



JULY VESTRY MEETING

**Tuesday, July 28, 2009
Skinner Theater; 6-9:00p.m.**

Vestry Members Present

Phil Haas, Sr. Warden
Bob Muglia, Jr. Warden
Margaret Rothschild, Jr. Warden
Randy Revelle, Jr. Warden
Kathleen Croston
Sam Fleshman
Bob Kirkman
Nancy Jacobs
Patty Baker
Marge Anderson
John Friedman
Janet McCully
Erik Anderson (*n.b.*: newly elected at this meeting)

Vestry Members Absent

Dennis Andersen
Terry Brandon
Alan Mack, Bishop's Rep.
Bishop Greg Rickel

Officers Present

Steve Moen, Treasurer
Virginia Lenker, Clerk

Officers Absent

John Hoerster, Chancellor

Staff Members Present

Rev. Rebecca McClain, Canon Missioner
Alan de Puy, Clerke of the Works
Liz Sloat, Vestry Support
Mary Coon, Director of Abundance

Guests

Jean Leed, Foundation Chair
Diane Stevens
Sherry Steele

Call to Order

Rebecca called the meeting to order and offered an opening prayer. The meeting location was changed due to Seattle's extreme heat wave (Diocesan House's council room was above 90 degrees).

Action Items

Phil distributed an updated version of the Minutes of the June 23, 2009 Vestry meeting, with edits to the Foundation report and other minor changes. The revised minutes were accepted unanimously.

The Vestry accepted the Consent Agenda consisting of the following:

- Receipt of Reports/Notes/Minutes of Meetings of Vestry Committees
 - Stewardship: 5/21, 6/4
 - Finance: 7/21
 - Hospitality & Facilities: July summary

Canon Missioner Report

Community Representative

Rebecca nominated Erik Anderson as a Community Representative to the Vestry and distributed his resume. Erik is a "cradle Episcopalian" and new member of Saint Mark's in the 20- and 30-year old age group. He is an industrial engineer working in Starbucks' headquarters. The bylaws do not prevent a parishioner from serving as a Community Representative.

A motion to approve Proposed Resolution P09-GO-09 (Erik Anderson – Community Representative) was made and seconded. The motion passed unanimously.

Erik fills an open seat and serves through 2011. There was discussion about how Erik's age group is--or is not--attracted to church and mainline theology and Saint Mark's.

Compline

Peter Hallock, founder of Compline at Saint Mark's, has announced that he will retire in November. There will be a farewell concert on Nov. 22, 2009 prior to the Compline service. Peter has requested no reception or party. The transitional conductor will be Jason Anderson, a current member of the Compline Choir. Rebecca has

met with Gerry van Wesep, president of the Compline Choir, to talk about her desire to link Compline service more closely with Saint Mark's ministries but not tamper with what already works well.

Mutual Ministry

Rebecca, Margaret, and Terry have been in conversation with Bishop Greg. The Bishop explained that Mutual Ministry is not meant as a performance review, but a series of discussions of "where we've been, where we are and where we might go" in terms of the Cathedral's life and leadership. The Mutual Ministry process will also help determine when Saint Mark's is ready to call a new dean. In the meantime, we must accept a lot of complexity and ambiguity.

Noel House

Rebecca and David Mesenbring are developing a partnership with Catholic Community Services (CCS) toward sharing the responsibilities of our Noel House shelter. Starting in September, the women from Saint Mark's shelter will stay at CCS's new building on Friday and Saturday nights. Rebecca is also in discussions with the priest at St. Joseph's (Catholic) Church about sharing support for our Noel House women's shelter and their men's shelter.

Senior Warden Report

Update on Scott Gibson

Scott Gibson, long-time facilities manager, accepted the severance package offered by the Cathedral and declined to accept the new position that was offered to him. The Cathedral is not pursuing a search for that position at this time.

Treasurer Vacancy

This is Steve Moen's last meeting. Phil and Mary Coon have agreed to wait before appointing a successor. By the end of the year, they will have a better sense of the developing relationship and structure between foundation and vestry.

Changes in Signature Authority

A motion to remove Scott Gibson and Steve Moen, and add Alan De Puy and Becky Morrill to the existing approved signers Mel Butler and Liz Sloat (Proposed Resolution P09-FI-05) was made and seconded. The motion passed unanimously.

Capital Campaign Consultant

The wardens recommended not appointing a consultant yet. In the meantime, Phil will consult with Jean Leed and the Foundation Board.

Buildings and Grounds report – Alan DePuy, Clerke of the Works

Cathedral screen cleaning

Alan distributed before-and-after pictures of the "reredos," or large glass screen, which is being cleaned this week.

Volunteer coordinators

Susan Knirk will continue to work as volunteer coordinator for newcomers who send in cards. Louise Kind will augment her work by assessing staff needs and creating job descriptions. Raiser's Edge database may be updated with a module for coordinating volunteers.

Boiler update

University Mechanical and other groups are submitting bids for repairing the boiler, which was installed in 1992.

Painting and cleaning

The preschool's floor and office walls are being painted. Alan praised Sherry Steele for her hard work in cleaning and reorganizing storage space throughout the Cathedral.

Cathedral floor

Our cleaning company has offered to "diamond-scrub" the entire Nave floor for \$1800. The floor will then be sealed and be much easier to keep clean.

Roof

Alan went up on the roof with its original installers and learned where leaks exist and where repairs have been made. They recommended fixing the copper solder joints. Alan will bring a bid to next month's meeting.

Committee Reports

There was a discussion about the structure and role of committees vs. role of staff, especially in light of the strategic plan and mutual ministry process.

Hospitality, Maintenance and Management Committee – Kathleen Croston, chair

Rebecca suggested this committee focus on access and the experience of moving from the street to the inside space. She praised the expertise of the committee members. Steve stressed the importance of transparency and good communication with the parish, so people have a sense of ownership and trust. Kathleen reported that there are strong feelings in many areas, including whether to trim the front hedge. Erik praised the new signs at the south entrance, which were actually already in place under the Do Not Enter signs.

Nominating/Parish Leadership Committee & Governance Committee—Margaret Rothschild, chair

The nominating committee will convene in September under its new title Nominating and Leadership Committee with its expanded role to foster leadership development and more engagement among parishioners. She encouraged more vestry members to join the Governance committee since her Vestry term expires soon. Margaret distributed a draft on-line survey to discuss possible changes to the Vestry governance structure, such as removing the Bishop, and eliminating community and diocesan representatives. Marge questioned if recruitment of Vestry members reflects an expectation to pledge at a certain level, as is the case in other non-profits.

Personnel Committee – Phil Haas in Terry Brandon’s absence

Although the bishop doesn’t require a performance review for the Canon Missioner, Phil proposed that there should be clear expectations and goals for Cathedral staff. He will ask Terry to create a template and process for performance evaluations.

Parish Finance-Mary Coon

Mary reviewed the Operating Fund Summary as of June 30, 2009. On the revenue side, YTD Special Gifts and Grants are \$93K below budget, and Interfund Transfers are \$43K below budget due to finance committee recommendations not to withdraw endowment funds. YTD Compensation is running approx \$43 below budget due to staff reductions and furloughs. Forecasts A & B show deficits of \$35K and \$173K, respectively. Randy announced that 3 donors will give a total of \$30K, when the committee raises \$170,000 in special gifts.

Audit update

All Vestry are invited to the next Finance Committee meeting to hear the auditors’ report. Mary noted that this year, the audit included the Foundation’s accounts for the first time.

Attendance statistics

Mary distributed data on average attendance. The average morning attendance (for all three services) was 391 people per Sunday in June 2008, and 393 in June 2009. Looking at July (leaving out the 3rd Sunday which had a guest speaker and a larger than usual audience), the statistics showed an average of 379 people per Sunday in 2008 and 373 in 2009. These numbers are based on the ushers’ counts. Weekly attendance statistics will be posted in *Sundays and Beyond*.

Stewardship – Randy Revelle, chair

The stewardship committee has been updating and expanding the database. “The Gratitude Project,” chaired by Penny Reid, has been a great success.

Randy gave an overview of the Annual Campaign, and said he would submit a full report of goals and strategies next month, for the vestry to endorse. They hope to expand the pledge base, and increase the number of pledging households from 522 to 600. The dollar goal will be approximately \$1.2MM. The campaign’s theme will probably be “The world of the generous gets larger and larger” from Proverbs 11:25. There will be two phases instead of three. Rebecca has advised ending the campaign on Dec. 20, with the Vestry adopting a budget on Dec. 22, shortening the campaign by 5 weeks but allowing for a vote on the 2011 budget prior to the new year starting. Randy reminded everyone that last year’s campaign raised \$250K in the last 5 weeks of the campaign. The first or “leadership” phase will focus on approx 120 people, with the hope to raise half of the overall goal. Randy expects 100% *participation* from Vestry members, but the dollar amount is up to the individual. There was discussion about how to report pledges.

Saint Mark's Celebrates the Saints (SMCS)

Save the Date cards have been mailed and emailed, and John Friedman distributed blank copies. The gala will be held Friday, Oct. 9 in the Cathedral Nave from 6-9pm. Jonie and Llew Pritchard are honorees, with Bill Gates Sr. keynote speaker. The emcee hasn't been determined. They expect to have 40 tables of 10 per table. All parishioners are invited to attend, with approximately 80 seats underwritten for those who can not afford \$125/seat. Many volunteers are needed, too. FareStart has been asked to cater the dinner. John encouraged all the Vestry to be leaders in supporting the event. The event's committees are Event Production Management, chaired by Alan; Sponsors and Underwriting, chaired by Janet; and Silent Auction, chaired by Virginia, John and Barb Erickson. He requested that Vestry contribute bottles of wine toward a "Vestry wine basket." Generally, the silent auction committee is seeking Great Experiences. The Pritchards have requested that the focus of the event be on arts and community service rather than solely on them.

Finance Committee – Bob Kirkman, chair

The Finance Committee has been discussing alternative ways to structure the budget in light of the strategic goal to "create sustainable stewardship." They want to move the operating fund away from a dependence on special events or gifts, and avoid the anxiety of relying on non-recurrent sources of income to meet salaries. The committee has also suggested presenting the budget in terms of meeting the 5 Strategic Targets. Expenses will be divided into categories of "absolutely required," "comfortable expectations," and "wish list," to help the vestry make choices. Bob acknowledged that some donors prefer to make large gifts rather than pledging. Rebecca and others have recommended that major events and solicitations move toward funding special causes or future--rather than current--operations. The goal may take a few years to implement completely. Phil warned that this fall's Annual Campaign will be difficult, especially in light of the economy and other factors. There was discussion about decreasing support from the diocese for various reasons, vs. the abundant capacity and outstanding leadership of Saint Mark's own parishioners.

The Joint Investment Committee will be selecting a professional financial advisor soon.

Foundation Board – Jean Leed, chair

Patty Baker led a very successful "appreciative inquiry" retreat for members of the Foundation's Executive Committee. Everyone felt positive about the Foundation's potential as a continuing value to the Cathedral. Jean will survey 5 past foundation members to learn more about where the foundation is now, and where it might go in the future. The foundation is still looking at the Road Map which was presented at March's vestry retreat, in terms of preparing for a capital campaign.

New Business

Carla Robinson's ordination

Janet encouraged Vestry members to attend Carla's upcoming ordination at Resurrection in Bellevue, or acknowledge the event with a note.

Closing Prayer and Adjournment

Phil offered a closing reflection from *Faith and Politics*, written by former Missouri senator and ambassador to the UN and ordained priest, John Danforth on Paul's letter to the Romans.

The meeting was adjourned at 9pm.

The next Vestry meeting is Tuesday, August 25 at 6pm in Council Room, Diocesan House.

Respectfully submitted,

Virginia Lenker
Recording Secretary and Clerk

Liz Sloat
Vestry Support