

**St. James Cathedral Chapter
Meeting of February 10, 2015**

Present: Graham Bell, Bill Cosper, Beverly Cox, Rick Franz, Timm Holt, Laura Jenkins, Michael Kitt, Jim Steen, Paul Thompson, Judith Tribbett

Not Present: Donald Frye, Jim Lenz, Kathleen Reardon, Alan Taylor, Amy Young

Guests: Nathan Mason, Allana Pierce

A quorum being present, Graham Bell called the meeting to order at 5:39 p.m.

Opening Prayer

Jim Steen opened the meeting with a reflection on the Gospel reading for February 15.

Opening Comments

Graham Bell remarked that the Annual Meeting of February 8 was one of the nicest ever, and Jim Steen extended thanks to everyone who had a part in the Annual Meeting.

Jim Steen noted that he has spoken with Bishop Lee about the planned event for Jackie Lynn, Liz Muñoz and Anthony Vaccaro. The Bishop is happy to preside but suggests that the invitation to these clergy be extended by the Chapter. There was some discussion, including noting that the service is important for the congregation. It was agreed that Bishop Lee will issue the invitation on behalf of the Chapter.

Election of Officers and Committee Appointments

The slate of candidates for officers and for committee appointments was presented, as follows:

- Secretary: Laura Jenkins
- Treasurer: Paul Thompson
- Asst. Treasurer: George Culver
- Stewardship Committee: Alan Taylor (Co-Chair), Timm Holt, Laura Jenkins (Co-Chair)

- Music Advisory Committee: Robert Black (Convener), Evan Bravos, Richard Kelley, Katherine Reardon, Paul Thompson
- Communications Committee: Dawn Baity, Cara Gray, Kevin Nance, Allana Pierce (Chair), Alan Taylor
- Personnel Committee: Bonnie Brooks, Richard Kelley, Katherine Reardon
- Investment Committee: George Culver (Chair), Alan Gunn, John Bross
- Finance Commission: Graham Bell (ex officio), Charles Bower, George Culver, Timm Holt (ex officio), Michael Kitt, Amy Young

Jim Steen noted that Canticle Communications is now handling much of the communications work, but depending on guidance from the Communications Committee. The Personnel Committee is charged with developing policies.

In response to a question about whether there is a requirement that all Chapter members serve on a committee, it was agreed that the topic be discussed at the upcoming Chapter retreat.

- **The motion to approve the slates as presented was made by Bill Cospers and seconded by Timm Holt, and passed unanimously.**

Graham Bell reported that Tonya Newman regrettably resigns her position as Chapter member due to the demands of her work schedule. Jim Steen asked Allana Pierce to leave the room; he then suggested that Allana Pierce be appointed to the vacancy created by Tonya Newman's resignation.

- **The motion to appoint Allana Pierce to fill the remaining year of Tonya Newman's term was made by Bill Cospers and seconded by Timm Holt, and passed unanimously.**

Allana Pierce was welcomed back to the meeting and congratulated on her appointment.

Graham Bell will provide a list of the length of the terms of Chapter members.

Civil War Altar

Guest speaker Nathan Mason noted the generous gift of Brooks Davis and his desire that some of those assets be used to restore the Civil War altar in

the narthex. Nathan Mason had begun the examination of the altar in 2007, so some of the initial steps have been completed. He provided pictures of the altar and some history, including information about the notable artists and architects who contributed to the related designs of the Civil War altar, the doors leading from the nave to the narthex, and the reredos at the high altar.

Several distinguished local conservators and cultural historians have offered to consult on the restoration at no charge. Additional experts in historic preservation might also be retained, for a fee. Among the questions to be answered are whether the original altar was painted or whether all of the paint layers were added at later dates, and how much damage was sustained in the Great Fire and how much of that should be revealed.

Nathan Mason noted that 2015 is the 150th anniversary of the end of the Civil War, making this a timely project and one that offers opportunities for social justice programming as well as outreach to those interested in history.

Beverly Cox offered to begin to compile the history into one document; Nathan Mason provided copy he had written for a proposed plaque for the exterior of the building.

Nathan Mason estimates that expenses for restoration of the altar could range from \$35K to \$100K, depending on what we decide to do.

- **The motion to direct Nathan Mason to continue investigating restoration of the Civil War altar and to report periodically to Chapter was made by Timm Holt and seconded by Judith Tribbett, and passed unanimously.**

Introduction of New Chapter Members

Graham Bell welcomed the new members. The Chapter retreat will provide orientation of new members to the budget, communication, etc. Chapter members were reminded that meetings are scheduled for the second Tuesday of the month, beginning at 5:30 and ending at 7:30 p.m. There is a telephone conference line for members who are unavailable because of travel or other circumstances, but it is not intended as an option for those who prefer not to attend in person.

Updates from the Junior Warden

Timm Holt reported that the Diocese will pay to have the radiators in the narthex removed and replaced. The work is expected to be completed soon.

The project to implement recording/live streaming of services is still in process. It is hoped that it can be in place by Easter. Additional IT and sound work is still needed. The cost estimate will be forthcoming.

The exterior of the Cathedral will be examined again as soon as weather permits.

Milton Williams is scheduled to move from the Deanery on February 13. Repair work will begin before the end of February. It is not known when the new Dean will begin to have furniture moved in, but the work is expected to be completed in time. Purchasing some basic furniture to accommodate the new Dean's visits before he moves in permanently will be explored, as that may be less expensive than providing housing in a hotel during those visits.

The Chapter retreat will be held on Saturday, March 14 at Atonement, and will be led by Jim Steen. The proposed time is 8:30 a.m. - 3:00 p.m.; breakfast and lunch will be provided.

The Shrove Tuesday pancake supper will take place on Tuesday, February 17, at 5:30 p.m. Chapter members, who are providing the supper as a gift to the congregation, should arrive by 4:30. Those who are available earlier will be very welcome.

Stewardship

Alan Taylor provided a report *in absentia*. The list of previous pledgers who have not yet submitted a pledge for 2015 was distributed, with names assigned to each Chapter member. As a final follow-up to previous contacts by phone, in person and mail, Chapter members will phone their assigned contacts. A phone script was provided. Laura Jenkins will contact Chapter members not present at the meeting to provide information for their contacts and the script. The Chapter agreed that accepting pledges during the phone call will be helpful; Laura Jenkins will provide a revised script for that.

Update from Dean Search Committee

Jim Steen reported that he has successfully negotiated a contract with the new Dean, and provided a copy of the proposed letter of agreement for review. The new Dean has asked for the addition of twelve days of travel to continue his work in the Holy Land. Paul Thompson noted his

previous comments about implications for such unforeseen additions to the budget.

- **The motion to approve the letter of agreement, with the addition of up to twelve days per year to continue the established ministry of pilgrimages to the Holy Land, was made by Timm Holt and seconded by Judith Tribbett, and passed unanimously.**

Treasurer's Report

Paul Thompson reviewed the provided documents and explained that any variance of more than \$1K is noted in each month's report.

He noted that Alan Gunn was asked to provide an internal audit of the Clergy Discretionary Fund, in Molly Bender's absence. The report will be included in the binder for the next meeting, at which time his recommendations will be discussed in more detail.

A disbursement for \$850.00 from the Friends of Cathedral Music Fund (for a concert that has taken place) was promised by Bruce Barber and Milton Williams, though not approved by Chapter.

- **The motion to approve the \$850.00 payment was made by Bill Cosper and seconded by Timm Holt, and passed unanimously.**

A temporary staff contract for Robert Black was reviewed.

- **The motion to approve the consulting agreement as presented was made by Bill Cosper and seconded by Timm Holt, and passed unanimously.**
- **The motion to accept the Consent Agenda was made by Timm Holt and seconded by Michael Kitt, and passed unanimously.**
- **The motion to adjourn was made by Timm Holt and seconded by Bill Cosper, and passed unanimously.**

Submitted by Laura Jenkins