

Cathedral Church of St. Paul Vestry Minutes 21 December 2023

Present: The Very Rev. Greta Getlein, Barrie Montross, Karl Fandrich (junior warden), Miriam Burns, Buffy Caflisch, Marley Skiff (senior warden), Mac Onuigbo, Peter Jones (treasurer), Alice Winn, Shannon Williamson (clerk)

Absent: Kenzo An, Maureen Ramos

Opening reflection: Shannon

November Minutes

- * Typo in Alice's name
 - * In discussion of kitchen, SofVT to work with CSI, and CSI to do work
- Miriam Burns motioned to accept the minutes as corrected, Barrie Montross seconded, passed*

Financial Report

- * November
 - We are at 92% for expenses and revenue, which is on target. For the first time since the pandemic, we used entire endowment disbursement (\$108, 600) as well as a portion of the "rainy day funds" (\$6,776) that were budgeted.
 - November was one of the months with three pay periods so our payroll expense is a bit higher this month. Mark's last pay period was paid on December 15th so we will see a small expense for a couple of days in December but we discontinued the insurance expense in November so there is some savings there.
 - On the expense side we did incur some expenses for HVAC repair (\$1919) when the heating system went out, plumbing repair (\$930) for the leaking toilets, and \$1389 for other routine repair maintenance which was a combination of the window washing expense and miscellaneous repairs (trash, light bulbs, locksmith, etc.). During the November vestry meeting people wondered why the HVAC expense was so high.

Buffy Caflisch motioned to accept the November Financial Report; Marley Skiff seconded; passed

- * 2024 Budget recommended by trustees
 - The 2024 budget has been updated with known numbers for pledge income, reserve funds, healthcare costs, and payroll increases that were determined by the resolutions passed at convention. The Dean's salary was updated based on earlier discussions to be in the range of her peers and we have kept a full year position in for the music director with a starting point for salary and benefits so that the expense is visible and whatever expense is not needed will be kept as reserve funds.
 - Some discussion about pledging in general - some teaching with the congregation may be helpful in this regard. The finance office notes that though pledging seems to be down, general giving is up.

Cathedral Church of St. Paul Vestry Minutes 21 December 2023



- Some discussion about specific line items. Nothing out of the ordinary in these. Strong desire to track utility use with a new full-time renter in the kitchen.
- Total budget increase is around \$21,000 (4% increase).

Marley Skiff motioned to accept the proposed budget for 2024, Miriam Burns seconded, passed.

* H & D Thompson Bequest spending policy

- Total gift was \$404,000. \$120,000 has been set aside for Bob Leopold's salary.
- Trustees recommended for the rest:
 - \$250,000 remain as an endowment fund with annual dispersal of 4% of the 12 quarter rolling average to be used at the discretion of the Vestry.
 - The rest, approx.. \$34,000 plus interest gained to 12/31/23 be held in the Project account and used as seed money for various b/g projects (ada or capital improvement). Policy to go into effect in 2024.

Greta Getlein motioned that the Vestry adopt this spending police, Buffy Caflisch seconded, passed. A written spending policy for the endowment will be presented to Vestry in January or February.

Dean's Housing Allowance

* Certain dollar amount of Greta's salary is set aside as housing allowance. Standard resolution.

Marley Skiff motioned to approve the housing allowance, Mac Onuigbo seconded, passed.

Convention Delegate

* Need one Vestry delegate to Convention, Barrie M. did this last year. Delegate is required to attend two meetings on zoom. Alice Winn volunteered.

Vestry Nominee

* Waiting to hear from Peter Henne. Marley thinks he will probably accept. Buffy Caflisch and Barrie Montross have both agreed to remain on the vestry.

B & G

- * New lighting in mechanical room is great
- * Still hoping to have engineer give some time and thought to heating the downstairs kitchen

Staffing Update

Cathedral Church of St. Paul Vestry Minutes 21 December 2023

- * Ian Lawler offered job at NBC 5. Has to be there initially on Sunday mornings. He'll continue social media, and do other events as we ask. May be that he will be able to be flexible so that he can continue at CCSP.
 - Will look for other people to train to do Ian's work while he is waiting to be able to have Sundays off again.

Other Business

- * None

Closing Prayer

Submitted by Shannon Williamson, clerk