

**Chapter Meeting 7/16/2019, 5:30pm  
St. Paul's Episcopal Cathedral**

**Attendance:**

*Clergy*

Fr. Troy Beecham  
Fr. Zebulun Bevans-Treloar  
Dcn. John Doherty

*Class of 2021*

Leighton Carlson  
Matt Petty  
Jolene Phelps  
Jill Southworth

*Class of 2020*

Derek Sadler  
Rick Stearns  
Laurie Theis

*Class of 2022*

Diane Hayes  
Tom Thompson  
Stephanie Wells  
Skeet Wootten

*Absent*

Brad Schaefer

*Guests*

Shelley Thompson

[Members from above referred to by first name following]

**Opening Prayer** – Fr. Troy Beecham

**Reading of Mission Statement** – Skeet Wootten

**Treasurer's Report** – Jill Southworth

- Finance committee met and reviewed the finances and the budget and financial documents are updated.
- We are on-budget through June 30.
- We were short 2 payments to the Diocese in 2018; those have been made and we are current with the Diocese as of June 30.
- We are not currently in audited status; at this point the finance committee does not have a recommendation for an auditor.
- Until we are in an audited status the balance sheet will be called a Financial Position Report and not a balance sheet.
- Finance committee recommends reducing the number of institutions we have bank accounts with to one. Chapter has requested the finance committee find a bank to combine the accounts into with lower fees.
- Three special purpose line items have money remaining but the special purpose is complete; per the by-laws this can be reallocated to the operating fund by the Chapter. Motion by Jolene, second by Laurie to reallocate the funds in these three line items to the operating fund. Unanimous approval.
- Review of equity line items:
  - 4 lines correspond to the Capital Trust Asset. Recommendation to write this lines off and reconcile the accounts. Motion by Dianne, second by Jolene. Unanimous approval.
  - Transfer fund account recommendations: 4, balance and close; 4 accounts close and move to operating fund. Motion by Jolene, second by Laurie to move these funds to the operating fund. Unanimous approval.

- Altar Guild funds - There are questions on how altar guild operates, who controls the funds, who is accountable, etc. The Chapter does not currently have an accounting for any altar guild accounts. Skeet will discuss rolling the altar guild accounts into the Cathedral accounting with Phyllis Melton.
- There are is one equity line of \$41,200.57 that was previously unaccounted for and has been added to the financial reports.
- There are a number of other equity lines in the Transfer Fund that are being reconciled and cleaned-up for a more streamlined and accurate financial report.
- Discussion on how to handle designated gifts when they have been carried on the books for years and there aren't funds to do a complete project. Recommendation to create a gift policy.
- Motion by Leighton, second by Rick to approve the financial report. Unanimous approval.

### **June Meeting Minutes**

- Motion to accept Jill, seconded Laurie. Unanimous approval.

### **Deacon's Report – Dcn. John Doherty**

- Has been working with the finance committee on getting financial reports updated.
- Met with three couples regarding upcoming weddings.
- Has been involved in the community and with pastoral care.
- Creating job descriptions for employee reviews.
- Property:
  - Received a bid for concrete work
  - Tuck-pointing work still needs to be completed
  - AEDs have arrived and need to be installed
  - Carpet cleaning is on the to-do list

### **Assisting Priest Report - Fr. Treloar**

- Meeting with parents of young children. Will begin having field trips with the families to get to know each other.
- Saturday July 21 Fr. Treloar is meeting with the youth formation individuals at St. Timothy's and St. Andrew's. They are combining their youth programs. Might be an opportunity to join with these parishes.
- St. Timothy's has an Ark Program for younger children that we may be able to leverage. We've been invited to meet with St. Timothy's to discuss.

### **Dean's Report – Fr. Troy Beecham**

- Jonathan Hanson began a 6 week course on reading the Bible on Sundays between the services. It lasts approximately 45 minutes.
- Metro Chapter is August 24 from 9 - 2 at St. Mark's; there is also a wedding on that date so Fr. Troy will not be at Metro Chapter. All from the Chapter are invited and encouraged to attend.

### **Old Business**

- Cathedral Planning/Strategic Planning
  - Group has not met since last meeting.
  - Jolene has met with Rev. Meg Wagner from the Diocese on communications. Rev. Wagner will come to a meeting of the communications committee to provide advice.
  - Ft. Troy wrote an article for the Journey.
  - Next meeting is July 18.
- Summer Youth Choral Project

- Offered free snacks and lunch through Jessie Sadler. Moved the hours to 8:30 - 12:30 to accommodate the lunch.
- Have volunteers for costumes, picking-up food, teaching, etc.
- There are currently no registrants. Going to offer 10 scholarships to children living at Homes of Oakridge.
- Mark Babcock is going to be on KCWI Friday morning to promote.

### **New Business**

- Fr. Treloar's Assistant Position - Proposal to extend 1-year contract for Fr. Treloar to be an Assisting Priest in a half-time position at St. Paul's. The Diocese has offered to split the cost of hiring Fr. Treloar. This was not budgeted for however it is beneficial for the church.
  - Insurance - no impact to insurance as Fr. Treloar has health insurance elsewhere.
  - Budget impact - between the \$40,000 equity line that was discovered and the reconciling of accounts the impact can be covered by the budget.
  - Motion by Stephanie, second by Dianne to extend 1-year contract to Fr. Treloar. Unanimous approval.
- Mission Statement - need to post above guest book, put in bulletin weekly, and add to Journey.
- Discussion on altar flowers and how the process works. Currently most individuals call the florist directly to order and pay for the flowers. Some call the church and give a donation for flowers. Does it make sense for the church to coordinate flowers and bill the individual providing flowers for the week? Tabling the discussion for now.

### **Junior Warden's Report – Matt Petty**

- Human Resources updates - annual performance reviews of employees will be conducted. Job descriptions are being updated.
- Budget discussions for 2020 will begin in September.

### **Senior Warden's Report – Skeet Wooten**

- High Street Door
  - We have 2 bids to fix the door. One is from Doors, Inc. the other from Walsh.
    - Doors, Inc - \$5,398 (does not include painting the door)
    - Walsh - \$5,658.43 (includes painting the door)
  - Motion by Skeet to approve the bid from Walsh pending approval on historical appropriateness from Historical Preservation Fund, second Jolene. Unanimous approval.
- Upstairs Kitchen - Thank you to Tom and Shelley for their work on the upstairs kitchen flooring.
- Neighborhood Des Moines Register - Nice article on Tracy Petty.
- Alex Ervanian - long-time parishioner passed away on July 7.

### **Closing Prayer – Fr. Zeb**

Respectfully Submitted,  
Stephanie Wells, Clerk