

St. Mark's Cathedral
Executive Committee Meeting
February 20, 2014

Attending Council members: Joanne Christ, Warren Maas, Paul Schelin, Dennis Christian, Brian Crist (by phone), Linda Brandt, Betsy Hsiao, Jim Huber (by phone), Sarah Nowlin, Christine Slater, Minnie Steele, George Ewing, Veronica Guevara, Kathleen Murphy, Louise Simons.

Attending Clergy: Right Reverend Bruce Caldwell, Transitional Spiritual Leader.

Chaplain: Mary Farrell.

Clerk: Iris Key.

1. Opening Prayer – Mary Farrell
2. Agenda adjustment – Joanne Christ. Due to severe weather, some topics on agenda will be postponed for next meeting: the Feasibility Study relating to capital campaign and the Retreat's covenant and aspirational statement.
3. Minutes of the meeting of January 23, 2014 – Joanne Christ. Minnie Steele noted her last name was misspelled. M/S Sarah Nowlin and Veronica Guevara to accept with this correction. Passed by acclamation.
4. Finance Committee Business – Paul Schelin.
 - a. Treasurer's Report – Financials. M/S Warren Maas and Sarah Nowlin to pass. Passed by acclamation.
 - b. Adoption of Budget – Brian Crist. Describes 2014 budget as conservative, considering 2014 annual deficit of \$93,647. Budget is not balanced because there is not enough income to fund the cathedral; more pledges and non-pledge gifts are needed. Staffing is a concern: after Richard Norman's departure, staff has a heavier burden, despite the addition of three part-time employees. Good news: unlike last year, this year Council has followed up with non-pledgers, with good results.
 - i. George requests clarification on a postmortem gift of \$45,000: the trust stated that St. Mark's would receive \$6,500 yearly for 10 years, but the administration prefers to accept it as a one-time gift of \$45,000. Jim states that this gift would go towards relieving the deficit.
 - ii. M/S Jim Huber and Kathleen Murphy to pass. Passed by acclamation.

- c. Cuba Restricted Funds – Brian Crist. Proposes that the remaining restricted funds, \$7877, be transferred to ECMN (Episcopal Diocese of Minnesota). M/S, passed by acclamation.
- d. Parochial Report – Brian Crist. Count must be sent to ECMN by March 6, 2014. An accurate count forms the fair-share draw for 2016 General Convention. Greg prepared parochial report, Pat Betsinger checked it, and the finance committee recommends that the Council approve it.
 - i. Louise Simons requests clarification on how the number of parishioners is determined. Bruce Caldwell summarizes that subtractions are made from the baptized membership each year; some leave by transfer, some by inactivity (a process that requires executive decision and seldom if ever done). The count is not incredibly accurate; the most accurate count is Sunday attendance. Pat has noted that some numbers are estimates. Brian cites the Finance committee’s recommendation to ask ECMN for advice on how to make counts more accurate. Bruce shares concern, stating that the General Convention should agree on a method to accurately count parishioners, and develop a software or online system to hold this information; official letters of transfer and parish “green books” are outdated. The Shelby system can count membership, and ACS (Automated Church Systems) will soon do the same; however, reconciling these numbers with those of the old parochial system will result in large discrepancies, challenging delegate numbers.
 - ii. Parochial report M/S, approved.
 - iii. Joanne Christ adds the potential development project for the ECMN property relates to the discussion of parishioner numbers: increased available parking will help draw more people to St. Mark’s. This development would add 100 spaces to current parking lot’s 110 spaces. Joanne notes that the possibility of a tunnel from underground parking to St. Mark’s would require negotiations. Kathleen asks for timeframe; ECMN hopes to start construction in 2015. Negotiations began in January 2014.

5. Warden’s Reports - Joanne Christ, Warren Maas

- a. Front Desk: Joanne presented a binder that would serve as a “book of everything,” available at the front desk, for parishioners to be able to reference basic information, special events, liturgy schedules, and volunteer needs. Information from this reference book would help St. Markans welcome visitors, answer their questions, and find matches for their liturgical needs and social interests.

- b. Retreat: Warren announced the retreat date and location as Saturday, April 12 at the ECMN house, from 8:00AM to approximately 4:00PM. Betsy, Sarah, Linda, Louise and George will not be available to attend. Examples of retreat activity: the creation of the Council's covenant, teambuilding. Warren will send the retreat agenda via email on the week ending February 22 or March 1.
- c. Committee/Commission Assignments
 - i. Joanne stated the goals of the assignments are to clarify roles to Council and Committee and Commission members, and to all St. Markans. Joanne's chart helps identify the people working on particular tasks, making it easier to determine who could answer a question or resolve an issue. This clarity will avoid duplication of effort and confusion of responsibilities, and to help us understand how we work together.
 - ii. Committees do "business of church": Finance, Governance, HR, Property, and Stewardship. Led by a chair. Separating finance and stewardship is a new concept.
 - iii. Commissions: Cathedral Life, Outreach, Welcoming. Led by a chair. Governance will self-evaluate, including within six months of the appointment of a new dean.
 - iv. Liaisons communicate to the Dean: Communications, Formation, Pastoral Care, Worship. Led by a Primary Contact. One liaison, on ECMN, communicates to the Bishop.
 - v. Instructions and expectations: the goal of all of the above groups is to recruit for help among the congregation. Dennis Christian praises this governance model, noting that it is a totally different approach to organizing St. Mark's; he encourages specificity in calls for help from the congregation. Rather than blanket requests for volunteers, he wants the wrapper, web site, and other communications to describe specific needs, time limits, and other details in order to find the right match of volunteer and task.

Linda notes that monthly reports were very helpful in 2013. Joanne states that the Sunday before and after each Council meeting, the Senior Warden, Junior Warden, Co-Treasurers and Chancellor will meet to discuss previous meeting and prepare for upcoming meeting. Joanne wrote a synopsis of the governance model that will appear in the next Outlook; there was also a forum on the topic.

George asked about term lengths and Joanne said that the recent election is for 3 years, but for some, 2 years; the governance

committee will determine who has which term limit. Warren suggested that this question be tabled for the next meeting.

6. Interim Spiritual Advisor's Report – Bruce Caldwell.

- a. Formation liaison met on two Saturdays for think tanks; Pastoral Care is doing the same. Bruce would like planners, thinkers, and creators to discuss what these groups can do.
- b. Staffing: Bruce's goal is to ensure that staff is not overcommitted; he has revised Mary Lusk's and Pat Betsinger's responsibilities, and facilitated Pat's role as organizer by combining program and staff meetings on Wednesdays. Kim's role must not fall into secretarial work but instead maintain focus on communication.
- c. Search: Bruce is confident that candidate flow will be impressive. He thanks the Council for great work. George asked about the search timetable; Bruce said that a new dean should be nominated by June. Jim added that applications close on March 10, and the bishop will deliver a short list of candidates on March 25.

7. Update on website – Betsy Hsiao

- a. Changes in store: Top banner menu will soon feature higher-contrast text. Links to services will be added shortly. Betsy noted that her husband Philip built the site from scratch; there was no premade platform. She would like to add links to the bookstore and library.
- b. Suggestions: Bruce spoke of the potential for Formation information on the site, similar to Siri's request to have acolyte schedules online. Siri plans to do video services for acolytes, useful not only for St. Mark's but acolytes throughout Minnesota.
- c. My Saint Mark's, an ACS platform, gives access to emails for group emails and will include online volunteer signup. Linda notes that someone must volunteer to place volunteer schedules online.
- d. Calendar of Events: Dennis suggested that a calendar should be posted on the website. Bruce said that Mary Lusk is managing a calendar with the goal of extending it a year and a half out. The motivation is that weddings are planned far in advance, and St. Mark's must fit weddings into its schedule rather than design its schedule around weddings.

8. Announcements and Celebrations

9. Closing Prayer and Adjournment – Mary Farrell

Iris Key, recorder