

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

**Voting Chapter Members Present:** John McNeil Anderson, Mary Jo Barton, Gary Norcross, T.J. Ferrantella (Sr. Warden,), Paula Harbage, Ann Meuse (Jr. Warden), Noah Gartner, Duncan Moore, The Very Rev. Joy E. Rogers (Dean), Cathe B. McEnerney, Phil Debush (11 voting members present)

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

**Voting Chapter Members Absent:** Mary Downie, Frank Hicks, The Rev. David Stanford, Bill Cosper, The Rev. Larry A. Green, the Right Rev. Jeffrey Lee, Amy Young (All excused)

**Others Present:** The Rev. Kevin Goodman, The Rev. Jackie Lynn

**Audience:** Matt Rogers

**General**

Scriptural Passage with Audience Comments and Participation – Joy Rogers,  
Luke 12:35-37, 42-44

**Opening Comments:** T.J. Ferrantella opened the meeting by advising that this would be a different type of meeting. The consent agenda contains the financial statements for the period ended 10/31/09. He then turned the meeting's opening over to Joy to discuss fund raising and pledging and the fact that we are receiving a number of generous contributions from people who are not generally known through the congregations. Some key topics on fund raising were discussed and timelines reviewed.

**Consent Agenda**

Motion to accept the Consent Agenda, with minutes of the August meeting as amended on September 8, 2009, was by Cathe McEnerney, seconded by Mary Jo Barton, 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:

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

- Stewardship and Pledge – Joy began by discussing her concern of the amount of pledges NOT YET received YTD. There was a discussion about how to inform parishioners of the fact that they pledged and that we need that money to be paid to St. James. Voting rights were discussed and when we will inform members of the fact that they are not able to vote if their pledge is not current.
- Nominating Committee – T.J. began the discussion by reviewing the by-laws and the requirements for nominating. The procedures began with a long and complete list of candidates. After reviewing with Joy, it was determined that we were going to be strategic in the way we select candidates. Alvin Bean, Suzyn Price, Dawn Beatty, Alan Gunn, and Gary Maus. At the Diocesan Convention, three additional members were elected: Ruth Frey, The Rev. Stacy Alan (Brent House), and The Rev. Sarah Odderstol (St. Mary's Park Ridge).
- Facilities Management – Ann Meuse discussed the concept of hiring a facilities manager to oversee the operation of the Cathedral's real estate assets. Originally this was to be a joint employee (cost split between St. James Commons and the Cathedral), however as this was reviewed it became apparent that an outside firm could be more effective. "Church people shouldn't be managing buildings." We reached out to HSA and T.J. advised he was very pleased with the proposal we received. We are going to get another proposal to have at least two sources for our due diligence; however the HSA proposal looks very good at the moment. Compensation for existing employees (Sextons) was brought up, and it was agreed that we need to consider what fair compensation is. That is to be done early next year.
- 2010 Budget Discussion – Joy began by discussing the \$50,000 grant from the Bishop & Trustees that is meant to be used for 2/3<sup>rd</sup> the cost of facilities management staffing. The \$75,000 goal was decided to be used to meet joint facilities management. And the \$25,000 needed to reach the total is to be provided by St. James Cathedral, not the Diocese. Paul Harbage moves to appropriate \$25,000 for facilities management. Ann Meuse seconds the motion. TJ called the vote: Jon McNeil Anderson opposed, All others approved. The motion passed.
- Miscellaneous Financial Issues – The hourly rate for contract employees will be raised. For primary staff, the Dean has budgeted an allowance of 4% for raises for personnel. Program issues: St. James Café: budget increase is planned for next year. Social Justice: four partner organizations who routinely have a line item in the budget. Joy has determined that we will put all of the line items together and include it in the budget. One remaining item is the

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

communications budget. Joy and Matt Rogers need to review what is needed for 2010 and how much money should be allocated for it.

**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 – Staff salaries were discussed above, an allowance of 4% being worked into the budget for merit increases.

Cathedral Community – Annual Meeting, January 23, 2010, children’s program going on, guest speaker to be present, the model is similar to what happens to Diocesan convention. It is estimated that we only need a 45 minute meeting. The Bishop will be with us at the meeting and there will be worship event. Episcopal confirmation for existing members could be a possibility for this event. Joy suggests turning the event into a celebration (referenced Cathe’s most recent event).

Finance – George submitted a report to Chapter. The investment fund history is shown, and the portfolio buying power report.

Real Assets – Ann Muse reviewed the newest sketches for the new and improved St. James Commons and Plaza Renovation project. Our architects have presented us with some concepts of the plaza and incorporating a new structure in between the Cathedral and the primary office building space all one and (most importantly) handicapped accessible. The Bishop has seen them and likes one of the options very much. Permits are being requested for the plaza work to be done. There will be many new changes to the plaza as a result. Changes were discussed and it was determined that the most important change to the facilities would be the inclusion of handicapped access and restrooms throughout the buildings to be updated. This is a feasibility study that came about because of our initial work done in considering how the use of our facilities either helps or hinders congregation growth.

**Old Business**

Chicago Consultation – Joy Rogers advised that more grant monies are being included by the Diocese (an additional \$500 / month). Paula Harbage moved that we extend the monies and serve as the grant recipient, if asked to do so. John McNeil Anderson seconded the motion. All approved.

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

Investment Policy Update – George has not received any questions regarding the policy he published one month ago. More time is needed to review per T.J. Ferrantella.

175<sup>th</sup> Anniversary – Mary Jo Barton reported on expenditures for the 175<sup>th</sup> Anniversary. In a motion by Ann Meuse, seconded by Cathe McEnerney, the Chapter acknowledged and accepted the total cost of approximately \$13,100. Mary Jo Barton abstained. All others approved.

Annual report items need to be submitted by January 10, 2010 to Matt Rogers.

Motion to adjourn by the Cathe McEnerney, seconded by Mary Jo Barton, and passed unanimously.

\*\*\*\*\*

Meeting ended.

Respectfully submitted,

/s/ Gary J. Maus, Secretary