunday, April, 23.

Bishop Loya discussed how the visioning process, grounded in Jesus, is an important step in resolving budget challenges. The Bishop shared the three key parts to this process: a broadly shared vision that is bold and big; a robust exec. leader; and Council and Staff who can carry out the vision. Bishop Loya challenged the Council to focus less on the wordsmithing of text and more on the vision of bringing Jesus into the lives of many.

8. Junior Warden's Report

David Vaughn, Junior Warden

Junior Warden David Vaughn provided an update as to recent efforts to clarify and identify roles, responsibilities, structure and challenges of each commission and mark of mission (Gather, Send & Transform). Mary Ramsbottom and Cathedral Staff have been part of this process as well.

9. Dean's Report

The Very Rev. Paul Lebens-Englund, Dean

Dean Lebens-Englund thanked Bishop Loya again, and thanked JW Vaughn for his efforts to clarify cathedral commission work. The Dean thanked The Rev Tim Kingsley and staff for their efforts in the accounting software transition.

Council Committee Reports

10. Finance

Gina Christ, Committee Chair

Gina Christ offered to David Christopherson for his years of work with Cathedral finances. Mid-year budget update is expected in June.

11. Property

Chris Kirwan, Committee Chair

Chris Kirwan provided an update on the chiller replacement. An electrified heat pump system has been identified, and several energy credits have been identified. An update regarding project financials was provided. Stained glass has recently been reinstalled in the Cathedral Library.

12. Governance / Human Resources / IT

Drew Moratzka, Committee Chair

Drew Moratzka reminded all to be familiar with policies and guidelines regarding loans. He thanked The Rev Tim Kingsley for his help in bringing him up to speed.

13. Stewardship

Paul Lakeman, Committee Chair

Paul Lakeman thanked the Council for inviting him, and introduced his background in financing and his recent stewardship efforts as well as addressing immediate & long term needs.

Cathedral Commission Reports		
14. Gather	David Albrecht, Gather Commission Chair	
Over 500 attended the 10:00am Easter Sunday service, which is the highest since before the pandemic. Coordination and training meetings among Sunday "hospitality" servers will be occurring. ECMN Central Area Mission Gathering is upcoming, on Saturday, April 29th.		
15. Transform	Esther Agbaje, Transform Commission Chair	
(absent)		
16. Send	Mary Ramsbottom, Send Commission Chair	
Mary Ramsbottom highlighted the recent Racial Justice and Equity committee meeting regarding the Land Acknowledgement revision.		
17. Other Business		
Mary Ramsbottom asked for an update on the Visioning Steering Committee and if any changes have been made to the make-up of the group and its focus. SW Childs indicated the members of the Visioning Steering Committee have not changed, but that all are welcome to discuss more at the congregational meeting this coming Sunday, April 22. JW Vaughn emphasized the Bishop's comments regarding visioning being closely tied to the Cathedral budget.		
18. Closing Prayer	The Rev. Mary Beth Farrell, Council Chaplain	
19. Adjourn	Brian Childs, Senior Warden	7:12pm

Written Reports:

1. March 16, 2023 minutes
2. Financial Results Dashboard
- 2a. April 2023 Treasurer's Report
3. Junior Warden's Report April 2023
- 3a. Comments and Questions from Sunday 2/19/23.pdf
4. Dean's Report to Council April 2023
- 4a. Finance Committee Report
5. Property Committee Report April 2023
- 5a. SMEC 2023 HVAC Project
6. Governance Committee Report April 2023
7. Gather Commission Report April 2023
8. Send Commission Report April 2023
- 8a. Mission for Student Success April Report
- 8b. SMEC Org Chart Revised MMR

(Saved on Google Drive)

Approved at May 18, 2023 meeting.