



The Cathedral of Saint Andrew

Queen Emma Square, Honolulu, Hawaii 96813-2304
Telephone: (808) 524-2822 • Facsimile: (808) 537-4177
email: standrewc001@hawaii.rr.com
web site: www.saintandrewscathedral.net

CHAPTER MEETING January 12, 2010

CALL TO ORDER- 5:15 PM

CHAPTER MEMBERS IN ATTENDANCE: The Right Reverend Robert L. Fitzpatrick (Bishop and Dean), Susan Hays (Senior Warden), John Condrey (Junior Warden), Patricia Newlin (Clerk), Paulette Puaa Moore, Brother Jack Isbell, OFC , The Reverend Tony Litwinski, Leimalama Lee Loy, Paul Reeser, The Reverend Richard Shields, Eddie Aguillana, Theone Vredenburg, Ruth Merz, Linda Beauregard-Axelson, Ed Casebier (by phone).

STAFF: The Very Reverend Tim Sexton (Provost), John Renke (Canon Precentor)

APOLOGIES: The Rev. Moki Hino (Canon-Pastor), and Christine O'Brien

OTHER ATTENDEES: Bob Moore, Arnold Carson, Devin Alford, Karen Sender, and Max Sender

OPENING PRAYER & REFLECTION: The Right Reverend Robert L. Fitzpatrick, a reading from Matthew.

APPROVAL OF MINUTES – Minutes for 1/5/2010 moved and approved with corrections. 2010 Budget Meeting notes from Chapter Meetings on 12/8/2009 and 12/15/2009 were approved to accept as record; to be archived with the set 2009 Chapter minutes.

BISHOP'S REPORT: Canon Pastor position is being eliminated. There will be a farewell event before he leaves around the end of March. The original letter of agreement was for him to serve until the end of April of 2009. We have been blessed with his extra term of service and wish him well in his search for a new position.

MINISTRY AREAS UPDATES

- STEWARDSHIP
 - Finance Report, dated January 26, 2010 was reviewed on January 12, 2010.
 - **Referencing 3. Church school:** Attendance has been at and average of 9 or 10 students. Recommendation #1: Write a check for \$2,000 to St. Peter's for their programs that have educated the children of St. Andrew's congregation in 2009.
 - A motion was made and seconded to accept the recommendation as written; discussion followed.
 - Discussion – for accounting purposes, the Chapter is addressing 2009 Budget. Chapter members agreed that this makes a nice statement of support. It is hoped that Chapter will be apprised in the future as to cost per person, etc. to support future decisions.
 - Vote: Recommendation #1 was unanimously voted upon for action as written.
 - **Referencing 4. HTY:** Recommendation #2 was made for Chapter to form a task group to review/update the contract between HTY and the Cathedral to



The Cathedral of Saint Andrew

Queen Emma Square, Honolulu, Hawaii 96813-2304
Telephone: (808) 524-2822 • Facsimile: (808) 537-4177
email: standrewc001@hawaii.rr.com
web site: www.saintandrewscathedral.net

address the many concerns raised this year including Parking compensation and Electricity/Cleaning shared expenses.

- A motion was made and seconded to accept the recommendation as written; discussion followed.
 - Discussion: Concerning the structure of a review by council or treasurer or the Bishop – the length of agreement depends upon review and decision at the Diocesan level. Reviews are done by the Dean, with Chapter approval. Administration of the agreement is the responsibility of a Cathedral staff member, a member of Chapter, and a member of the Finance Committee. Chapter had previously agreed that the Provost, Senior Warden, and Buildings & Grounds Chair initiate discussions with HTY.
 - The motion was amended that there is an existing Task Group that the Chapter endorsed to review the HTY contract. A new member (Leimalama Lee Loy) was appointed by the Bishop.
 - The Chapter voted unanimously to adopt Recommendation #2 as amended.
 - Recommendation # 3 to seek the budgeted expenses of \$900 that are still due the Cathedral for [each] of the months of January to June of 2009. If an agreement was reached starting in July, that agreement should be considered invalid, if it was not approved by Chapter.
 - A motion was made and seconded to adopt recommendation #3 as written; discussion followed.
 - Discussion: A change in original agreement was not made until June 2009; we had anticipated having it in place earlier, but the delay was due to their awaiting their grant to come through. There is an agreement that was approved by the Chapter. Contract negotiations will include a verbal agreement to cover HTY-related house-keeping expenses.
 - Recommendation was made by Bishop to table this recommendation for discussion at the next Chapter meeting to provide time to clarify the amounts and number of payments.
- Note: The Cathedral books should be closed successfully prior to the Annual Meeting reflecting a positive balance at the end of the 2009 Budget year. This does not take into account the negative amount that is designated for Capital Improvements. Additionally, this does not address the cash flow issue.
 - ANNUAL MEETING:
 - The Junior Warden will address governance issues.
 - The Senior Warden will address the Capital Campaign.
 - The Provost will address facility and staffing.
 - The Bishop will address where we are headed; governance issues and change in staffing will be an interesting focal point.
 - The Bishop, Provost, Senior Warden, Junior Warden, and Treasurer will each chair breakout groups including Chapter members (Lei Lee Loy, Pat Newlin, Rev. Richard Shields, Theone Vredenburg, and Paul Reeser) in attendance to capture questions, write

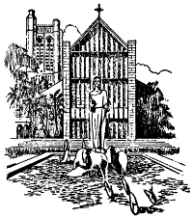


The Cathedral of Saint Andrew

Queen Emma Square, Honolulu, Hawaii 96813-2304
Telephone: (808) 524-2822 • Facsimile: (808) 537-4177
email: standrewc001@hawaii.rr.com
web site: www.saintandrewscathedral.net

up the questions, and read the questions aloud to the breakout group for the purpose of assurance that they are captured correctly.

- Discussions:
 - The elimination of the Canon Pastor's position is expected to be a touchy issue.
 - Over the total budget of 2009, disproportionate amounts went to programs. We will be working toward a 50% target allocation to programs.
 - Bishop plans to share the attendance and giving pattern; average Sunday attendance over the past 5 years has been pretty clear, with no sharp increase noted.
 - Nominations and elections for Chapter membership will be a large part of the Annual Meeting to focus on central leadership for the Cathedral.
 - Delegations to the Convention will be important to address the Diocesan Assessment.
 - Elections: Ed Casebier volunteered to be Election Teller. Paul Reeser volunteered to be Election Counter Chair. Teller Chair and Counter Chair will be provided with guidance. There are three, 3-year terms to fill, and two, one-year terms to fill. If elected as a Delegate one will also serve on a Regional Counsel (for Central Oahu the Counsel is not likely to regularly meet).
 - Treasurer noted from the By-Laws that the qualification of voters is that the communicants are recognized as being on record or baptized and on record. Quorum is 10% of that record. We do not have a clear number of qualified voters. To date communicants on record is a challenge, as we do not keep records of those who take communion. An alternative method has been of those who have made a type of gift or pledge that can be tracked. The Bishop will request of the Provost to provide a number of qualified voters. In the past the Parochial Report reflects the qualified voters as regularly attending communicants.
 - Recommendation: that Annual Meeting attendance is recorded by sign-in sheet.
 - The Annual Meeting will recess and be convened as WOSA – Kevin Herring will make a presentation concerning the future of WOSA including having Chapter be the responsible body for designation of funding and maintain the integrity of the WOSA intent to fund internal St. Andrew's needs.
 - Recording the Annual Meeting: It was noted that the Chapter Clerk records the Annual Meeting. The current Chapter Clerk is appointed through the annual meeting; vacancy for 2010 will be filled by election.
- REPORT ON NOMINATIONS:
 - Chapter member candidates: as of today's date, candidates for Chapter membership are: Linda Beauregard-Axelson, Paulette Moore, Patricia Newlin, Max Sender, Bill Pearman and Melvin Kawashima. Questionnaires have been received from Chapter Candidates



The Cathedral of Saint Andrew

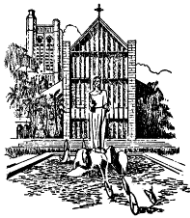
Queen Emma Square, Honolulu, Hawaii 96813-2304
Telephone: (808) 524-2822 • Facsimile: (808) 537-4177
email: standrewc001@hawaii.rr.com
web site: www.saintandrewscathedral.net

and will be posted on bulletin board and in the e-news. It was confirmed that Theone Vredenburg and Christine O'Brien will not re-run.

- Delegates for Convention: as of today's date, candidates for Delegates to the Convention are: Paulette Moore, Patricia Newlin, John Condrey, Linda Beauregard-Axelson, Ed Casebier, Karen Sender, Jack Isbell, and Arnold Carson. To be printed on the ballots, nominations for Delegates will be in the office by 8:00 a.m. next Tuesday morning.
- BUILDINGS & GROUNDS – no report
- MEETING DATES:
 - Discussion: To be ready for retreat we do need to meet on the 4th Tuesday of this month? Should the decision to go to one meeting a month be decided upon return from the February retreat?
 - Decision: Chapter agreed to meet on the 26th January, whereas there will be 5 new Chapter members.
 - Once Windows To Our Future starts and we start spending money, Chapter may need to meet once a month just for WTOF issues and approval to spend the funds.
 - Chapter Retreat –
 - Friday, February 12, 2010 the Chapter will meet in the Von Holt Room beginning at 5:00 p.m.; the meeting is expected to conclude at 10:00 p.m.
 - Saturday, February 13, 2010 Chapter members meet at 8:15 a.m. in the Von Holt Room and then carpool to St. Timothy's in Aiea. Kevin Martin, from Dallas, will be speaking at St. Timothy's from 9 – 11 a.m.; topic is "Building a Vibrant Community" – a timely topic for our Chapter.
 - Location is to be determined for a Chapter lunch and convening for the remainder of the afternoon (a private residence). The afternoon session is expected to conclude at 6:00 p.m.
- OTHER
 - Thursday of this week there is a gathering at City Hall at 1:00, in support of the River Street project, an ecumenical effort initiated by the Roman Catholic Church to support moving that project forward. Focus of the project is the building of housing in the Chinatown area.
 - A Discernment Group has met over the past number of months and has recommended that Cynthia Carson pursue the process of ordination into the priesthood. She will be making an application to the Bishop for entering into the process. A Discernment Committee will be formed and Chapter will be apprised of the continued process. In the future Chapter will be asked to endorse her for ordination.

WEEPS

- WORSHIP – no report



The Cathedral of Saint Andrew

Queen Emma Square, Honolulu, Hawaii 96813-2304
Telephone: (808) 524-2822 • Facsimile: (808) 537-4177
email: standrewc001@hawaii.rr.com
web site: www.saintandrewscathedral.net

- EDUCATION – no report
- EVANGELISM – no report
- PASTORAL CARE – no report
- SERVICE – no report

ADJOURNED: 6:30 P.M

NEXT MEETING: Tuesday, January 26, 2010, 5:00 p.m.

Respectfully submitted,

Linda Beauregard-Axelson, Recording Secretary

/s/

Patricia Newlin, Clerk
(Signed Master Copy of the minutes is on file in the Cathedral office.)

Attachments:

1. Finance Committee Report
2. Balance Sheets and Summary Sheets for Funds and Restricted Funds