



Cathedral Council Meeting Minutes

Meeting Information

Meeting:	Saint Mark's Episcopal Cathedral Council Meeting		
Date:	December 17, 2024	Time:	7:00 pm
Meeting Facilitator:	Gina Christ	Place:	Heritage Room/Zoom
Meeting Objective:	Cathedral Council Meeting		
Documents:	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>	✓
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>	(abs.)		
The Rev. Mary Beth Farrell, <i>Chaplain to the Council</i>	(Zoom)	Rachel Babbitt, <i>Send Chair</i>	✓		
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>	(abs.)		

Minutes / Notes – Notetaker: Drisana Iverson

Agenda Item	Responsible	Est. Time
Opening Prayer	The Rev. Mary Beth Farrell, Chaplain	7:02 pm

Team-Building Question	John Satterberg, Junior Warden	7:04 pm
Call to Order	The Rev. Tim Kingsley, Provost	7:15 pm
<p>All members were present except for Bishop Loya, Abby Tillotson, Marit Nowlin, and John Davis. All members attended in person except for Mary Beth Farrell, who attended via Zoom.</p>		
Approval of Minutes from the November meeting & YTD Budget Summary	The Rev. Tim Kingsley, Provost	7:15 pm
<p>Brian Myers moved to approve the November minutes. The motion was seconded by Gina Christ and was then approved.</p>		
Special Reports and Cathedral Transition		
Governance Report	Esther Agbaje, Governance Chair and Brandon Lorge, Council-at-Large and Governance Committee Member	7:16 pm
<p>Governance Chair Esther Agbaje and Governance Committee Member Brandon Lorge shared updates on the Governance Committee's work in updating the Cathedral's Governance Documents to get back into alignment with ECMN. The Governance Committee has finished updating the Constitution, and will move next to the Bylaws, with a tentative goal of the Annual Meeting.</p> <p>One large area of alignment work has been the role of the Dean. In summary, the Dean is meant to be the leader of the parish, and to manage the Vestry. The Governance Committee is also examining the restoration of the Dean/Provost's vote within Vestry and whether the reinstatement of that right can be expedited. Additionally, roles, positions, term lengths/election processes, and names within the Vestry have been clarified. Clarifications on the officers' positions include that the Wardens can chair Vestry meetings when delegated by the Dean, and that the Treasurer is bonded in an amount and surety approved by the Vestry (ECMN Canon 501.12). The Governance Committee and a contact at ECMN is currently investigating whether all officers (or none) should also be bonded. More information on the bonding will be added to the statutes.</p> <p>Additional clarifications in the Constitution include amendment practices (in short, the Bishop and Congregation get notified of proposed amendments, the Vestry hears it once, and then in the next meeting, the Vestry votes). Also, research is being done on the role of the Chapter within the Episcopal Church. If the Chapter is reinstated, more on Chapters can also be amended/added.</p> <p>Another broad change is that some details about the roles of Cathedral staff are removed from the Constitution/Bylaws, opting instead to resolve them in job descriptions/letters of agreement. Work on the Bylaws is about halfway done, with a goal of completing them in February. This will be followed by work on the gift acceptance policy, which will be done in collaboration with other informed parties, such as the Finance Committee.</p> <p>Rules and procedures for voting at the Annual Meeting are being set up. Additionally, the Vestry can vote on the Constitution/Bylaws either all at once or separately.</p> <p>Mike Shepherd will help the Governance Committee communicate the changes to the congregation, starting with an Executive Statement.</p>		
Cathedral Transition	The Canon Karen Olson, ECMN	7:42 pm
<p>Canon Karen Olson shared updated plans/ideas for the Dean search and leadership transition. The Executive Committee will go through applications, put together a diverse and representative group, and will have a proposed</p>		

committee brought for approval at the March Vestry Meeting. The applications/nominations will be open for one month starting the day of the Annual Meeting.

Canon Olson introduced and discussed the CAT Survey from Holy Cow Consulting, which she is a trained interpreter of. Saint Mark's has used this survey in the past, so it would be possible to compare 2025 results both to our own past results in 2000 and 2013, and those of other congregations. The survey consists of 85 questions (roughly 30 minutes) in its base version, and additional modules can be added. Rollout could start in late January.

Vestry members discussed details of the potential rollout, as well as alternative options to Holy Cow Consulting, but other options appear to be more time-consuming and expensive. Another limitation of different options is that we would be unable to compare to St. Mark's past results. On the other hand, limitations of the Holy Cow survey include that there isn't a module on fundraising, which is a key function of the Dean, so questions on this may need to be added.

Vestry members also discussed the potential rollout and ways to boost participation. Ideas included a forum/introduction between services, with time to fill it out either on paper or on laptops with volunteers to provide technical assistance as needed. Results should also be communicated broadly, perhaps with past results for a point of comparison.

At 7:46 pm, John Satterberg moved to approve Holy Cow Consulting's survey (including Canon Olson's follow-on data analysis) at a cost of \$450. After a discussion of the features of the survey and alternatives, Rachel Babbitt seconded this motion at 8:01 pm, and the motion carried at 8:04 pm.

Canon Olson also discussed a draft transition flowchart/timeline. Once the process gets started, the Chair of the Search Committee will run the project management, with Canon Olson as Consultant.

Executive Reports

Senior Warden's Report

Gina Christ, Senior Warden

8:09 pm

Senior Warden Gina Christ shared plans for the Annual Meeting (1/26/2025) and reviewed term lengths of existing Vestry members. She also noted that interested Vestry members should apply for the Search Committee and/or motivate other interested congregants to do so. Abby Tillotson and Rachel Babbitt are collaborating on hospitality for the Annual Meeting, and Connectors will share information about the meeting plans. Nominations for new Vestry members will be taken up to 1/6/2025.

Junior Warden's Report

John Satterberg, Junior Warden

8:24 pm

Junior Warden John Satterberg shared plans for the January Round Table series, which have the theme of "thinking about your experience at St. Mark's" through the 3 subtopics (1) Christian Community, (2) Spiritual Growth and (3) Service. Most of the time will be spent at tables, enabling people to talk about what's significant in connecting to others. Table leaders will take notes (similar to Round Tables in May).

At 8:27 pm, John Satterberg moved to accept John Davis's resignation from the position of Transform Commission Chair. Esther Agbaje seconded this motion, and the motion carried.

Treasurer's Report (combined report with Finance Committee)

Brian Myers, Treasurer and Jacob Buchen, Finance Committee Chair

8:29 pm

Treasurer Brian Myers and Finance Chair Jacob Buchen shared updates on the projected 2025 budget, and line items that are being estimated such as 2025 pledges, rental revenue, and reduced endowment draw. Pledge revenue is continuing to come in, and is currently at \$800,000 with some additional pledges tentatively added to that (will be finalized/checked). Additional rental revenue will hopefully come from art studios and two schools, but will take at least 3 months. The final budget will be approved either at the January Vestry meeting or via email, and the budget will be presented at the Annual Meeting (including an insert about finance materials). Materials will be shared to the Clerk and distributed/published to the congregation from there.

Committee and Commission Reports

Stewardship Committee Report	Mike Shepherd, Stewardship Chair	9:05 pm
<p>Stewardship Chair Mike Shepherd gave an update on the 2025 pledge campaign, stating that after 12/31, the Stewardship Committee will focus on year-end giving statements which will be mailed. Messages of gratitude for 2024 giving will also be sent.</p>		
Property Committee Report	Joe Ward, Property Chair	9:07 pm
<p>Property Chair Joe Ward shared updates on several proposals and revenue streams in progress. First, there was a broken pew after a music event in the Nave, and the Property Committee is researching pew options which will become part of a proposal. The Property Committee is looking into pew chairs, and the lifespan of the pews is an issue to be addressed in Q1 of 2025. Also, the parking lot stripes will be fixed. Further, the Property Committee is working on low-cost reconditioning of the windows in the Education Wing.</p> <p>At 9:11 pm, Joe Ward moved to authorize the payment of a \$10,000 interim payment. Brian Myers seconded this motion, and the motion carried.</p> <p>Joe also shared more information on Los Peques Daycare's rental agreement, which has a rent of \$4500/month and they are responsible for cleaning the space.</p> <p>The roof claim, discussed in November, has been initiated.</p> <p>Finally, the visioning process has continued. ECMN and the Episcopal Church nationally have been in favor of the North Star Act to provide protection to immigrants, so one aspect of visioning may be figuring out St. Mark's role in serving vulnerable community members.</p>		
Send Commission Report	Rachel Babbitt, Send Chair	9:15 pm
<p>Send Commission Chair Rachel Babbitt shared updates on the continuation of the Call to Serve, whose winter/spring focus will be housing insecurity in partnership with Align, Agate, and Great River Landing.</p> <p>Doors Open and Pride planning is under way, and congregants are figuring out who should lead, how to build coalitions, and how to track new participation. For Doors Open in particular, one additional question is whether there are fundraising opportunities. We would like to highlight not just the historic space but also our unique identity as a congregation (ex: ordaining women since 1974). We can publicize our music series and next events through flyers. One direct fundraising idea is to have a donation box for people who would like to light a candle for someone at the prayer station.</p>		
Other Business/Closing		
Closing Prayer	The Rev. Mary Beth Farrell, Council Chaplain	9:21 pm
Adjourn	The Rev. Tim Kingsley, Provost	9:22 pm