

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 May 25, 2010

CALL TO ORDER- 5:00 PM

CHAPTER MEMBERS IN ATTENDANCE (8): John Condrey (Junior Warden), Linda Beauregard-Axelson (Clerk), The Reverend Richard Shields, Eddie Agullana, Brother Jack Isbell, OFC, Melvia Kawashima, Leimalama Lee Loy, Ed Casebier (by phone)

APOLOGIES (7): The Right Reverend Robert L. Fitzpatrick (Bishop and Dean), The Reverend Tony Litwinski, Susan Hays (Senior Warden), Devin Alford, and Paulette Puaa Moore, Max Sender, Paul Reeser, John Renke (Canon Precentor, Staff)

GUESTS: Arnold Carson (Treasurer), Frank O'Brien, Cynthia Carson, and Joe Woodard

OPENING PRAYER & REFLECTION:

APPROVAL OF MINUTES – Review of April 27, 2010 Chapter Meeting minutes were tabled for next meeting.

REPORTS:

FINANCE: (Carson)

Signatures:

Treasurer needs to take over the financial duties, as the Provost is leaving. Will remove Fr. Sexton, and add Arnold Carson to the signature cards. Treasurer proposed to Chapter that in addition to Arnold Carson, M'Liss Moore, Karen Ogata, Theone Vredenburg, Tiny Chang and Karen Sender should be authorized to sign checks and make withdrawals. Checks will be written on Thursdays, signed on Sundays and expedited.

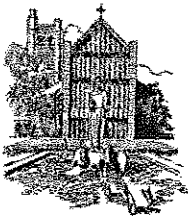
MOTION: It was moved and seconded to authorize these individuals to sign checks and make withdrawals. Bank regulations expect certain titles to function, thus the titles of Assistant Treasurers. No questions or further discussion was required; it was voted unanimously by members present to carry the motion.

MOTION: It was moved and seconded to remove Fr. Sexton as a signatory on the account. No questions or discussions ensued and it was voted unanimously by members present to carry the motion.

The Treasurer, according to the by-laws, is the custodian of Cathedral funds, and would be a primary signatory. The Bishop will not sign checks.

It was noted that in order to sign business documentation, two signatures are required from a VP or Dean or Provost and one of following: Sr. Warden, Jr. Warden, Treasurer or Clerk. In absence of a VP, Dean or Provost, both the Sr. Warden and Jr. Warden would sign.

Budget: No improvements to note, but there is nothing else noteworthy at this time. It was noted that the current process for payroll is within ACH, reviewed by Janice and Fr. Sexton and submitted for payments.



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

LET/LEM:

A successful meeting was held last Tuesday, with a wonderful potluck supper. Sixteen individuals make up the teams. Three have been trained. Four more are interested in training. The Chair will be meeting with the Bishop to review licensing that may have expired. Sex abuse training will be scheduled. A review was made of how others may also become involved. Regularly recurring meetings will be quarterly. While Br. Jack is on vacation, Leimalama and Hartwell Lee Loy will step up to cover hospital visitations, should clergy not be available. They will also be in charge of the healing prayers at both the 8:00 and 10:00 services.

Discussion: Updates or reports should be made to clergy/Bishop as to the need for follow up visits to bed-bound or otherwise impaired congregants.

Capital Campaign (O'Brien)

Thank you letters to delegates should also include Senator Susan Chung Oakland at Room 226, State Capital, 1415 South Beretania, Honolulu Hawaii. The Capital Campaign committee has not gone to the congregation for help to write thank you letters, as it would be a challenge to coordinate such a request. The Capital Campaign will be on the agenda for the Neighborhood Board. Bishop authorized the Chair to extend the Neighborhood Board an invitation to meet in Davies Hall when it becomes available. Use of Davies Hall will not be limited to the Cathedral or Cathedral business. The Capital Campaign Committee is waiting for the Atherton to respond, and will be moving on to various corporations as well. Totals received should be closing in on \$2M soon.

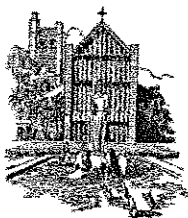
Hawaii Youth Theatre:

HTY submitted a report; they also submitted a late proposed agreement. The Chancellor dropped ball for a couple of months and subsequently scheduled a meeting with the Senior Warden, Capital Campaign Chair and Diocesan members. The Priory wishes a stronger seat at the table for negotiations, looking for better access to the Tenny Theater. This is not expected to be completed by fall when HTY enters their regular season. The hope is to offer to extend their agreement for 1 year while the lease is reviewed. They will not want a letter of agreement; they will want a real lease. There will be other provisions related to insurance, etc. to be included in the standard lease form. The process will be that we will negotiate with HTY, then go back to the Diocese for Stewardship and the Diocesan Council will vote on the lease. Final blessing will come from Diocesan Council which is pursuant to the canon laws.

MOTION: It was moved and seconded to extend the agreement with Hawaii Theater for Youth, for one year. No questions and no further discussion ensued, and members voted unanimously to carry the motion.

Buildings & Grounds:

A handout was provided in the form of a report/minutes of the 5/22/2010 meeting. The incoming Chair has been transitioning with the previous Chair. Buildings & Grounds is under budget due to delay of movement on the professionally developed maintenance plan. The Committee reviewed the organization and structure, and roles and responsibilities, and directed Shawn to work with contractors to ramp up on maintenance plan covering items such as the abuse and age of toilets and associated plumbing. The Committee will secure additional bids, whereas the original bid was based upon time-phased replacements, which is more expensive. The standard for the bid will be automated flush valves and addressing water use efficiency. Once bids are received, they will be evaluated with committee members with construction experience. Lighting – particularly the up-lights, which were high tech when they were new, heat up and blow the lenses; this represents a safety issue. There is no Chapter action required on the these or additional items listed in the minutes/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.saintandrewscathederal.net

Discussion: What are guidelines on a dollar limit for contracts coming before Chapter? To date, the Provost has been signing contracts with vendors; the check writing process would come through Treasurer. Clarification of roles/functions of Buildings & Grounds is integral to working appropriately within budget means. Chapter members noted that overages of budget amounts by more than 5% should come back through Chapter for review. Decisions as to signing authority and emergent actions is part of the process of the Transition Team.

Stewardship

Pledges continue to come in, so doing well, and the Committee is very much encouraged.

Special Meeting:

A Special Meeting was scheduled for June 8, 2010 at 5:00 p.m., to address business items (primarily Capital Campaign, secondarily to address any unfinished business from this evening that have to be addressed prior to departure of Provost.

Summer Calendar

Initial population of the advanced calendar for Cathedral-focused events by Chapter, will be handed off to office staff for publication to and maintenance of website.

Items for inclusion:

- EFM graduation
- Bible study 3rd Tuesdays/month
- EM/EV potluck meeting 2nd Tuesday of August
- Celtic feeding program every Sunday from 12 – 2
- Altar Guild brass polishing, every 4th Saturday
- Regularly recurring Chapter meetings
- Regularly recurring SWEEPS meetings
- Rummage Sale 25, 26, 27 June
- Fr. Sexton's farewell event Sat. June 5th

Chapter needs to establish how information about events are transmitted to the office staff who will be maintaining the calendar.

ACTION: Request all SWEEPS Committees to submit dates and recurrence pattern of meetings to Chapter for inclusion in the advanced notice calendar.

Search Team for Dean

Chapter reviewed a total of 15 submitted names of congregants for consideration to serve on the Search Team; Chapter members indicated by tally marks to achieve the top four names, then for the next top two congregants for consideration. Results were as follows:

Primary

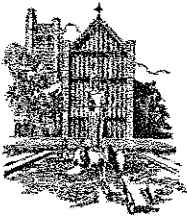
1. Kilani Ventura
2. Lianne Lee Loy
3. Aggie Stevenson-Gleason
4. Billy Richards

Alternates

1. Matt Brown
2. Ann Hanson

Clergy

1. Liz Zivanov
2. Rick Vinson



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

MOTION: It was moved and seconded to submit the top four names and also the second set of two names to Bishop for consideration as members of the Dean Search Team. No questions or discussion ensued, and membership voted unanimously to carry the motion.

Reorganization/Personnel

Transition Team will be comprised of the Bishop, one volunteer clergy, the two wardens, the treasurer, the chair of finance committee, and someone to cover human resources and volunteer coordinating.

SWEEPS:

Stewardship: Susan Hays, Linda Beauregard-Axelson, Ed Casebier, M'Liss Moore

Worship: Paul Reeser, Devin Alford, TBD

Evangelism: Lei Lee Loy, Paul Reeser, Linda Beauregard-Axelson, Kilani Ventura

Education/Formation: John Condrey, Melvia, Cynthia Carson

Pastoral Care: Br. Jack Isbell, Paulette Moore, TBD

Service/Outreach: Devon Alford, Ed Casebier, Paul Reeser, Elizabeth Conklin

The Transition Team and Bishop can move forward with the Chapter's approval to approach the highlighted individuals about being Chairs for these committees.

HR/Volunteer Coordinator

(May outsource HR portion)

Clark Halloran

Devon Alford

Cynthia Carson

Capital Projects

John Condrey

Benjamin Bishop

The Transition Team will more closely define the needs for the HR/Volunteer Coordinator and Capital Projects before moving forward with approaching any of them to be chairs.

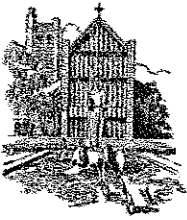
ANNOUNCEMENTS:

A discernment group is in the process of drafting a letter to recommend that Cynthia Carson should continue with her discernment process; a discernment group will stay with her.

ACTION: Chapter is asked to draft a letter of support for Cynthia Carson's discernment process.

The Bishop will construct a rotating list of volunteer clergy to serve until a Dean has been selected, including:

1. Bishop Fitzpatrick
2. Bishop Chang
3. Canon Liz
4. Cannon Darrow
5. Frank Chun
6. Tom Yoshida
7. Tom Van Culin
8. Fr. Richard Shields



The Cathedral of Saint Andrew

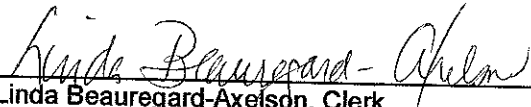
Queen Emma Square, Honolulu, Hawaii 96813-2304
Telephone: (808) 524-2822 • Facsimile: (808) 537-4177
email: standrewc001@hawaii.rr.com
web site: www.saintandrewscathedral.net

NEXT MEETINGS: A special meeting was scheduled for Tuesday, June 8, 2010 at 5:00 p.m., Von Holt Room.

The next regularly scheduled Chapter Meeting is scheduled for June 22, 2010 at 5:00 p.m., Von Holt Room.

ADJOURNED: 7:05 P.M.

Respectfully submitted,



Linda Beauregard-Axelsson, Clerk

(Signed Master Copy of the minutes is on file in the Cathedral office.)