

Grace Episcopal Cathedral Minutes of the Vestry Meeting – October 21, 2025

Present: David Woods, Rick Backlund, Arciele Ridgeway, Eva Jenkins, Steve Wolgast, Norman Nellis, Lawton Nuss, Dean Torey Lightcap, Canon Jody Carroll, and Treasurer Lance Royer.

The meeting was called to order with prayer.

Opening Study: Dean Lightcap shared a series of prayers for the night.

September Minutes: *A motion was made and seconded to accept the September 2025 vestry minutes as presented. The motion was unanimously approved.*

Treasurer's report: For the month of September, operating income was \$44,362.66, and operating expense was \$69,717.59 resulting in a negative balance of \$25,354.93. Operating income for the year 2025 is \$773,071.48, and operating expense for 2025 is \$794,441.10 resulting in a negative balance of \$21,369.62.

The Dean's discretionary account had an income of \$94.00 and expenditures of \$432.96, leaving a balance of \$3,589.35. The Canon's discretionary account had an income of \$0.00 and expenditures of \$700, leaving a balance of \$2,021.11.

Cash in the checking account on September 30, 2025, was \$2,977.32.

New Phone and Internet System

Our phone and internet systems are out of date, and our provider has been encouraging us to upgrade for a year now. The model of phones we have are no longer being produced, so we will eventually have issues getting replacements. We have vetted a more modern system for both phone and internet. There would be a one-time fee of \$3,638.55 (with roughly \$1,000 being covered by the Diocese) for the equipment and systems installation. Post-installation, we would save roughly \$300 per month for both phone and internet on the service fees collectively between the Cathedral and the Diocese. If the Vestry supports this update, Treasurer Lance Royer will present the proposal to the Diocese to ensure they are onboard as well.

A motion was made and seconded to approve the plan to move forward with the presentation to the Diocese.

Update on Kent's retirement

We are very grateful that Kent will continue as Verger. We have contracted Simply Solutions to serve as back-office support for our finances, and Cassie has agreed to cover our on-site bookkeeping needs while continuing to cover her current administrative and communications responsibilities. We have also hired Jeremy Kebert as our new facilities staff. His Letter of Agreement was signed today. He has passed the background check, and has already been serving as security guard one night per week, and is very familiar with the building.

Apportionment

After a number of changes were implemented, the initial amount expected for 2026 was lowered to \$155,470 versus an original amount some \$35,000 higher. Our apportionment for 2025 is \$163,000.

50th Anniversary of the 1975 Fire Update

We will commemorate the anniversary of the 1975 fire on Sunday, November 23. We will begin with an open house at 2pm followed by a 4pm Evensong. Senior Warden David Woods is in touch with Ty Christian, a Deputy Chief fire fighter. Mr. Christian came up with the idea to invite families of those firefighters who are still living and those who

have passed to join us for the commemoration. Cassie is working on a promotional plan for the event. A save-the-date message will go out in the bulletins this coming Sunday, with more details to follow soon.

Recognition of the Bishop's ministry

We have been brainstorming a thoughtful gift for the Bishop as she transitions out of her role. We recently contacted the landscape architect who planned Bethany Gardens to help us create an easily maintainable smaller garden inspired by Bethany Gardens. This smaller garden would be created in Bishop Bascom's honor and would be called Bishop's Circle. Balanced Lawn Care has provided a quote for installing and maintaining the garden in what is currently the grass circle on the north side of the cathedral in front of the staircase.

Vestry members shared concerns over the costs and maintenance, and offered ideas for possible alternate gifts. An agreement was made to table the garden proposal and explore alternative gifts.

Canon's report

- Stewardship 2026 Timeline – We are working on letters this week, and will need one or two volunteers to help assemble them for mailing. We will also have testimonials shared during services this Sunday and the following Sunday. Adult Forum on November 2 will serve as a Stewardship kickoff with Kevin Cassidy and Don Chubb, as well as a budget update from Treasurer Lance Royer and Finance Committee Chair Kevin Cassidy.

date	task	notes
10/13-17/2025	Mailer contents created, printed	Sometime during this week.
10/20/2025	Letters go out to mbrship	Will need volunteers to stuff & stamp mailing (envelope, letter, pledge card, stamp) - 2 sets of labels to be printed by cassie - one for mailing, one for thank you notes (kent puts a red dot on labels when pledge cards are returned.) Need 3 Pledge boxes created and placed
10/26/2025	Testimonial @ both services	Torey will ask Steven & Kathy Couch, Eva Blythe.
11/2/2025	Stewardship/Budget Adult Forum	Kickoff w Don Chubb and Kevin Cassidy
11/9/2025	Testimonial @ both services	who will we ask?
11/16/2025	Ingathering (3rd Sun of Nov)	Blessing of pledge cards received, Official "end" of stewardship campaign
11/18/2025	Vestry Meeting	Mention to Vestry that calls will be coming Two week call window
11/25/2025	send call list to vestry	Kent can track pledges that come in over thanksgiving and let the vestry members know who NOT to call on their lists.
12/8-12/2025	1st budget meeting	Sometime during this week.
12/16/2025	Vestry meeting	Present budget as is at the moment
???	2nd budget meeting	
1/20/2026	Vestry Meeting	final budget discussion approval
1/25/2026	Annual Meeting	Presenting to Congregation

- Gaining traction on the training of three new Eucharistic Visitors. All background checks are complete, and all three are in the final steps of training. Having three additional Eucharistic Visitors will help us better serve parishioners who are unable to be with us in-person at the Cathedral regularly.

Dean's report

- Update on the Bishop Search Committee. The Dean provided more information in a written format.

The next meeting will be Tuesday, November 18, 2025, at 5:30 p.m. in the Bubb Room.

— Respectfully submitted by Cassie Carlson, *Vestry Recorder*