

# 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 March 23, 2010

### CALL TO ORDER- 5:00 PM

CHAPTER MEMBERS IN ATTENDANCE: The Very Reverend Tim Sexton (Provost), Susan Hays (Senior Warden), Linda Beauregard-Axelson (Clerk), Arnold Carson (Treasurer), Eddie Agullana, Devin Alford, Ed Casebier, Brother Jack Isbell, OFC, Melvia Kawashima, The Reverend Tony Litwinski, Leimalama Lee Loy, Ruth Merz, Paulette Puaa Moore, Paul Reeser, Max Sender, and The Reverend Richard Shields

APOLOGIES: The Right Reverend Robert L. Fitzpatrick (Bishop and Dean), John Condrey (Junior Warden)

STAFF: John Renke (Canon Precentor)

GUESTS: Frank O'Brien, Cynthia Carson, Karen Sender

OPENING PRAYER & REFLECTION: The Very Reverend Tim Sexton

APPROVAL OF MINUTES – February 23, 2010 Chapter Meeting minutes were reviewed; it was moved and seconded to approve the minutes as written.

### TOPIC: SWEEPS Assignments

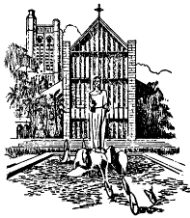
- STEWARDSHIP – Ed Casebier & Linda Beauregard-Axelson
- WORSHIP – Paul Reeser & Devin Alford
- EVANGELISM – Linda Beauregard-Axelson, Leimalama Lee Loy, Arnold Carson, & Paul Reeser
- EDUCATION – Max Sender, Melvia Kawashima, & Ruth Merz
- PASTORAL CARE – Paulette Moore & Jack Isbell
- SERVICE – Ed Casebier & Devin Alford

Discussion: It is appropriate for Chapter members to serve on more than one committee. Request for feedback/input was made to the color-coded calendar. The Senior Warden offered to provide color copies for all Chapter members.

### TOPIC: Capital Campaign Report (Frank O'Brien)

The grant application to Save America's Treasures on behalf of the Cathedral was denied on the basis of the Cathedral not being listed on the National Historic Register as a structure of National Significance. The Capital Campaign Steering Committee requests the Chapter to authorize the Steering Committee to take action to become listed on the National Historic Register. Hawaii's delegates have been completely behind the National designation due to the architecture and royal connection, and believe that the Cathedral should be approved for listing as a structure of National Significance.

Discussion: Restrictions are due to being in the capital district resulting in space limitations at this site. Even without the priory we could still be over the limit. We are limited to the current footprint. There are no other known restrictions.



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The Cathedral is listed on the National Historic register, but not as a National Historic Landmark. Being designated as a national historic landmark will be of assistance to move forward with grant proposal; thus this is a funding issue. The intermediate rating is State Significance rather than National Significance. Two issues are of concern as follows:

1. A change of the Cathedral's status on the National Historic Register from that of a local entity to a National Significance entity.
2. Register the Cathedral as a National landmark.
  - a. The nomination to do so would be made by the Secretary of the Interior, followed by a publication process a process for public comment, and then designation.

The responsibility of the Chapter is to authorize the Capital Campaign Steering Committee, over the signature of the Dean, to take the actions necessary to effect the changes.

MOTION: It was moved that the Chapter authorize the Capital Campaign Steering Committee to pursue the Cathedral's upgraded designation on the National Historic Register to one of a National Significance, and to pursue the Cathedral's designation as a National Historic Landmark.

The motion seconded; a vote was taken of all Chapter members in attendance and the motion passed with a unanimous vote.

The Cathedral participated in an exhibit at the Capitol for the State Historic Preservation Awareness Day on March 15, 2010. Lei and Hartwell Loy manned the exhibit for 3 hours, handing out walking tour brochures, historic information about the Cathedral, and Capital Campaign brochures. Numerous attendees visited the booth, including legislators. Many remarked that they had ties to the Cathedral. On the downside, most of those connections were all in the past tense.

In April or May, 2010 the archives of the Cathedral will be open for viewing. Among the notable items in the archives are Bishop Staley's ring, the trowel that Queen Emma used for the Davies Hall ground-breaking and many more fascinating artifacts which are currently being catalogued. The archives are housed safely in an office here in the cloister.

## TOPIC: Treasurer & Finance Report (Arnold Carson)

The Finance Committee has been re-established. Objectives for the Finance Committee were reviewed with the Bishop and Provost. A recommendation for the new Finance Committee Chair was made and approved. Karen Sender will serve as the Finance Committee Chair for 2010. The Finance Committee's functions will include:

1. Act as an information conduit, ensuring that the basic objectives the Chapter voted upon in January, 2010 will be met. Review was made as to what is communicated back to the parish.
2. Has the responsibility of oversight and ownership of processes that revolve around finances – most prominently how weekly cash is handled for plate and pledges.
3. Manages the process of rolling together information in support of the development of the 2011 budget.

Members of the Finance Committee are Arnold Carson, Fran Lucier and Elizabeth Conklin. The Committee will meet twice a month. The Committee recommends quarterly reviews; otherwise the Committee will report by exception.



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## Discussion –

- Finance Committee meetings are open to all parishioners.
- How are reimbursements for out of pocket expenses currently handled? Purchases should be approved and coordinated through the Chairs in advance. Requests for reimbursement are made by memoranda with Committee Chair approval signatures. The memoranda and attached receipts are submitted to the Senior Warden for review and approval.
- A recommendation was made that Chapter members attend the Finance Committee meeting prior to the Committee's quarterly report to the Chapter, which will serve to expedite the process of the Chapter review.
  - A request was made for interpretations of requested monthly Committee reports to accompany such reports.

It was proposed that the same firm used for the 2008 audits would also handle the 2009 audit. There were concerns regarding timeliness and preparations for the 2008 audits. The 2009 audit cost is proposed at the same price – about \$12,000. The proposed start date for Carlton Williams and Associates (CW Associates) to assume the audit duties is on or about April 16, 2010, and to close on or about May 17, 2010. The 2009 audit will be the third Cathedral audit handled by CW Associates. According to the Diocesan Canons, each parish is responsible for its audit. Some small parishes have two or three parishioners handling the audit. The Chapter recognizes that the \$12,000 cost is reasonable.

Question: Are we prepared for the 2009 audit? The 2009 books are closed out, which is the primary requirement; the Cathedral also experienced an entire year of clean bookkeeping. Every transaction is not reviewed; tests are made to determine if established accounting guidelines are being followed.

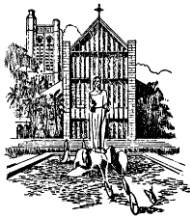
**MOTION:** It was moved that the Chapter retain Carlton Williams & Associates to handle the Chapter's 2009 audit. The motion was seconded, and carried by a unanimous vote.

The Parochial Report was submitted. The Report is signed by the Treasurer, the Clerk, and the Provost. The 2011 assessment will be 20% - around \$280,000. It was noted that the membership report on page two does not impact the assessment. The Church of St. Andrew name cannot be changed on the Parochial Report whereas it has been so named for such a long time.

It was moved that the Chapter approve the 2009 Parochial Report as submitted. The motion was seconded.

**REPORT BY EXCEPTION** – Cash on hand at the end of February, 2010 was \$114,000, and there are three months' worth of bills to address. Expenses are down, resulting in so much cash on hand. Income is down compared to what was budgeted and compared to this time last year. We are generally in better shape than we were last year. The wedding income is not evenly spread throughout the year but the budget assumes that it is. Cash flow is down by about \$20,000 and parking is down significantly. Parking was about \$12,000 for February and it was budgeted for \$18,000. Facility income is down and we haven't spent much for outreach thus far.

Discussion: The Evangelism Committee has been gathering the membership cards and compiling a report. Previously, a review was made of the number of members reported the previous year and a judgment was made as to the current number without too large an assumption. It was noted that the choir, Eucharistic Ministers, and Acolytes are missed in the services' counts. Choir attendance can be reported by the Canon Precentor to the Evangelism Committee, and the Acolytes and Eucharistic Ministers list can be provided by the Parish Secretary to the Evangelism Committee. Paul Reeser will report the 8:00 service numbers to the Evangelism Committee.



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The motion that the Chapter approve the 2009 Parochial Report as submitted, was carried by a unanimous vote.

There are a number of unsold parking spots – what is the attempt to get them sold? We are currently gaining 4 new sales and losing 3; this has been the pattern over the last few months. We are running at about 52 - 60% capacity for parking.

ACTION: A small subgroup can get together and review and report back at next chapter meeting. We should avoid day to day and hourly parking, which implies services. This would be a concern of the IRS. Furlough Fridays may be a contributing factor of State workers' parking needs.

## TOPIC: Buildings & Grounds

Committee Chair Joe Woodard will meet with the Provost to draw up a plan for expectations for spending pattern of monies allocated for building maintenance. Monthly reports will be forthcoming for the allocated expenditures.

TOPIC: WOSA: (Max Sender) Referencing the handout of the meeting on Sat. Feb 27, 2010, the Bishop had indicated that the viability of WOSA's existence was in question. Justification cannot be made for WOSA existence using the Cathedral's 501C3. WOSA is an entity that has accomplished good things for a number of years as part of the Cathedral's history. Reviews were made with a number of past presidents and members of WOSA in attendance at the meeting. It was agreed that Chapter should assume the funds and responsibilities for Cathedral inreach. The WOSA members request that the monies be solely used for inreach, as previously earmarked.

Discussion: Examples of inreach are purchases of an ice maker, a stove, and chairs. Historically, a chairperson received requests, discussions ensued, and a committee voted yea or nay on the requests; rarely were requests turned down. The Committee also engaged in fund raising to add funds to the WOSA in reach.

In question is a line item in the restricted funds – monies from the endowment for the in reach endeavor. Chapter would have the responsibility of reviewing requests and authorizing monies from the restricted funds for the in reach project needs (within the Cathedral bounds). A sub-committee would be a working group to review requests and make proposals to the Chapter.

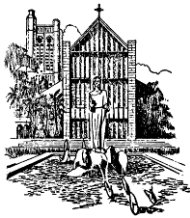
Noted: The checking account will be closed by Kevin Herring.

There is \$80,000 in endowment money in restricted funds that is managed, as reflected by an average of between \$900 and \$1000 each quarter in the Morgan Stanley account. These funds are not co-mingled with any others. If the checking account is closed, and the \$5,000 CD and the checking account funds are handled as cash reserve, inreach project requests can be funded by the cash reserve. Chapter would determine whether additional monies that come in from fund raising or otherwise to WOSA, would go into the cash reserve or in the Morgan Stanley account. The concept of handling the projects can still be done by WOSA if someone steps up and organizes it as a project committee. Inreach projects are WOSA projects under SERVICE (as part of SWEEPS).

## TOPIC: QUESTIONS

Congregational questions - at the retreat the questions were parsed into three segments – Susan Hays, John Condrey and Ed Casebier would handle. Responses shall be collated based upon responses already received, edited by the Senior Warden, and prepared for publication. Cathedral is a private entity – as such, salaries are not appropriate for publication.

TOPIC: JUNIOR WARDEN REPORT – written report was submitted to the Chapter by email



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## TOPIC: SENIOR WARDEN ANNOUNCEMENTS

- Hospitality servers are doing a wonderful job with many requests such as the HPU graduation.
- Reminder that Saturday is the Aloha Mahalo gathering for Fr. Moki. Bring new or gently used clothing. A calabash will also be available for donations.
- Sunday – call for Easter flowers.
- Start gathering items for the rummage sale. A spot will be carved out in Davies Hall for storing items. Boxing items with covers that can be stacked will be helpful.

## OTHER:

Evensong for Fr. Moki is 6:00 on Saturday. The Seder supper is Tuesday, March 30<sup>th</sup>. We are gathering in the square at 9:45 on Palm Sunday. St. Paul's is joining us for the 10:00 service.

AIDS March – Cathedral members are participating in the March on Sunday the 18<sup>th</sup> April. Registration is at 8:00 a.m., and the March begins at 9:00 a.m. Send donations to the Cathedral marked for the AIDS march. The banner missing; search for the banner will continue.

If members are planning to register for the DJ '10 – Friday 16<sup>th</sup> April and Sat. the 17<sup>th</sup>, go to their website located at: [www.dj10.org](http://www.dj10.org). Deadline for registration is the end of March. The DJ is at Holy Nativity this year.

Fr. Tim – at the Bishop's request, the office staff has been inundated with well meaning people asking the staff for assistance. Requests may be made to the Provost who will delegate the responsibilities as appropriate. For room reservations, fill out the online form and submit. For print copies, try to limit the number of requests and number of copies, providing adequate advanced notice for the office staff to be able to manage the task efficiently.

NEXT MEETING: The next regularly scheduled Chapter Meeting is April 27, 2010.

ADJOURNED: 6:50 P.M.

Respectfully submitted,

/s/

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Linda Beauregard-Axelson, Clerk  
(Signed Master Copy of the minutes is on file in the Cathedral office.)