

St. James Cathedral – Chapter Meeting Minutes August 11, 2009, 6:30PM Chicago, IL

Voting Chapter Members Present: John McNeil Anderson, Mary Jo Barton, Bill Cosper, T.J.

Ferrantella (Sr. Warden), The Very Rev. Joy Rogers (Dean), Amy Young, Duncan Moore, The Rev. David Stanford, Paula Harbage, Mary Downie. (10 voting members present)

Others Present: George Culver (Asst. Treasurer),

Voting Chapter Members Absent:, Phil Debush, Cathe McEnerney, Noah Gartner, The Rev. Larry Green, Frank Hicks, Ann Meuse (Jr. Warden), Gary Norcross, The Right Rev. Jeff Lee (all excused)

Others Present (Staff and Assisting Clergy): Bruce Barber, The Rev. Elaine Caldbeck, The Rev. Jackie Lynn, Matt Rodgers

Guest: Richard Kelley

GENERAL

Opening Comments:

The Dean reviewed with the Chapter the circumstances that our staff have faced this summer as we continue to bring the administrative structures into more functional status. The new database software ACS was installed and our data transferred with only minor problems. The major issue for our database continues to be acquiring and entering the significant information on our parishioners. We are working on various formats to invite our people to submit the needed data.

The Dean, Gary Norcross and Ann Ryba spent one day this summer in basic ACS training. Ann Ryba did a second day on more advanced concepts. Lucia is doing ACS training online.

A major crash of the Cathedral server has continued to be an ongoing problem for all of us – the cost and time required to repair this damage is significant. It has made our email communications sporadic as we continue to function with work arounds.

Backed up plumbing from the restrooms on the second floor caused serious flooding by raw sewage throughout the second floor common area. A commercial cleanup crew has finished their work. We are waiting for insurance assessments so that carpeting throughout the floor can be replaced.

The Dean introduced Richard Kelley, chair of the Associate Dean Search Committee to review the process and announce current status. A call has been issued and accepted; contract negotiations are in process and the candidate will be informing the congregation where he serves of his impending departure. A name will be made public within the week.

CONSENT AGENDA

Motion made to accept the Consent Agenda was seconded, and passed with all in favor.

NEW BUSINESS

- Administrative (T. J. Ferrantella) – Authorization for an expenditure not to exceed \$18,000 for wiring, file server, and other expenses for file server replacement and related work. Refer to appended memo that outlines the details of expenditures that total \$17,198.

Motion to authorize expenditures of up to \$18,000 for server replacement and related work from Edmunds bequest. Motion passed.

- Cathedral Community (Joy Rogers and Amy Young) – Discussion of Social Justice Ministries, changes in congregational life that will occur with as we return from summer breaks, the effect of hiring the Associate Dean, and the role of Chapter Members in providing leadership and support for these activities. The Cathedral Community Commission will take the lead in the planning of hospitality for the 175th anniversary event.
- Finance Commission and Investment Committee (George Culver with T. J. Ferrantella on audit financial statements.) – Finance Commission report. Investment Committee report. Discussion of audit process and the move to GAAP financial statements, as well as discussion on the pledging process. The Stewardship committee is asked to clarify terms and categories.
- Real Assets (T. J. Ferrantella) – Discussion of major issues: Progress on the Cathedral Campus Concept, results of roof inspection from Jones & Cleary indicating the roof is in good condition with some minor repair required, results of masonry inspection from Bulley & Andrews indicating the need for tuck pointing with a preliminary budget that could potentially exceed \$650,000. Also, we only recently became aware of a roof leak that appears to settle in the organ case, for which we will make arrangements for a quick investigation of the source and may seek authorization before our next meeting for immediate repair.

OLD BUSINESS

- Chicago Consultation – *Joy Rogers*. The Chicago Consultation was pleased with the fruits of its labors at General Convention and the Convention consensus that the Church will move forward in its vision of full inclusion. The Chicago Consultation expects to conclude its work in September and the Cathedral will have completed the terms of our fiduciary relationship by November.
- Associate Dean Search (Update) – *Joy Rogers (see opening comments)*
- Tithing Fund Policy Development – *Bill Cospers* – noting to report

Adjourn

Server, Wiring and Cooling (Projected/Incurred Costs)

Description	Items	Amount
New Server Costs:		
Hardware (Server) to replaced old - (IBM, Dell, Generic and HP quotes reviewed) <i>To replace generic server installed approximately in 2004.</i>	Hewlett Packard server hardware components.	\$ 3,000
Labor to install new server	Approximately 33 hours @ \$90	\$ 2,970
Server Recue Attempt Incurred Costs:		
Other Server Expenses: relating to the server crash	Miscellaneous expenses: External memory drive, computer drivers, hyperoffice - temporary email alternative.	\$ 1,200
Labor for server rescue attempt	Approximately 40 hours @ \$90	\$ 3,578
Cabling (Electrical/Data/Phone):		
Cabling (TNS and Wiring, Inc quotes reviewed) - TNS's quote is \$1000 higher. They were chosen because they have experience performing work in the Diocesan building Current data, electrical and telephone wiring in the Cathedral offices is unsafe and difficult to handle. Bundles of wire hide inside one cabinet, extension cords run left and right behind desks and there is wire hanging out of several wall sections. Unfortunately, temporary solutions were set in place before the redevelopment idea was abandoned leaving behind potential hazards. Two additional dedicated power circuits are recommended because power fluctuations need to be prevented. One consistent source of power drain are the heaters used during the winter and summer to compensate for the inability to regulate the temperature in the building. Erratic power fluctuations can damage equipment.	Move data hub from Ann's office to Server Room. Add two power circuits: 1) Dedicated for Server; 2) Dedicated for cooling system for Server. Move fax line to Work Room. Relocate wiring to prevent safety hazards in two offices	\$ 4,700
Cabling Other	Unforeseen labor and materials involved	\$ 1,750
Investment to consider in the future relating to Server:		
Cooling System - installed solution Hot and cold air in the Diocesan offices cannot be moderated or distributed evenly throughout. The heat and AC systems can either be on or off. This causes equipment, and people for this matter, to be exposed to erratic temperatures. Unfortunately, high temperatures cause malfunctioning of computer equipment and it is a possible cause of our server crash.	Spot cooling unit, cooling capacity 11,800 btu/h \$ 5,731.00	
	<i>Total including cooling system: \$22,929.00</i>	
Total without Cooling System:		\$ 17,198