



Trinity Episcopal Cathedral Chapter & Vestry Minutes

(Chapter Executive Committee)

August 25, 2015

Welcome and Roll Call: 5:35 pm in the Morrison Room

Jerry Petty

Opening Eucharist in the Chapel

Nathan LeRud

Chapter Voting, present: Carol Sedlacek

Chapter Voting, excused: Bishop Michael Hanley, LouAnn Pickering, Georgia Dubois

Vestry Voting, present: Nathan LeRud (Acting Dean), Jerry Petty (Sr. Warden), Roger Qualman (Jr. Warden) Nancy Bennetts, Leslie Carveth, Craig Chanti, Kirk Hampson, Steve Isaacson, Fred Jeibmann, Jill Kirk, Susan Lindauer, Jenn Satalino-Stone, Susan Workman

Vestry Voting, excused:

Non-Voting: Ed Carveth (Treasurer), John Barnes (Clerk Elect)

Tim McMahan (Chancellor)

Non-Voting Excused: John Holmstrom (Clerk), Raggs Ragan (Cathedral Clergy)

Jim Bethell (Interim Associate Priest),

Others: Katie Bronson (Staff), Ajah Capps (Campaign)

Approval of Vestry Minutes of July 28, 2015 Meeting

*A motion was made to approve the draft minutes of the July 28th, 2015 Vestry meeting, as distributed.
The motion was seconded and the Vestry passed the motion.*

Approval of Chapter Minutes May 26, 2015 Meeting

*A motion was made to approve the draft minutes of the May 26th 2015 Chapter meeting, as distributed.
The motion was seconded and the Vestry passed the motion.*

Mission

1.) Next Steps in Comprehensive Campaign (Ajah Capps and Kirk Hampson)

Campaign Update – Please refer to Vestry packet of meeting materials – p.6.

Ajah presents update to the Comprehensive Campaign. Ajah plans to prepare a formal report at a later date. Project Management Committee (PMC) Campaign Update –please refer to Vestry packet of meeting materials pp. 7-32.

Kirk reports the Courtyard review submittal is now complete. There was an approval by the Vestry in March for the combined roof projects. Subsequently, the two roof projects have been separated, and therefore there is more expense than was prior approved. There is therefore an additional expense of \$23,060 for contract documents to cover the total of roof scoping, and the breaking down of the roofs into two phases – one for the 1906 roof (Nave), and the other the 1956 roof (Offices and Choir Roof.) Discussion was pursued of the detail of this additional expense.

A motion was made to approve the budget release of an additional expense of \$24,000 for completion of Contract Documents for the 1906 roof. The motion was seconded and the Vestry passed the motion.

2.) Annual Giving Campaign Update (Ajah Capps)

please refer to Vestry packet of meeting materials p.33 – Ajah reports that the Annual Giving Campaign will begin October 4th and complete on December 4th. The campaign this year will be the traditional Fall Campaign.

3.) 2015 Vestry Goals (Susan Lindauer)

Susan reports that the parking task force has met, and there have been some complexities with the letter to the City of Portland requesting the parking lot zoning change request. Doug plans to complete this letter, and there will be a report on this in September. Steve plans to complete a report for the parish on the parking survey very soon. Further discussion of parking will be discussed at the September Vestry meeting.

4.) Selection Committee Report (Jerry Petty)

Jerry reports the Selection Committee has been meeting for approximately five months, and that the Dean Selection process is on track. Skype interviews are planned for next month.

Executive Session- Chapter is Excused

Management

1.) Finance-Related Items – (Ed Carveth)

Ed presents the Financial Report please refer to Vestry packet of meeting materials pp. 34-51.

Ed presents the Parochial Report - please refer to Vestry packet of meeting materials pp. 52-53. Discussion was pursued regarding the changes to the Diocesan Reporting Assessment.

A motion was made to approve presentation of the Diocesan Parochial Report to the Diocese as drafted. The motion was seconded and the Vestry passed the motion.

2.) Other Reports for Action, Information and Announcements

Acting Dean's Report (Nathan LaRud)

Fellow in Church Music – Nathan reports that Chris Lynch, new Fellow in Church Music is here, and officially starts his new position September 1, 2015.

Rublev Room Name Change – the Rublev Room will now be designated the Bishop Dagwell room.

Pre-Marital Counseling Changes – Joe DuBay plans to conclude his role as a pre-marital counselor this September. Further discussion will be pursued of ways to honor Joe's dedication to this role for the past 30 some years.

Master Sketch Retreat – Nathan reports that a long term planning retreat is planned for September 19th in Kempton Hall.

Shalem Residency Report - refer to Vestry packet - pg 54 Nathan reports on his recent residency/retreat, and refers to a monograph on Comtemplative Spirituality.

Jr. Warden's Report (Roger Qualman)

Waterleaf Narthex Design Contract - please refer to Vestry packet of meeting materials - pp. 62-63 – Roger presents on a plan to update the Narthex. Roger reports that \$7500.00 is planned to be expended for design, to be released from Building and Grounds budget.

A motion was made to approve to endorse the Waterleaf Narthex Design Contract with funds to be expended from Buildings and Grounds budget. The motion was seconded and the Vestry passed the motion.

Window Painting Bid – Roger reports on window painting – it is now planned to not do the window painting at this time. Painting windows may be considered at a later time.

Sr. Warden's Report (Jerry Petty)

Wistar Morris Dinner – October 8th – anyone interested please contact Katie Bronson

Nominating Committee for new Vestry members and Diocesan Convention delegates will begin meeting and plan to present a slate of candidates by November, 2015.

Other Reports & Commission Minutes

Commission & Committee Minutes - please refer to Vestry Packet - pg 64

Jerry adjourned the meeting at 7:19 P.M.

Scheduled Vestry and Chapter Meetings in 2015-2016
September 22, October 27 Chapter, November 24
Unless noted, all meetings begin at 5:30pm