



# Cathedral Council Meeting Minutes

## Meeting Information

|                             |  |               |                    |
|-----------------------------|--|---------------|--------------------|
| <b>Meeting:</b>             | Saint Mark's Episcopal Cathedral Council Meeting |               |                    |
| <b>Date:</b>                | November 20, 2024                                | <b>Time:</b>  | 6:00 pm            |
| <b>Meeting Facilitator:</b> | Gina Christ                                      | <b>Place:</b> | Heritage Room/Zoom |
| <b>Meeting Objective:</b>   | Cathedral Council Meeting                        |               |                    |
| <b>Documents:</b>           | Attached Separately                              |               |                    |

| Participant  | Attend? | Participant                            | Attend? | Participant                             | Attend? |
|--|---------|--|---------|---|---------|
| Gina Christ, <i>Senior Warden</i>                          | ✓       | Joe Ward, <i>Property Chair</i>        | ✓       | John Davis, <i>Transform Chair</i>      | (abs.)  |
| John Satterberg, <i>Junior Warden</i>                      | ✓       | Esther Agbaje, <i>Governance Chair</i> | ✓       | Mike Shepherd, <i>Stewardship Chair</i> | (abs.)  |
| Brian Myers, <i>Treasurer</i>                              | ✓       | Jacob Buchen, <i>Finance Chair</i>     | ✓       | Brandon Lorge, <i>Council At Large</i>  | ✓       |
| Drisana Iverson, <i>Clerk</i>                              | ✓       | Abby Tillotson, <i>Gather Chair</i>    | ✓       |   |         |
| The Rev. Mary Beth Farrell, <i>Chaplain to the Council</i> | ✓       | Rachel Babbitt, <i>Send Chair</i>      | (abs.)  |   |         |
| The Rev Tim Kingsley, <i>Provost</i>                       | ✓       | Canon Karen Olson, <i>ECMN</i>         | ✓       |   |         |
| The Rt. Rev. Craig Loya, <i>Bishop (ECMN)</i>              | (abs.)  | Marit Nowlin, <i>Council At Large</i>  | (Zoom)  |   |         |

**Minutes / Notes – Notetaker:** Drisana Iverson

| Agenda Item           | Responsible                          | Est. Time |
|-----------------------|--------------------------------------|-----------|
| <b>Opening Prayer</b> | The Rev. Mary Beth Farrell, Chaplain | 6:09 pm   |

|  |                                |         |
|--|--------------------------------|---------|
| <b>Team-Building Question</b>  | John Satterberg, Junior Warden | 6:12 pm |
| <b>Call to Order</b>   | The Rev. Tim Kingsley, Provost | 6:28 pm |
| <p>All members were present except for Bishop Loya, Rachel Babbitt, Mike Shepherd, and John Davis. All members attended in person except for Marit Nowlin, who attended via Zoom.</p>  |                                |         |
| <b>Approval of Minutes from the September meeting &amp; YTD Budget Summary</b>   | Gina Christ, Senior Warden     | 6:28 pm |
| <p>Gina Christ moved to approve the August minutes. The motion was seconded by John Satterberg and was then approved.</p>  |                                |         |
| <b>Cathedral Transition</b>  |                                |         |
| <b>Cathedral Transition Report</b>   | The Canon Karen Olson (ECMN)   | 6:29 pm |
| <p>Canon Olson shared broad plans to put a Dean Search Committee together, with applications to be distributed after/at the Annual Meeting. Canon Olson will work with the Wardens on the nomination/application form, with emphasis on a representative committee and people with complementary characteristics, which are on a form that she will distribute to Council. The typical process is for the search committee to present a preferred candidate to Council, then for Council to vote to approve and extend an offer, but these details are to be decided. Council members discussed transparency best practices, for instance: (1) applications for the Search Committee will be announced at the Annual Meeting, (2) time between services can be used to provide updates on the search process. Also, the Search Committee will have a similar relationship to Council as other committees (Finance, Governance, Stewardship etc.) with monthly reports and updates. Canon Olson will plan to advise St. Mark's through this process, and can share best practices from her experience overseeing over 75 other parish leadership transitions.</p> |                                |         |
| <b>Executive Reports</b>   |                                |         |
| <b>Provost's Report</b>  | The Rev. Tim Kingsley, Provost | 6:53 pm |
| <p>Rev. Kingsley shared plans to compile Annual Report materials. Council members (other than Finance, which can have more time to incorporate year-end financial updates) will submit materials by December 26. He is also figuring out an approach for facilitated conversations to address post-election political tensions within the congregation. Pastoral needs post-election have increased significantly, and adjustments are being made to meet these needs, including Rev. Kent Rahm becoming a staff chaplain.</p>   |                                |         |
| <b>Senior Warden's Report</b>  | Gina Christ, Senior Warden     | 6:59 pm |
| <p>Senior Warden Gina Christ provided plans for the December 8 and January 18 times between services. In advance of the January 26 annual meeting, Council will decide on salient updates to present. She also presented observations on the 2025 budget and clarifications on funds from purchases of Columbarium spaces.</p>   |                                |         |
| <b>Junior Warden's Report</b>  | John Satterberg, Junior Warden | 7:20 pm |
| <p>Junior Warden John Satterberg shared a brief update that the results of the Community Conversations (spring/summer 2024) were presented on 11/3 to a positive response. More details are posted in the Junior Warden's report.</p>  |                                |         |
| <b>Treasurer's Report</b>  | Brian Myers, Treasurer         | 7:24 pm |

Treasurer Brian Myers shared a brief update that the daycare that is renting part of the Cathedral started on November 1, and there are prospects on rentals for the 2<sup>nd</sup> floor.

**Committee and Commission Reports**

**Governance Committee Report**

Esther Agbaje, Governance Chair

7:24 pm

Governance Chair Esther Agbaje shared that Canon Olson and Bishop Loya have chosen Rev. Anderson to review the Constitution. The Governance Committee has started work on the bylaws (including the structure of committees, and who chairs), and will follow that by working on the gift policy. The Search Committee can be formed as an ad-hoc committee in 2025. The Governance Committee meets on Thursdays via Zoom and is available for drop-ins. The review process for the Governance documents will be as follows: (1) Rev. Anderson will review documents. (2) Governance Committee will address comments. (3) Council will review documents. If comfortable, Council can vote to approve documents and, if not, submit proposed changes and accept later. Comments about the gift policy are requested to inform future work on this policy. Property Committee members are interested and will submit comments.

**Stewardship Committee Report**

Marit Nowlin, Council-at-Large/Stewardship Committee Member

7:29 pm

Stewardship Committee Member/Council Member at Large Marit Nowlin shared that thank you notes for pledging congregants are being personalized and sent out. The current pledge total is roughly \$720,000 over 165 pledge units. \$908,000 is currently in the 2025 budget, so if this is off-target, Council will discuss the potential deficit during the December Council meeting and the Finance Committee will edit the budget accordingly. Pledge cards will be continued through the Annual Meeting.

**Property Committee Report**

Joe Ward, Property Chair

7:33 pm

Property Committee Chair Joe Ward provided updates on the Cathedral's roof damage due to hail. The initial partial insurance claim vhas been accepted, and the Owner's Representative received proposals to meet/exceed needs. Shelter Construction and High Caliber Exteriors provided two similar proposals, and the Property Committee will use their estimates for proposed supplemental claims. At 7:39 pm, Joe Ward moved to approve High Caliber Exteriors (with more specifications/reasoning in the Property Committee Report). This was seconded by Marit Nowlin and the motion carried. Joe Ward also provided updates on the rebate on the Minneapolis grant. The Cathedral has had an A/C failure and heating coil failure. Repairs revealed leaks, which need replacement. At 7:45pm, Joe Ward moved to revise the request to the City of Minneapolis to include \$19,970 for the heating coil replacement. 5d Marit Nowlin seconded this motion, and the motion carried. Additionally, at 7:48 pm Joe Ward moved to approve a proposal to replace the non-operational Carriage Door lock. Jacob Buchen seconded this motion, and the motion carried.

**Gather Commission Report**

Abby Tillotson, Gather Chair

7:49 pm

Gather Chair Abby Tillotson provided updates that the Gather and Send Commissions are collaborating on an Advent event. She will also be in touch with Bishop Loya to plan Annual Meeting hospitality.

**Transform Commission Report**

John Satterberg, Junior Warden

7:51 pm

Junior Warden John Satterberg shared that Episcopal 201 will begin on Sunday 11/24.

**Send Commission Report**

The Rev. Tim Kingsley, Cathedral Provost

7:51 pm

Rev. Kingsley shared that the interactive plays around social justice topics, and the Call To Serve more generally, is progressing well.

| Other Business/Closing |  |         |
|------------------------|--|---------|
| <b>Closing Prayer</b>  | The Rev. Mary Beth Farrell, Council Chaplain | 8:00 pm |
| <b>Adjourn</b>         | The Rev. Tim Kingsley, Provost               | 8:02 pm |