

Grace and Holy Trinity Cathedral

Minutes, Regular Meeting of the Vestry on Thursday, December 19, 2024

Approved at the January 23, 2025 Vestry meeting

Vestry Members and Leadership Present

In-Person: The Very Rev. Dr. Andrew C. Keyse (Dean), The Rev. W. James Yazell (Associate Priest), Charles Shipley, Mike Thomas, Steve Moore, Nigel Jones, Blain Lagergren (Clerk), Julie Brogno, Valerie Johnson (Jr. Warden), Chip Buckner (Treasurer), Sharon Cheers

Via teleconference (Zoom): Paula Livingston-Lewis, Julie Brogno

Absent: Sara Copeland, Mathias Nichols, Pat Decker

Others Present:

The meeting was held in hybrid format (Common Room and via Zoom teleconference). The meeting was called to order at 5:30 p.m. by Dean Andy with opening worship.

Approval of previous meeting's minutes

Blain Lagergren presented the November regular Vestry minutes that were distributed in the December Vestry Packet. Nigel Jones moved to accept the November meeting minutes as presented and was seconded by Mike Thomas. The motion passed without further discussion.

Dean's Report, The Very Rev. Dr. Andrew C. Keyse

Upcoming events: We will have two Christmas Eve Services at 5:00 p.m. and 10:00 p.m. Tuesday, December 24. The bishop will not be present this year for our Christmas services. The Children's Christmas Pageant will occur during the 5:00 p.m. service. The full choir and verger will be present at the 10:00 p.m. service. The full choir will be present for our December 25 10:00 a.m. Christmas Day Service. All services will be livestreamed.

The Cathedral offices will be open Monday December 23, Friday December 27, and Monday December 30.

Strategic Plan Update:

Bylaws, which we are still working on, will be presented at the Annual Meeting on January 26.

We need to think about Vestry nominations. Michael Thomas, Sharon Cheers, Paula Livingston-Lewis, and Valerie Johnson will be finishing their terms. Sharon Cheers and Michael Thomas are not eligible to run again after serving two consecutive terms. We are currently taking nominations. The election will take place at annual meeting. We typically give a gift to Chris and Christine Morrison in thanksgiving for their running the livestream, last year we gave \$1500.00 in form of three \$500.00 dollar gift cards. A check would subject them to taxable income. No objection to doing the same was voiced.

Dean Andy has requested to take his housing allowance to 60% of his current income, which is currently 30%. There is no financial impact on the Cathedral. This is changing the non-taxable portion, which the IRS limits to 100% of current income and bars retroactive applicability. The logic of this allowance recognizes the lack of parsonages while still providing for clergy housing.

Steve Moore moved to adopt the resolution to approve allowing Dean Andy to adjust his housing allowance to sixty percent (60%) of his current income and was seconded by Michael Thomas. The motion passed without further discussion.

Who Should We Thank?

Julian Mattson, Victoria Porter, Lucas Fletcher, Ric Sweeting

Associate's Report, The Rev. James Yazell

Fr. James is working with Julie Toma to develop survey questions for interest in morning prayer, such as times, etc. for the new year.

Financial Report presented by Chip Buckner, Treasurer

Year-to-date revenues.

Pledges are \$28,410 under what was budgeted. Plate is \$5,814 under budget. Gifts and bequests are \$39,722 over what was budgeted. Total our year-to-date revenues are \$182,376 under what we budgeted.

Year-to-date expenses.

Our clergy and lay salaries are \$23,003 over what was budgeted. We are not spending what was budgeted for education, music, or parish life. Facility expenses are \$65,724 less than what was budgeted, thanks to the work of Valerie Johnson. Adding \$10,000 of the unspent Employee Retention Credit (ERC) to each month would get us within \$14,947 of balancing the budget using a total \$120,000 of the ERC money, leaving a total remaining ERC of \$148,000 for next year.

Month-to-month revenues.

Month-to-month expenses.

Three-month balance sheet analysis.

We returned roughly \$64,000 back to our money market account from the checking account. When Chip started this he was very conservative with the amount of money in the checking account, going forward feels that we can be less conservative given the month end balances that are typically in place. Our money market account balance has gone up. Between September and November we made roughly \$300,000 on our investment securities. Value of Cathedral Property has not changed. Our withholding accounts show the customary and expected variations. Assets and liabilities contain nothing that Chip sees as needing attention. October and November saw larger bequests, pledges, and plate offerings.

Blain Lagergren moved to accept the October and November Financial Reports and was seconded by Sharon Cheers. The motion passed without further discussion.

Presentation of the 2025 Budget

We looked at actual numbers historically over the past few years and thought given that history that the following figures were appropriate budget figures for the 2025 year:

Revenues, *Chip Buckner, Treasurer*

Pledge	\$455,000
Plate Offerings	\$55,000
Gifts and bequests	\$25,000
Recurring bequests	\$491,600
User fees	\$82,200 (building in increased revenue from Pete's Garden)
Money market	\$10,000
Endowment to operating	\$854,000
Total Revenue	\$1,975,000

Expenses, *The Very Rev. Andrew C. Keyse*

Preface to the 2025 Budget Introduction: Started work in April 2024 with movement towards a mission based budget, identifying five basic mission categories: Worship, this is where we hear the word so that we might believe; Internal Fellowship, this is where we learn the word so that we might grow our belief; External Fellowship, this is where we proclaim the word so that we might share our belief; Sending Forth, this is where we live the word so that we might act on our belief; and Support, this is where we uphold and maintain the word so that we might strengthen our belief. We are working on a narrative version of this budget that we will use to present at the Annual Meeting the money that is being spent in those five categories and supporting them.

The budget is balanced with projected income and expenses both totaling \$1,975,169. We anticipate using \$144,000 of the Covid relief funds. Lay salary line items are lower due to personnel changes. Lucas Fletcher is now the Director of Music but was not hired at the same rate of pay as the outgoing Director Paul Meier and the same will happen when Clare Stern-Burbano leaves us around the end of June 2025 for those hired to replace her. We concluded that there were two personnel positions that we would need to cut. We automatically cut all budget amounts requested (not spent) by ten percent (10%). This budget is based on an assumed five percent (5%) draw on the endowment.

The positions that are being eliminated are such that we believe that their duties could be absorbed by current staff without hardship and increased compensation was not discussed as a part of that and the Budget Committee agreed with that. We have a severance package put together for those individuals.

Concerns were voiced that those positions due to be cut were created because of duties previously being too onerous for lower numbers of staff engagement. Chip questioned what budgetary shortfall would need to be made up to cover the roughly \$78,000 expense associated with retaining those individuals. Layoffs are not scheduled to

occur until the first full week of January. Responding to queries, Dean Andy suggested that if we observe a significant year's end revenue, dependent on that, we may be able to modify what is slated to occur.

It is noted that while we took many line items down by a percentage or two, Newcomers is half of previous, Pastoral Care and Community Engagement are down by six, and the Bookstore is up by two.

Nigel Jones moved to approve 2025 Budget and Sharon Cheers seconded. The motion passed after further discussion.

It was queried whether we wanted more time but a general sense of trust was placed on the Budget Committee and the work they had done. Dean Andy also added that those individuals due to be separated would have benefits through the end of the month thereby giving us more time to either observe the state of our revenue through the end of the year or further amend the budget. We can amend the budget in January up to the Annual Meeting.

Stewardship Report *presented by Steve Moore, Stewardship Chair*

We have received 76 pledges, totaling \$274,500. We have 27 increased pledges vs 23 increased pledges last year. We have only 5 pledges that are less than last year. Looking at the budget for 2025 and with pledges budgeted at \$455,000, subtracting those who have departed the Cathedral, and assuming we collect all the pledges we collected last year but bring in no new pledging units we should receive another \$167,000 which would put us at \$442,000, within striking range of the budgeted amount. We will need an additional \$100,000 in pledges in 2026. As of this meeting there are 44 pledges remaining to be renewed.

Junior Warden Report, *presented by Valerie Johnson*

Buildings and Grounds update: There was damage to the fence along Washington, there was a \$4000 estimate for that repair. There was a \$7000 estimate for the gate repair. We are focusing on repairing the damage to the fence and have found a slightly less expensive bid for the repair at \$3000. Our deductible is \$10,000. The lights on Founders' Hall are in process of being repaired by Bud McDowell. We have a plumbing problem in Acolyte room but in error we overused bathrooms during Nativity.

Eucharistic Visitors, we have 3 lay persons going and giving Communion. We are in the process of certifying 8 more. January and February possible onsite training for that.

Daughters of the King, we are currently in discernment, looking into establishing chapter. Admission to the order will be during a worship service. Started out with 14 women and we have 9 who are in discernment to establish a chapter. Fr. James will serve as the group's first Chaplain. Looking to complete that admission in February or March.

On May 3rd our current Bishop will participate in the service for the Consecration and Ordination of our new Bishop then will leave for Los Angeles. The Presiding Bishop will be here for that service, will stay for pictures, then will leave prior to the reception. The Presiding Bishop will do Sunday services at one of the smaller parishes in the Diocese.

Senior Warden Report, *presented by Steve Moore*

N/A

Other Committee or Vestry Liaison Reports

Dinner with Friends, Julie Brogno

Social Outreach, Paula Livingston-Lewis

Community Engagement, none

Safety/Security, Sharon Cheers

Children's Formation/Young Adults, Sara Copeland

Communications, none

Budget, Sara Copeland

Additional Discussion

Kansas City Public Library downtown branch will be suggested to the Outreach Committee for receipt of the Easter Offering. Nourish KC and Maison de Naissance are the recipients of the Christmas Offering.

Old Business

New Business

The next Vestry Meeting will be January 23 at 5:30 p.m. in the Common Room and via teleconference.

Charles Shipley moved to adjourn the meeting and was seconded by Nigel Jones. The motion passed.

A closing prayer was led by Dean Andy. The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Blain Lagergren, Clerk