



# Cathedral Council Meeting Minutes

Meeting Information			
<b>Meeting:</b>	Saint Mark's Episcopal Cathedral Council Meeting		
<b>Date:</b>	May 18, 2023	<b>Time:</b>	5:30 pm
<b>Meeting Facilitator:</b>	Brian Childs	<b>Place:</b>	St. Mark's Heritage Room and Zoom
<b>Meeting Objective:</b>	Cathedral Council Meeting; Review of Commission & Committee Reports and Council Discussion		
<b>Documents:</b>	Attached Separately		

Participant	Attend?	Participant	Attend?	Participant	Attend?
The Very Rev. Paul J. Lebens-Englund, <i>Dean</i>	✓	Chris Kirwan, <i>Property</i>	✓		
Brian Childs, <i>Senior Warden</i>	✓	Drew Moratzka, <i>Governance</i>	Abs.		
David Vaughan, <i>Junior Warden</i>	✓	Gina Christ, <i>Finance</i>	✓		
Ted Sherman, <i>Treasurer</i>	✓	Paul Lakeman, <i>Stewardship</i>	✓		
Kyle Smith, <i>Clerk</i>	✓	David Albrecht, <i>Gather</i>	✓		
The Rev. Mary Beth Farrell, <i>Chaplain to the Council</i>	✓	Esther Agbaje, <i>Transform</i>	Abs.		
The Rev Tim Kingsley, <i>Canon Pastor</i>	✓	Mary Ramsbottom, <i>Send</i>	✓		

## Minutes / Notes – Notetaker: Kyle Smith

Agenda Item	Responsible	Est. Time
<b>1. Opening Prayer</b>	The Rev. Mary Beth Farrell, Council Chaplain	
<b>2. Call to Order</b>	Brian Childs, Senior Warden	5:44 pm
All members were present except Drew Moratzka and Esther Agbaje. Kyle Smith, David Albrecht, Mary Ramsbottom attended remotely.		
<b>3. Approval of Minutes from Last Meeting</b>	Brian Childs, Senior Warden Kyle Smith, Clerk	
<i>Minutes from April 20, 2023 approved as submitted.</i>		
Executive Committee Reports		
<b>4. Report of Treasurer</b>	Ted Sherman, Treasurer	
Ted Sherman reports a \$113k operating loss YTD. Budget is balanced on a month-to-month basis. Expenses are \$167k over budgeted YTD. Snow removal was budgeted at \$62k, and \$105k was spent YTD (this is typical across the region). A mid-year budget adjustment is expected in June. Utility spending has been over budget. Cash flow continues to be closely monitored. Line of Credit with US Bank was not renewed. The new accounting firm and accounting software have been beneficial.		

<b>5. Senior Warden's Report</b>	Brian Childs, Senior Warden	
<b>6. Junior Warden's Report</b>	David Vaughn, Junior Warden	
<p>JW Vaughn recently attended a meeting with a coalition of parishes, including Bishop Loya. The book <u><a href="#">A Future That's Bigger Than The Past: Towards the renewal of the Church</a></u> was discussed. A meeting with Mark Lusk and other Cathedral Staff was attended to discuss year end reflecting and planning for the fall programming year.</p>		
<b>7a. Dean's Report</b>	The Very Rev. Paul Lebens-Englund, Dean	
<b>7b. Strategic Endowment Proposal</b>		
<p>In addition to the written report, Dean Lebens-Englund discussed a proposal whereby the Cathedral would serve as fiscal agent for Community Aid Network of Minnesota (CANMN), which operates on the Cathedral campus.</p> <p><i>Dean Lebens-Englund offered a motion, seconded by JW Vaughn, to approve contract negotiations whereby the Cathedral would become the fiscal agent for CANMN.</i></p> <p><i>Yes 2, No 7</i> <i>Motion fails</i></p> <p>Ted Sherman indicated concern and caution based on past experiences, he would suggest any contract would return to Council for consideration. Dean Lebens-Englund indicated that the Cathedral's non-profit status would be extended (501.c.3 status). The current estimated value of the physical space rented by CANMN would be \$12,000. Chris Kirwan asked what happens if the organization were to fail fiscally, and if limitations would be placed on facility uses in any contract. Potential impacts to insurance were discussed. Gina Christ indicated support for the mission of CANMN, and asked how challenging it might be if CANMN were to obtain their own 501.c.3, this could allow CANMN to be formally organized with their own insurance. SW Childs, Ted Sherman and Chris Kirwan indicated it might not be prudent for the Cathedral to take on the proposed fiscal agency role at this time. JW Vaughn indicated the mission of CANMN is very much in-line with the Cathedral's mission, and what alternative forms of support may exist. Mary Ramsbottom and SW Childs suggested an alternative motion whereby fiscal agency is not part of the scope.</p> <p><i>SW Childs offered an alternative motion, seconded by JW Vaughn to approve contract negotiations whereby the Cathedral can support CANMN, but not become fiscal agent.</i></p> <p><i>Approved unanimously</i></p>		
<b>Council Committee Reports</b>		
<b>8. Finance</b>	Gina Christ, Committee Chair	
<p><i>Gina Christ offered a motion to make the monthly budget summary document available to the congregation as an attachment to the approved minutes.</i></p> <p><i>Approved unanimously</i></p>		
<b>9. Property</b>	Chris Kirwan, Committee Chair	
<p><i>Chris Kirwin offered a motion to proceed with financial arrangements for the chiller project, including a loan with the Cathedral Foundation. JW Vaughn second.</i></p> <p><i>Approved unanimously</i></p>		
<b>10. Governance / Human Resources / IT</b>	Drew Moratzka, Committee Chair	
Absent		
<b>11. Stewardship</b>	Paul Lakeman, Committee Chair	
<p>Paul Lakeman indicated that approximately \$11 million is targeted to be raised over the next few years. An update as to current stewardship efforts was offered.</p>		
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Cathedral Commission Reports		
<b>12. Gather</b>	David Albrecht, Gather Commission Chair	
In addition to his written report, David Albrecht invited all to the year-end picnic this coming Sunday, after the 10:30am service.		
<b>13. Transform</b>	Esther Agbaje, Transform Commission Chair	
Absent		
<b>14a. Send</b> 14b. Visioning Committee Expansion	Mary Ramsbottom, Send Commission Chair	
SW Childs indicated he believes the work of the Visioning Committee is complete after two congregational meetings, and that the two sets of draft texts could be brought to the Council for reconciliation and consideration.  Mary Ramsbottom asked if the Council will have the authority to consider modifications to the texts if the Steering Committee is ended. SW Childs answered in the affirmative. Accordingly, the proposal to consider expanding the Visioning Committee was withdrawn, so long as the Council may reconsider future modifications to the Visioning Committee at a later date if needed.		
<b>15. Other Business</b>		
None		
<b>16. Closing Prayer</b>	The Rev. Mary Beth Farrell, Council Chaplain	
<b>17. Adjourn</b>	Brian Childs, Senior Warden	7:23 pm

#### Written Reports:

1. April 20, 2023 minutes
2. Financial Results Dashboard
3. May 2023 Treasurer's Report
4. Junior Warden's Report May 2023
- 5a. Dean's Report to Council May 2023
- 5b. Strategic Endowment Proposal Fall 2022
- 5c. CANMN Impact Statement
- 6a. Finance Chair Report May 2023
- 6b. April Budget YTD Summary 2023
7. Property Committee Report May 2023
8. Stewardship Committee Report May 2023
9. Gather Commission Report May 2023
- 10a. Send Commission Report May 2023
- 10b. Mission for Student Success and Engagement Report
- 10c. Visioning Committee Expansion Recommendations

(Saved on Google Drive)

**Approved at June 15, 2023 meeting**