

Chapter Minutes

Cathedral of St. James, Chicago November 18, 2008

Chapter Members Present:

Jessica Abell, John McNeillAnderson, Mary Jo Barton, Bill Cosper, Mary C. Downie, Phil Debush, T.J. Ferrantella, Paula Harbage, Fran Horn, Richard Kelley, Cathe McEnerney, Duncan Moore, Cecilia Mowatt, The Rt. Rev. Jeffrey Lee, The Very Rev. Joy Rogers, The Rev. David Stanford.

Also Present:

George Culver, Kevin Godsil, The Rev. Jackie Lynn, Elsa Vaintzettel.

Absent:

The Rev. Larry Greene (excused), The Rev. Judi Mason (excused), Jay Sidebotham (excused).

Opening

Joy Rogers called the meeting to order at 5:28 PM with a reading of Ephesians 4:1-6. All gathered shared their thoughts on the scripture.

Consent Agenda

The Consent agenda was unanimously accepted.

The following items were on the Consent Agenda:

- Appointment of Nominating Committee – The Provost has identified communicants who are willing to serve as members of the Nominating Committee to seek candidates for the Chapter election that will occur in January. The Nominating Committee includes outgoing Chapter Members Jessica Abell (chair), Fran Horn, and Richard Kelley. Other individuals may be added, subject to approval of the chair person and Provost. Mutual Ministry Review
- Appointment of the Sub-Dean Search Committee – The Provost and Bishop will make the final decision on the successful candidate to be hired to serve as sub-dean and have asked for a search committee to be established to identify and recommend candidates. This committee shall be led by Chapter Member Richard Kelley and include the following: Anna Debush, Bing Chang, Jacob Gump, and Charlene Thomas. Other individuals may be added, subject to approval of the chair person and Provost.
- Submission of Key Statistics
- Approval of Rush Hour Board Member – Sara Su Jones (background information attached). The Cathedral Chapter is required to give final approval to board members added to *Rush Hour Concerts at St. James Cathedral*, the Illinois not-for-profit corporation that produces the concert series. With the addition of Ms. Jones (not a Cathedral member), Rush Hour continues to meet the requirement that a minimum of 50% of its board members be Cathedral members. (Please note that this action is limited to adding Ms. Jones to the Rush Hour board. As a separate item of business to be discussed at a subsequent meeting, we will establish policy for future appointments of board members to our affiliated organizations.).
- Acceptance of Financial Statements – dated 10/31/08

November 19, 2008

Page 2

- Acceptance of Audited Financial Statements – for year ended 12/31/07 with auditor’s opinion statement dated 10/24/08.
- Resolution to Open a Checking Account – Resolution No. 2008-005 – This action will authorize the Treasurer to establish a separate checking account that will be used for activities of the Chicago Consultation under the terms of the Arcus Foundation grant.
- Acceptance of Minutes from Prior Meetings – October 14, 2008 Meeting Minutes

Old Business

The following items of new business were discussed:

- Pledge Season Update – *Joy Rogers and Bill Cosper*
- Chicago Consultation – The Arcus Foundation funded the \$177,251 grant with stock in the Stryker Corporation that was sold for \$172,128. The grant letter is attached and so is confirmation of the stock sale. Arcus will reimburse the difference between the grant amount and the proceeds from the sale of Stryker stock. This allows the work of the Chicago Consultation to continue.

New Business

The following decisions were put to a vote:

- Approval of Contracts for Organ Structural Engineering and Documentation – Separate contracts will be issued to Jeff Weiler & Associates LLC at a cost not to exceed \$5,600 and to J. V. Henik, Inc. at a cost not to exceed \$10,500, for a total expenditure of \$16,100 plus reimbursable expenses. Upon completion of this project, we will have documentation of the Great Organ’s structural system and a list of repairs to restore the organ’s structural integrity.
 - On motion made and seconded, Chapter unanimously approved the Contracts for Organ Structural Engineering and Documentation.
- The 2009 Expense Budget – This year’s budget process involved many more people than the process used in years past. The proposed budget moves forward with the Chapter’s desires and vision established during 2008. At the conclusion of this segment of the meeting, Chapter members approved an authorization of the expense budget totaling \$967,600 so preliminary commitments can be made for January staffing. At our December or January meeting, we will approve the complete budget with both income and expense.
 - On motion made and seconded, Chapter approved the 2009 Expense Budget with one vote against (Duncan Moore).

Adjourn

On motion made and seconded, the Chapter meeting was called to adjourn at 7:37 PM.

Respectfully submitted,

/s/ Kevin Godsil, Secretary