

**St. Mark's Council Meeting Minutes**  
**August 16, 2018**

Attending Council Members: Sarah Nowlin (Senior Warden), Paul Lakeman (Junior Warden), Greg Youtz (Treasurer), Iris Key (Clerk), Prentice Beadell, Lola Brown, Richard Helling, Martha Hoover, Warren Maas, Paul Settle

Clergy: Very Rev. Paul Lebens Englund

Guest: Karen Olson, Missioner for Ministry at ECMN

Senior Warden Sarah Nowlin called the meeting to order at 5:35pm.

**Opening Prayers**

Paul Lakeman led opening prayers.

**Minutes**

Motion to accept minutes from June 21, 2018, with the amendment of adding Paul Settle to the list of attending Council members; M/S Paul Settle, Greg Youtz. Approved by unanimous voice vote.

**Receipt of written reports**

Iris Key acknowledged receipt of written reports from the Dean, Officers, Committee Chairs and Commissioners.

**Send Commission**

Motion to approve the proposed new language, below, for the Wells Foundation Articles of Incorporation (rather than bylaws):

Current language: ARTICLE III

Directors: The management and control of the property and affairs of the Corporation shall be vested in a Board of Directors of thirteen members, including the Dean of the Cathedral Church of St. Mark ("the Cathedral").

Proposed New Language: ARTICLE III

Directors: The management and control of the property and affairs of the Corporation shall be vested in a Board of Directors of eleven to thirteen members, including the Dean of the Cathedral Church of St. Mark ("the Cathedral").

M/S Martha Hoover, Richard Helling. Martha explained that the reason for the proposed change is that the Wells Foundation Board has struggled for several years to maintain membership at 13. Approved by unanimous voice vote.

Motion to confirm Barbara Hanson as a new member of the Wells Foundation Board. M/S Martha Hoover, Lola Brown. Approved by unanimous voice vote.

**Treasurer's Report**

Greg Youtz reported that pledge income is higher than anticipated:

Pledge income to date + one-time gifts to date + anticipated remaining pledges: \$1,055,800  
anticipated total revenue from pledges, year-end 2018. This represents an increase of \$136,300 beyond our forecast and budgeted pledge amount for this year.

Motion to approve of the Data Privacy Policy, drafted by Greg Youtz and previously distributed via email. M/S Greg, Richard.

## **Data Privacy Policy**

### **Sharing data outside of SMEC**

Saint Mark's Episcopal Cathedral (SMEC) operates an open and transparent set of books and financial processes except where exposure might violate individual privacy. Specifically, salary and benefit information for individuals is not intentionally made public. Release or display of the names of individual contributors or amounts of contribution will be exposed only with the explicit permission of the contributor; however, aggregated data will be shared.

### **Sharing data within SMEC**

Within the SMEC community sharing of private data is done by agreement of the Treasurer and the Dean in consultation with the other Officers. In general, data is shared internally as follows:

<b>Scope of Data</b>	<b>Approved Consumers</b>
<b>All Financial Data</b>	Cathedral administrator, Dean, Officers, and Auditor
<b>Salary and benefit data</b>	HR/Personnel Committee
<b>Contributor names and amounts</b>	Stewardship and development team

This is the first such policy, and its goal is to clarify and document the cathedral's position on exposure of data both within SMEC and outside of ECMN. It is an internal agreement; future legal advice may expand on the policy and include confidentiality agreements. It does not represent a change in policy, only a codification of policy. One reason for the policy is the need for the Stewardship Committee and the Development Consultant to have access to some donor information in order to thank donors.

Approved by unanimous voice vote.

### **Mutual Ministry Review**

Karen Olson, Missioner for Ministry at ECMN, led an executive session reviewing the roles of the Dean, the Council, committees, and commissions.

### **Thanks, Announcements and Prayers**

Council thanked Karen for her facilitation.

Prentice Beadell reported that the boiler would start on Friday afternoon, August 17. Prentice reported that she submitted a comment on behalf of St. Mark's to the Minneapolis 2040 Plan, relating to proposed changes to St. Mark's zoning and activity elements of its current Institutional standing, with potential taxing implications.

Dean Paul led closing prayer.

Meeting was adjourned at 7:41pm.