

Grace Episcopal Cathedral

Minutes of the Vestry Meeting – December 15, 2020

Present: Rick Backlund, Suzanne DeWeese, Brenda Kebert, Tammy King, Cyndi Langston, Ron Langston, Dean Torey Lightcap, Mother Ashley Mather, Gwen McClain, Steve Roth, Lance Royer, Chris Shermoen, Susan Weber

The meeting (held via Zoom due to the COVID 19 pandemic) opened with prayer.

November Minutes: *A motion was made and seconded to accept the November 2020 vestry minutes as presented. Motion unanimously carried.*

Treasurer's report: For the month of November, operating income was \$49,527.16 and operating expense was \$66,338.72, resulting in a negative balance of \$16,811.56. Operating income for the year to date is \$772,229.44 and operating expense was \$697,534.23, resulting in a positive balance of \$74,695.21. Cash in the bank on November 30, 2020 was \$153,195.25. Lance reported that 96% of budgeted income has been received and budgeted expenses are at 86% for the year to date. He is certain that the PPP loan will be 100% forgiven. Dean Lightcap said the diocese will not apportion the PPP loan that was received in 2020.

Current status of parish:

- **Stewardship update:** Current numbers include 166 pledges (compared to 194 in 2020) totaling \$566,782. When added to other sources of income, the projected income for 2021 stands at approximately \$777,000 — \$62,000 less than projected expenses. The budget takes into account that operations will not run as normal for at least part of 2021. There are about 50 households that need to be contacted about their pledge. The Finance Committee will meet on January 12 to finalize the budget.
- **Live-streaming proposal:** A second (updated) proposal from SRS is a 36% increase over the initial proposal which includes added features. It will need to be determined if we want/need all of the upgrades. The diocese would like to help with expenses related to live-streaming capabilities in the chapel. The current estimated final bid to the Cathedral for labor and equipment from SRS stands at \$85,557. Other costs related to the live-streaming (to be determined) will need to be included in the total cost which would put the total amount over the original “not to exceed \$85,000” approved by the vestry at the October meeting. More information on the final cost will be available after the first of the year and will be presented to the vestry.
- **Vestry nominations:** Tammy asked that vestry members let the nomination committee (Tammy, Gwen and Steve) know of any suggestions for replacements. The parish has until December 30 to submit names for consideration to the committee. Also, two nominees are needed for Endowment Trustees and four nominees are needed for convention delegates.

Reports from Vestry reps:

- **Invite, Welcome, Connect:** Suzanne took part in a digital evangelism conference last week. She gave a brief report.
- **Fellowship:** Susan consolidated a list of Cathedral members who could use some extra attention right now with Gwen and Carolyn Jones as part of their work with Stephen Ministers.
- **Outreach:** Gwen reported that there is \$4500 left in the Outreach budget which will be distributed to several local organizations. There will be two more food distributions through Operation Food Secure at the Cathedral. All 800 blankets that had been purchased have been distributed to Williams Magnet School, Topeka High School and the Saturday sack lunch clients. Jacquie Lightcap is now co-chair of the Outreach Ministry along with Gwen.

Curate report: In her last vestry meeting report, Mother Ashley thanked the vestry for helping train her to become a priest in her new role in Manhattan. She is sending out farewell cards to the congregation since she cannot say goodbye to people in person.

Dean's report: The dean reported that two outdoor services are being planned for Christmas Eve and Christmas Day.

Housing allowance agreement: *A motion was made and seconded to designate 50% of Dean Lightcap's total compensation for 2021 as parsonage allowance. Motion unanimously carried.*

Letter of agreement: Dean Lightcap announced that the Reverend John Bullock will be hired on a part-time basis as assistant priest beginning January 1. The vestry was presented with a Letter of Agreement.

A motion was made and seconded to proceed forward with the Letter of Agreement. Motion unanimously carried.

A motion was made and seconded to designate 100% of Rev. Bullock's total compensation for 2021 as parsonage allowance. Motion unanimously carried.

With no other business to conduct, the meeting was adjourned with a prayer. The next vestry meeting will be Tuesday, January 19, 2021, 5:30 p.m., via Zoom.

— Respectfully submitted by Connie Vosburgh, *Vestry Recorder*