

The Cathedral of Saint Andrew

Queen Emma Square, Honolulu, Hawaii 96813-2304
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SPECIAL MEETING June 8, 2010

CALL TO ORDER: 5:10 p.m.

CHAPTER MEMBERS IN ATTENDANCE: The Right Reverend Robert L. Fitzpatrick (Bishop and Dean), Susan Hays (Senior Warden), John Condrey (Junior Warden), Linda Beauregard-Axelson (Clerk), Arnold Carson (Treasurer), Devin Alford, Brother Jack Isbell, OFC, Melvia Kawashima, The Reverend Tony Litwinski, Leimalama Lee Loy, Paulette Puaa Moore, Paul Reeser, Max Sender, The Reverend Richard Shields, and Ed Casebier, by phone.

STAFF: John Renke, Canon Precenter

APOLOGIES: Eddie Agullana

GUESTS: Barry Shain, Frank O'Brien, Erin Hoff, Cynthia Carson, Karen Sender, Christine O'Brien, Elizabeth Conklin

TOPIC: Capital Campaign

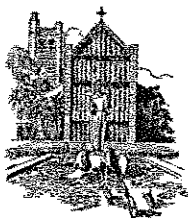
Subtopics:

1. Where are we now?
2. What does this mean?
3. Now what? More meetings? Negotiations?

DISCUSSION: Questions have been submitted by Chapter members as part of the discussion. Frank O'Brien shared that historical status will fall to Frank to address. Recommends that we focus on next 6 months / 1 year regarding what should be addressed.

Barry Shain –

- Where we are going in next 200 days or so? The structure will stay same with Bishop leading campaign. Much more successful in recent weeks. Frank will remain as Campaign Chair. The foundation of the campaign will continue using same meeting format with trustees, lobby the grants, submit the grants, etc. There are two good-sized grants pending. Next one coming up is McInerney and the Bishop will be following up on that one.
- Next priority is the corporate campaign – next meeting of the 4-person committee will be Aug 1st; chaired by Michael Chun with two vice chairs – Fred Trotter (former CEO of Campbell estate) and David Hulihee (board member of First Hawaiian Bank, CEO Grace Pacific and a number of other companies). The Bishop's role will be to explain the project(s).
- Next priority is to be the Office of Hawaiian Affairs (OHA). OHA will be first for us on the list; second will be Queen Emma. OHA to release their strategic plan on Aug 1st. Barry will meet with them and call upon Lei and Hartwell to visit the other trustees.
- Next priority – the State. Appreciate all the visits – we were zero'd out of the budget. Gil Agaron, Senator Brickwood Galluteria and Representative Carl Roads were all very helpful.
- Next challenge – release of the money. Cannot move on it until July or August when everything settles down. We have to be prepared and have had meetings with Frank and the Bishop to review. One of the staff of MSA is a former chief of the Ways and Means Committee, who was very instrumental in getting the money released.
- Thank you notes sent out by the Chapter have been greatly appreciated.
- Next priority – federal monies. The most prestigious church in the Hawaiian islands has the lowest level of status. Bishop has visited political individuals; next visits will be in November. We should know our standing in February 2011 and should do extremely well in this area.



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- Next priority – gifts from the congregation – a list has been compiled of 15-20 families who have good donor capacity and solid ties to the congregation.
- Next priority – complete the major gifts campaign. Solicitations are in progress. A healthy number of gifts have been received. Thank you party will be held for the solicitors. An appreciation event will be held for the donors – including a tour of the archives and a wine and cheese party.
- Next priority – the general gifts campaign.
- Next priority the building of the endowment and public relations. A public consumer session and marketing plan have been laid out.

REFERENCE HANDOUTS: Window To Our Future Funding as of June 8, 2010
 Cathedral of St. Andrew Capital Campaign Recap

QUESTION: In addition to the Hawaiian Affairs, what other foundations will be considered?

RESPONSE: Kamehameha Schools and Queen Liliuokalani

QUESTION: The congregation group, major gifts group, and general gifts group – are they at all overlapping?

RESPONSE: No they are very different. A group reviewed the active congregation list and broke the list into categories: those with a great capacity for donations, a second group with reasonable donations possibilities, and a third group of general donations. There is a fourth group who are non-congregation families – the Bishop will ask them for donations. The hard copy support documentation is the MSA notes. There is nothing in writing to date regarding the four formal categories, which would be helpful.

QUESTION: What is the organizational structure and categories of funding?

RESPONSE: Organizational structure includes:

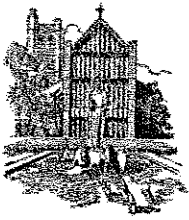
Steering Committee
 Bishop / Frank / Barry

Congregation	Corporations	Foundations	Outside Donors	Government	Hawaiian Sources
Chapter	Mike Chun	Frank/Bishop	Bishop	Barry/Frank	Barry/Lei/Hartwell
Larger Possibilities					
General/Other					
St. Paul's					
Priory					
Diocese					

RESPONSE: Categories of funding include foundations, governmental grants, congregational groups, and corporate groups.

RECOMMENDATIONS:

- Update the Marketing Plan and republish.
- Make the Campaign “sexy” and get the presentation energized.
- Need someone (an important volunteer position with the support of the consultant and the staff) to help beginning this summer, with the psychology of the campaign. Focus would include building a visceral consciousness (especially in the area of general / other) to liaise with the congregation, be present at every service for awhile, sign letters, and be available to respond to congregants’ questions.
- Chapter needs to more actively be champions of the Campaign. During the first 18 months or so of the contract, no action was taken to move on the Campaign. We did not hire Myerberg & Shain to raise the money; we hired them to service the Campaign. We broke the timeline. We now have some energy behind it and can better move forward.
- Need to discern how best to make contacts and follow up
 - Face to face



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- Written invitation
- Follow up call or letter
- Will continuing with the contract pan out relative to the costs and results?
- Renewal contract should contain an exit strategy.
- Frank's discussions with M&S yields next steps and next contacts. Barry Shain makes recommendations for next contacts, and makes the initial contacts on our behalf. Frank follows through with reporting results of contacts to the Chapter.
- Doing a good job with the capital campaign pledges will ultimately result in greater long term stewardship.
- Requesting St. Paul's congregational involvement means making a request of the Vicar.
- Davies Hall is the first focused item on the Campaign's agenda – more like \$2.5M (rather than the originally projected \$1.5M).
- Planning and Building – we are in a design mode in terms of producing the final design for Davies Hall. We could use a volunteer from the design/construction industry – perhaps Ben Bishop?
- Project Manager (paid position) would be essential once the bid goes out and construction is ready to begin.

CHAPTER REQUESTS OF M&S

- Clear / measurable goals
- Evaluation criteria
- Updated marketing plan
- Printed materials
- Strategy map – an articulated actionable plan for us to follow

ANNOUNCEMENTS:

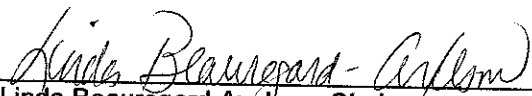
- Executive Committee will prepare and recommend a resolution to extend the contract with M&S for one more year; Chapter will review and vote on resolution at next Chapter meeting.
- A letter is being prepared to go out to congregants regarding the formation of the search team for the new dean. Liturgy and pastoral care are scheduled to be covered by volunteer clergy.
- Funeral guidelines are under review – no post funeral receptions can be accommodated unless the departed was a member of one of the congregations of the Cathedral.
- Weddings will be limited – no walk-in weddings. Counseling will need to be handled elsewhere.

NEXT CHAPTER MEETING: Meeting is scheduled for Tuesday, June 22, 2010 at 5:00 p.m. in the Von Holt room.

CLOSING PRAYER (Bishop)

SPECIAL MEETING ADJOURNED: 7:25 P.M.

Respectfully submitted,



Linda Beauregard-Axelsson, Clerk

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