

St. James Cathedral – Chapter Meeting Minutes
September 8, 2009, 5:30 PM
Chicago, IL

Voting Chapter Members Present: John McNeil Anderson, Bill Cosper, T.J. Ferrantella (Sr. Warden,), Paula Harbage, Ann Meuse (Jr. Warden), Noah Gartner, Duncan Moore, Frank Hicks, The Very Rev. Joy E. Rogers (Dean), The Rev. David Stanford, Amy Young, Phil Debush (13 voting members present)

Other Chapter Member Present: George Culver (Asst. Treasurer), Gary Maus (Secretary), Elsa Vaintzettel (Treasurer), Matt Rogers

Voting Chapter Members Absent: Mary Downie, Gary Norcross, Mary Jo Barton, Cathe B. McEnerney, The Rev. Larry A. Green, the Right Rev. Jeffrey Lee (All excused)

Others Present: The Rev. Elaine Caldbeck, The Rev. Jackie Lynn, Dawn Baity, Bruce Barber, Amanda Guthrie (Seminarian), Ed Bird (Seminarian)

Audience: None

General

Scriptural Passage with Audience Comments and Participation – Joy Rogers,
1 Corinthians 3:10-14

Opening Comments: T.J. Ferrantella opened the meeting discussing a program parish versus a pastoral sized parish. We have grown as a congregation and it is time to take on more as leaders of the parish. He then asked Joy to provide her thoughts on pressing issues the parish faces and has faced in the past month.

Joy began that she has been amazed by the staff (Jackie, Bruce, Lucia, Elaine, Dean, et. al.) and their efforts despite the building and equipment issues that have plagued the Cathedral this summer. The recent flood on the second floor has been a considerable problem over the past month and a prime example of us rising to the occasion and doing what is necessary to overcome adversity.

The Adult Education Commission, headed by Maureen Bismark, has been doing a fine job. Maureen is a good example of new people who are here and able to help energize the congregation.

Fran Horn needs to relinquish her management of the hospitality ministry. This will be an important vacancy that needs to be filled at the Cathedral.

Elaine's last Sunday at the Cathedral was September 6th. She is moving to Middletown, Ohio to Church of the Ascension as Rector. Congratulations to Elaine.

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St. James Cathedral Café is going to be opening this month (good coffee and WIFI will be provided)! September 20th is the opening day for Café. Coffee hour will still be in the undercroft kitchen. The Café is another outreach idea that will hopefully be a success. Burrell Hall will still have coffee for adult (after service) formation. The Café is open to the general public. The Cathedral Community group (led by Amy Young) has been supporting the work with the guidance of the Cathedral staff.

Duncan Moore asked a question about the attendance figures for July. How wafer counting is actually done was discussed. The vergers add 10% to the number of communion wafers and that number is generally reflected in the attendance figures reported. This is done for consistency reasons.

Consent Agenda

Motion to accept the Consent Agenda, with minutes of the August meeting as amended on September 8, 2009, was by Phil DeBush, seconded by Duncan Moore, and passed with all in favor.

Motion to act on all items as noted on the Consent Agenda was by The Very Reverend David Stanford, seconded by Bill Cosper, and passed with all in favor

New Business

New items presented at the meeting (handout information for each item included in the August meeting minutes and Consent Agenda:

- Authorization for the Sr. Warden to sign Letter of Agreement continuing the work of The Very Reverend Joy Rogers, Dean. Motion to approve the Authorization was by Frank Hicks, seconded by Phil DeBush, and passed with all in favor.
- Authorization for expenditure from the Edmonds Fund (details attached to meeting minutes). The total authorization is \$12,400. Motion to approve the authorization was by Frank Hicks, seconded by Paula Harbage. John McNeill Anderson pointed out a spelling error in the fund request. The motion passed with all in favor.
- Authorization by the Chapter to designate a portion of compensation paid to The Rev. Jackie Lynn as housing allowance. Motion to approve the authorization was by Ann Muse, seconded by Frank Hicks. The motion passed with all in favor.

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Whereas The Rev. Jackie Lynn is employed as a Ministry Coordinator by St. James Cathedral Church, Chicago, Il., which does not provide a residence for her, the chapter resolves that of the total annual compensation \$3,250 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

- Motion to retain Desmond & Ahearn for the Cathedral's 2009 financial audit at a cost not to exceed \$10,000. Motion by Paula Harbage, seconded by Phil Debush, and approved with all in favor.

Commission Progress Reports

Each commission sent comprehensive written reports with the agenda for this meeting, so the chair-persons gave only brief verbal reports.

Administrative – Joy reported all items during the opening comments of the meeting.

Cathedral Community – Amy Young discussed the Social Justice issues she is working on with the help of Cathedral clergy.

Finance – Elsa and George are going to review the budget and submitted numbers for the months of January – July 2009. The restricted funds calculations were reviewed and discussed. There was some confusion about the “5% calculation” done and its impact on their report. Elsa also advised that she is researching the authority that the Bishop holds in being able to transfer the money in/out of our accounts. She explained that the real question at hand is how do we manage the Diocesan endowment? It is our money after all. We will have a revised budget to discuss at next month's meeting.

Real Assets – Ann Muse reviewed the “Commons” project.

1. Determination that we need to “get our act together” (domestic cleanliness). Cathedral cleaning reviewed (Merry Maids). The Cathedral should be done more than once per year. Joy / Lucia have a quotation for a “deep cleaning” of the sanctuary, narthex, the nave, the undercroft, and the chapel. The estimated cost is \$4,000. This should be an operating budget item per Joy Rogers. Elaine advised that the nursery needs to be cleaned desperately. There will be on-going bids that will be part of the maintenance budget for 2010 to keep the Cathedral in “respectable” condition. Duncan Moore inquired about sexton help, how many do we have? TJ advised that Henry is the only full-time sexton and he is an employee of the Diocese, not the Cathedral.

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2. The report from Bully and Andrews for tuck pointing was reviewed. The \$650,000 estimate that we received has not been acted or moved on. Ann advised that she still felt that we have other emergencies that need to be tended to prior to debating this significant quotation. There is a water leak above the organ and it needs to be addressed immediately. Jones and Murphy (roofing company) believe this could be a “flashing” problem and we need to determine where this is coming from before we can actually fix the problem. Lucia reviewed the insurance policies in place, and has determined that the Diocese has signed the policies and will need to become involved in securing funding through them, should considerable expense be required or incurred. Bruce Barber advised that there is no major damage to the organ, but it will require some funding to ensure proper operation in the future.

Old Business

Chicago Consultation – Joy Rogers advised that there is a meeting on September 25th. This year’s project work is complete. Elsa confirmed there is little money left-over in the budget. Joy felt this was a successful completion to the work set forth at the beginning of the year.

Tithing Fund Policy Development – Bill Cosper provided a draft of what needs to be reviewed for 2010. George Culver advised that there are some small items that need to be reviewed by finance, but felt there were no major hurdles to overcome in the fund’s outline. This concluded the Old Business of the meeting.

Motion to adjourn by The Reverend David Sanford, seconded by Bill Cosper, and passed unanimously.

Meeting ended.

Respectfully submitted,

/s/ Gary J. Maus, Secretary

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St. James Cathedral, Chicago
Chapter Meeting – Tuesday, September 8, 2009

Consent Agenda

The Consent Agenda is used for items that require Chapter's formal approval with little or no in-depth discussion because: 1) the item is of a routine, repetitive nature, or 2) the item is only a matter of information, or 3) the item has been considered carefully by others and recommended to Chapter in such a manner that approval is simply procedural.

Any item that appears on the Consent Agenda and requires greater discussion shall be removed from the Consent Agenda and, instead, placed on the regular Agenda. Therefore, if you have any questions about items on this Consent Agenda, you are urged to contact T. J. Ferrantella for an explanation prior to the meeting. He can be reached on weekdays by calling 219/933-4110, evenings at 312/337-7044, or by email addressed to tj@old-town.us.

From the Bishop:

- None

From the Dean and Staff

- Submission of Attendance Statistics – July 2009

From the Wardens:

- None.

From the Treasurer, Assistant Treasurer, and/or Finance Commission

- Acceptance of Interim Financial Statements – for the period ending July 31, 2009.

From the Secretary:

- Acceptance of Minutes from Prior Meetings – June 2009 Meeting minutes are deferred until our next meeting. July 2009 meeting minutes are attached.

From Other Chapter Members

- No Items

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Edmonds Fund Request

Office Furniture, Associate Dean Computer, Saint James Café

Description	Items	Amount
<i>Saint James Café</i>	Bunn Air Pot Coffee Maker CWTF Twin-APS	1,500.00
	Coffee Airpots (100*6)	600.00
	Coffee Rolling Trays	1,000.00
<i>Machintosh</i>	Computer & Peripherals - Kevin Goodman	5,580.00
	Software installation & network configuration	720.00
<i>Office Furniture</i>	Desk, table & chairs - Jackie \$1000	3,000.00
	Two filing cabinets - Lucia \$1000	
	Desk, table and chairs - Kevin \$1000	
Total Amount Requested		12,400.00