



Cathedral Council Meeting Minutes

Meeting Information			
Meeting:	Saint Mark's Episcopal Cathedral Council Meeting		
Date:	August 17, 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>	X	Chris Kirwan, <i>Property</i>	X	Canon Karen Olson, <i>ECMN</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>	X		
The Rev Tim Kingsley, <i>Canon Pastor</i>	X	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	
2. Call to Order	Brian Childs, Senior Warden	5:33 pm
All members were present except Dean Paul Lebens-Englund, Fr. Tim Kingsley, Christ Kirwan, and Esther Agaje		
3. Approval of Minutes & YTD Budget Summary	Brian Childs, Senior Warden Kyle Smith, Clerk	
Draft Minutes from June and August 2023 will be presented for consideration at the September 2023 meeting.		
Executive Committee Reports		
4. Report of Treasurer	Ted Sherman, Treasurer	
Ted Sherman provided a report. Initial employee retention credit funds have applied. Cash is being watched very carefully. Cathedral Staff is working diligently on reducing costs. Bryce Estate Lionheart Scholarship payments are immediately pending. Urgency in fundraising is needed due to cashflow shortage. All In One Accounting can provide an in-person deep-dive regarding finances and recommendations with the Council in the Fall. Restricted funds for specific programs, which St. Marks is liable to pay, were discussed. Restricted funds amount to approx. \$100,000. The cathedral does not currently have the cashflow to cover current restricted funds and operational costs. Heavy snowfall removal		

costs and inflation have been primary causes. It was noted that cuts were made in the current budget when it was crafted last winter, and efforts are ongoing to reduce spending. The upcoming Dean transition will provide some relief in costs. No action was taken at this meeting, but this is an ongoing discussion as cashflow has reached emergency levels.

5. Senior Warden's Report

Brian Childs, Senior Warden

6. Junior Warden's Report

David Vaughn, Junior Warden

David Vaughn led a discussion on the plans for 23-24 Adult programming, events and worship. Several discussions regarding programming ensued.

The Council's role in consideration of the Cathedral's programming plans was discussed in length as well as the Council's larger role in oversight and facilitating programming discussions among the Congregation. **Further discussion regarding representation in the planning process, and the Council's role, is needed.**

Details of programming for youth and music were not discussed.

Handout

7. Canon for Ministry's Report on the Dean Transition

Canon Karen Olson, ECMN

Canon Karen Olson provided an overview of the Dean transition process.

HANDOUT - transition process flow chart

Council Committee Reports

8. Finance

Gina Christ, Committee Chair

Gina Christ indicated that the Finance Committee plans to lead the "Timely Topics" discussion on the third Sunday in October, and can be made available to small groups.

9. Property

Chris Kirwan, Committee Chair

Chris Kirwan was absent

10. Governance / Human Resources / IT

Drew Moratzka, Committee Chair

Drew Moratzka had no report

11. Stewardship

Paul Lakeman, Committee Chair

Paul Lakeman updated the Council on recent stewardship efforts and reiterated the strong urgency to increase cashflow. Outreach to potential donors of multiple generations and giving potential. Fundraising to support operational expenses is a priority, supporting endowment and the Cathedral's contribution to capital funds is secondary at this point. It is estimated that pledges need to be increased by 12% (roughly \$300,000) over the next several years. The bishop's potential role in recruiting major donors, especially in light of the Dean transition, was discussed.

Cathedral Commission Reports

12. Gather

David Albrecht, Gather Commission Chair

David Albrecht referred to his submitted written report

13. Transform

Esther Agbaje, Transform Commission Chair

Esther Agbaje was absent

14. Send	Mary Ramsbottom, Send Commission Chair	
Mary Ramsbottom had no report		
15. Other Business		
None		
16. Closing Prayer	The Rev. Mary Beth Farrell, Council Chaplain	
17. Adjourn	Brian Childs, Senior Warden	7:32 pm

Written Reports:

- Junior Warden's Report Aug 2023
- 2023-24 Program, Events and Worship overview (handout)
- Stewardship Committee Report Aug 2023
- Gather Commission Report Aug 2023
- Finance Chair Report Aug 2023
- **Financial Results Dashboard**
- **Aug 2023 Treasurer's Report**
- **Dean Transition flowchart**

[\(Saved on Google Drive\)](#)

Approved at September 21, 2023 meeting