

Grace Episcopal Cathedral

Minutes of the Vestry Meeting – December 19, 2023

Present: LeRoy Dagg, Vanessa Hill, Alan Johnson, Mark Quintana, Arceile Ridgeway, Marilyn Trubey, Dennis Weikel, Evelyn Wilson, David Woods, Dean Lightcap, Canon Carroll, Lance Royer

November Minutes: *A motion was made and seconded to accept the November 2023 vestry minutes as presented. Motion unanimously carried.*

Treasurer's report: For the month of November, operating income was \$75,500.79 and operating expense was \$91,375.64, resulting in a negative balance of \$15,874.85. Operating income for the year to date was \$789,161.32 and operating expense was \$865,863.91 resulting in a negative balance of \$76,702.59. Income for the year is at 78% of the budget income—lower than Lance would like to see it. There have been more unbudgeted seasonal building and grounds expenses this year.

Pledges and total income are about 10% behind for the end of November. If there is money left in the budget at the end of the year after all bills have been paid, Lance said those funds could be used to pay a portion of the 2024 diocesan apportionment.

The Dean's discretionary account had an income of \$177.50 and expenditure of \$752.68, leaving a balance of \$4,216.32. The Canon's discretionary account had an income of \$177.50 and expenditures of \$100.00, which left a balance of \$1,993.15.

Cash in the checking account on November 30, 2023, was \$52,585.56.

Ministry reports

- Stewardship: Dean Lightcap reported that at this point in 2022, we had 182 pledges for \$599,484. Today, there are 175 pledges turned in for \$656,562. Marilyn reported that phone calls have been made by vestry members to those who haven't yet made a pledge for 2024.
- Outreach: Dennis reported that the Outreach Ministry has spent its budget for 2023. Demand for sack lunches on Saturdays is growing. It was noted that there are unspent resources in the budget that can be moved from one line-item to another if Outreach needs more funds to finish the year.
- Hospitality: Marilyn thanked Mark for helping to provide some hot food for those who came by the previous Saturday for sack lunches. He plans to do that again on December 31. Hospitality will also be hosting Canon Carroll's ordination reception on January 14.
- Adult Education: Dean Lightcap would like to visit with LeRoy and Canon Carroll about the model of holding three classes on Sunday mornings. Arceile requested to sit in on the Adult Ed. Meeting.
- Endowment: Alan noted that there was a \$42,000 shortfall in the Endowment budget at the end of November. Lance said two endowment funds will pay in 2024 and should not have been budgeted for in 2023.
- Arceile reported that there will be a light luncheon and a Christmas carol sing-along following the December 31 10:30 service.
- Mark reported that the indoor Trunk or Treat at First United Methodist (moved from the Cathedral parking lot due to inclement weather) was a success. There is some discussion on making that a permanent move to FUMC with the Cathedral hosting a back-to-school event in August.
- Vanessa reported that the monthly Senior Saints luncheons are going well with just under 50 in attendance each month.

Canon's report

Canon Jody reports that a second person is interested in training to become a Eucharistic Visitor, giving the Cathedral a total of three EVs.

She was able to use her discretionary fund recently to help someone who has been attending services and needed to get a state ID.

- Housing resolution: *A motion was duly made, seconded, and approved that the ministry compensation paid to The Reverend Jody Carroll during the year 2024 include a designated housing allowance of 45%. This amount shall remain in effect until amended or rescinded. Motion unanimously carried.*

Dean's report

- Housing resolution: *A motion was duly made, seconded, and approved that the ministry compensation paid to The Very Rev. Torey Lightcap during the year 2023 include a designated housing allowance of 40%. This amount shall remain in effect until amended or rescinded.* Motion unanimously carried.
- The dean reviewed the process of setting the new budget that the Finance Committee is currently working on.
- Two Endowment Trustee nominations are needed for the Annual meeting, along with Convention delegates and nominees. Three vestry nominees have been recruited but the process is still open to self-nomination.
- The dean provided an update on replacement of the floor in the Cathedral library. The estimate is \$8,276 and will be paid for by a private donation.

With no other business, the meeting was adjourned. Vestry will next meet January 16, 2024 at 5:30 p.m. in the Robyn Room.

— Respectfully submitted by Connie Vosburgh, *Vestry Recorder*

VESTRY MINUTES – SPECIAL MEETING January 7, 2024

Special meeting called to order by Dean Lightcap, finding a quorum to act.

Present: Dean Lightcap, Canon Carroll, Marilyn Trubey, Alan Johnson, Dennis Weikel, Leroy Dagg, Evelyn Wilson, Mark Quintana, Arceile Ridgway, Vanessa Hill, Lance Royer, David Woods.

Dean Lightcap began the meeting with a prayer.

Dean Lightcap appointed Evelyn Wilson to act as secretary in Connie Vosburgh's absence.

Dean Lightcap informed the Vestry that the pledges for 2024 had been tallied, and there was not sufficient amount to pay the diocese our portion without using funds from elsewhere or cutting services. We must have a balanced budget and he believes it would be unacceptable for the cathedral to fail to pay its full assessment to the diocese. In attempting to resolve the issue of the shortfall, he believed it necessary to ask Lance Royer, our treasurer, where other funds might be available and to call this special meeting for the vestry to discuss options and determine the best course of action.

Lance reviewed our accounts and circulated the attached list of funds he believed to be available for our use in supplementing the pledge shortfall if the vestry wants to do that (except for the few line items that specify a use, such the funds for the columbarium). We have this list of funds in a money market account with Capitol Federal.

Marilyn and Evelyn questioned whether any of these were restricted funds, and mentioned the importance of not using restricted funds. Having funds that are "earmarked" is different than "restricted". After some discussion, certain funds were identified that definitely were unrestricted, and they were more than sufficient to cover the shortfall if we wished to do that.

Dean Lightcap added that the Finance Committee has met and are aware of the necessity to "sharpen their pencils" when determining the details of a balanced budget going forward.

Lance said we have a diocese assessment of about \$158,000, and we have a budget shortfall of about the same amount if we include the diocese assessment in the budget without cutting programs.

After more discussion, we determined that using these funds would be akin to using money in a savings account. We would not be "borrowing" the money if we paid the assessment from these special funds.

After much discussion of options, including asking the congregation for more money, funding a "not to exceed amount" to encourage the finance committee to make cuts where possible, the vestry paused for prayerful consideration of all options.

When deliberations began anew, **Marilyn moved** to transfer an amount not to exceed \$90,000 from "Memorials & Thank Offerings"; \$67,000 from "Providence Fund"; and \$874 from "Interest"; for a total of not to exceed \$157,874. In addition, the information about the budget shortfall should be made known to the congregation, along with plans to restore funds.

David seconded the motion, which then **passed** unanimously.

As a final matter, Dean Lightcap informed the vestry that we need to consider adjusting Canon Carroll's salary from a 6-month basis to a 12-month basis. **Alan moved** to do so. **Marilyn seconded** the motion. With smiles all around, the **motion passed** unanimously.

Respectfully submitted,
Evelyn Wilson, acting secretary