

**St. Peter's Episcopal Cathedral  
Chapter Meeting Minutes August 27th, 2024**

Opening Prayer by Bishop Marty.

**Attending:** Scott Leak, Sr. Warden; Sam Gilbert, Jr. Warden; Vicky Tiberi; Melinda Schell; Ray Paige; Manny Hoag; Janet Kirkland; Aubrey Curtis; Nicholas Jaynes; Bishop Marty.

**Minutes:** *Motion to accept the minutes of the July 23rd meeting as written was made by Gilbert and seconded by Kirkland. The motion was carried unanimously.*

**Reports:**

Bishop:

Bishop requested that Senior Warden, Junior Warden and Treasurer should do a practice walk through the property before doing a similar experience once we have a new Dean, in order to fix any problems beforehand.

The Bishop left the meeting at this point.

Senior Warden:

He will send the auditors' report to the Chapter members.

The Parish Administrator needs a list of ministries and their members.

There was a request from Dan to spend \$1,000 from the Capital Campaign for the upcoming Art Show. Part of the proceeds from the Art Show go to the Capital Campaign. *Motion to approve the money was made by Kirkland and seconded by Hoag. The motion was approved.*

Ray Paige:

Paige gave his report early as he had to leave. He has been talking to George Baker who has worked on our roof for the last 20 years. He is fully booked until October or November but will come if we have a leak before that. The Chapter requested that Paige request a bid from Baker for treating our flat roof surfaces.

Junior Warden:

Gilbert has been having problems with the contractor we hired to fix the ceilings. First he needed money upfront for materials, then he wanted a letter stating the ceilings were asbestos free, then he asked for upfront payment for labor. We had an asbestos inspection the week before meeting with him and we were able to give him that report. We agreed to pay for materials as they arrived, and agreed to pay the labor costs per room as it was completed. This agreement was contingent on him starting by August 23rd. The contractor was not able to do that so the

agreement was canceled. He then came back saying he had got the materials and wanted to start but the contract was already canceled.

Gilbert has contacted 6 firms regarding the carpet cleaning. Three were too busy and hopefully the other three will inspect the project by Friday and then give us bids.

Gilbert is also still investigating whether we can physically put a grease trap in the kitchen sink, and how much it will cost,

The Chapter also talked about pigeon abatement. We need it above the front door and in the back of the church.

We also talked about the signage in front of the church but it was decided to wait for a new sign until we hire a new Dean and have established worship hours.

Treasurer:(see attached report)

The treasurer's report was emailed to the chapter members and entered into the minutes.

The treasurer's letter to the congregation outlining our financial situation has been emailed to everyone.

Committee reports:

Search Committee:

Results of the survey have been published and emailed to the congregation.

Sandy would like to come to the next Chapter meeting. She has survey comments which she thinks should be addressed by the Chapter. There was a general feeling that the Chapter was not as transparent as it could be.

Curtis will put the future Chapter meeting minutes on the website as well as remind parishioners that they can always attend a Chapter meeting if they so wish.

Communications:

Curtis gave us his new email address. He also agreed to put the Chapter minutes on the website and to restore the banner on the website that was removed in error. Tiberi asked if he could rotate the member videos.

We will be updating Power Church software next January from version 11 to version 15.

### Worship:

The majority of the parish voted to retain our one service at 9 am until we hire a new Dean.

Rally Sunday will be on September 8th. It will be a morning prayer service in the garden with lunch in the undercroft afterwards. Sara Fox will have games for the children in the back of the diocesan building.

### Pastoral Care:

Kirkland has compiled a list of ministries and their contacts which she will give to the Parish Administrator. She is assigning 3 ministries to each table for Rally Sunday. She has decided against putting a sign up sheet by each ministry unless one is requested. Tiberi requested a sign up sheet for Bargain Basement and the Acolyte ministries.

### Welcoming:

We need to make newcomers feel more welcome. It was suggested that we welcome newcomers and visitors each Sunday in announcements.

The back of the Sunday service tally slip has a form to capture new member information. This has not been recorded since Elliot came. We will ask Cindy to check the back of the slips and put any information in Power Church.

Hoag came with a print out from Power Church. There were very few details for each member in it, and it did not indicate whether the person was active or inactive. Once we update our subscription we need to go through and mark whether a person is active or inactive. Once it is up to date it can be a useful tool but presently it is of little value.

### Stewardship:

Bradley Wirth from Big Fork is unable to come to our church to present a talk on stewardship. He is not in good health.

Tiberi has sent 6 videos to Curtis of parishioners speaking about why they liked our church and their ministries. These will be put on the website.

It was agreed to try and move up all the steps in the stewardship campaign by a month to avoid having Stewardship Sunday so close to Thanksgiving. A letter from the Senior Warden will be sent out with the pledge cards mid September in order to build upon the treasurer's financial status letter that was sent recently.

The senior warden would like to find last year's letter to tweak it. Nobody knew where to find it electronically. Our last Dean had his own computer but he was able to store work in the cloud where we still have access. Curtis advised that the deans should always use their own computers as otherwise we would need an IT person to deal with problems that occur.

The pledge cards have a space where parishioners can record ministries they are presently engaged in or would like to join in the future. We will ask the treasure to make a list of these as he goes through the pledge cards.

The meeting was ended in prayer by Kirkland.

The next meeting will be on September 24th 2024

Respectfully submitted,

Vicky Tiberi, Clerk

Scott Leak, Senior Warden