



MINUTES OF THE MEETING OF THE
VESTRY OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD VIA ZOOM
ON WEDNESDAY 3 JUNE 2020 AT 7.00PM

1 PRESENT:

The Very Reverend Wendy Scott [Chair], Kath Barnsley [Dean's Warden], Walter Crookes [People's Warden], Bryan Bevege, Jill Bindon, Warren Turnwald [Vestry Treasurer], Tas Scott, Vivienne Thorpe [Minute Taker] Rev'd Daryl Smart, Eon Malan.

2 APOLOGIES:

Joan Joyce, Andy Bryant Rev'd Canon Bryan Smith, Dilip Matthan

3 WELCOME:

The Dean welcomed everyone and opened with prayer.

4 MINUTES:

Previous minutes from 25 February 2020, 22 April 2020 and 11 May 2020 were presented.
"Moved from the Chair that the minutes be accepted and true and accurate record of those meetings."
CARRIED

5 MATTERS ARISING:

- Motion moved at the meeting on 25 February to create a single purpose sub committee to oversee earthquake strengthening was deferred to the next meeting. In the meantime, Vestry was asked to look at who we have available who may be able to be a part of the committee. We also need to look at fundraising for this work. We need to refine what we are fundraising for. Warren has contacted the Diocesan office in Taranaki and received a response today which he will forward to the Administrator. Ken Williamson was a person named who could assist. Walter Crookes, Warren Turnwald and Dean Wendy Scott will make a plan ready for the next Vestry.
- SWOT Analysis – Wendy was still working her way through the information.
- Website – Eon Malan joined the meeting to discuss website and Facebook.
 - YouTube – we have 22 videos on our channel
 - Website – if we send out a mailer early in the week we get around 154 views.
 - MailChimp – we have a 100% delivery rate on 208 email addresses
- Overall the new website was working well. Recordings are being well received.
- How do we market, plan and promote services?
- Vespers – perhaps we could record short clips of Vespers.
- Link up with Hamilton City Council 'What's on' page as well as the Hamilton App.
- How do we get across the importance of sharing information on Facebook?
- Is paid advertising an option?

6 CORRESPONDENCE:

- Inwards:
 - Bruce Sheridan's email resigning from Vestry
 - Letter from David Shand, Chair of the Musica Sacra Trust regarding the Donald Barriball Memorial Chamber Organ which they were gifting to the Cathedral.

7 DEAN'S REPORT:

- Wendy was very pleased that we were able to start services again and was excited to see everyone back.
- Feedback from people regarding services was very encouraging as was the number of people attending service on Sunday.
- Daryl Smart to organise rosters sorted. The people from the choir would appreciate an opportunity to read during services.
- Wendy expressed some concern regarding the length of the services and the amount of time required to clean between services.
- A small survey will be put in the pew sheet this week around online services during lockdown.
- A number of people have offered to help with services.
- Wendy raised the issue of the facility being under-utilised. She is looking a developing a marketing plan to promote the space. Bryan Bevege and Jill Bindon offered to help.

8 HEATH AND SAFETY:

- Discussed ways of ensuring we meet COVID-19 cleaning requirements between services.

9 TREASUER'S REPORT:

- Warren has received the annual accounts and sent them out.
 - Budget has been sent out. He has not taken into account any costs relating to a Priest Assistant.
 - Earthquake strengthening costs are minimal at this stage and we should have enough to start the process.
 - March accounts – creditors very low. Everything else was constant.
 - Concerns were raised over the loss of income, particularly wedding, funeral, hall hire and shop income. Some hall hire income continued on a weekly basis from AA. Those paying parking by DC were encouraged to continue payments through lockdown.
 - TIML Income may be reduced.
 - Cash income from services were down considerably although DC giving has increased.
 - Deficit expected to be around \$12,000 - \$15,000 although we do have adequate reserves to call on with \$142,000 split between four accounts.
 - While income was down, it was noted that our expenses were also down.
- “That the annual accounts as prepared and presented be taken to AGM.”* Carried**
***“That the budget as prepared be presented to AGM.”* Carried**
***‘That the Treasurer’s Report be accepted.’* Carried**

10 GENERAL BUSINESS:

Dean Wendy commented on the following:

- There may be an opportunity in September / October for a priest assistant. Wendy shared a document on outlining the costs of a priest assistant. Perhaps this person could board with a member of the congregation. Wendy would prefer a one year contract and review.
- Warren commented that this year would not be a problem but next year we would need to find \$60,000.
- She would like to have a priest assistant on-board to form them into a leader in their own right for their own parish. It is the Cathedral’s role to train leaders for long term ministry.

- She asked how would we fund a stipend. She noted that the Diocese have offered to assist with any shortfall.
- Vicar General stipend is coming through quarterly.
- She comments on the diversity within the Cathedral congregation and wants to encourage diversity on Vestry.
- We need to build the relationship with with Te Kanga Maori
- She noted that more young people were attending services and asked how we build new volunteers and wants to start Young Persons Ministry where people feel they belong.
- At the next meeting Wendy wants to reiterate the role of those on Vestry.
- Wendy is working on a 'Service of Sorrows' for people who struggled through lockdown. This will be a cross cultural service.
- Wendy to arrange a Zoom meeting with the Taranaki Building Committee.

11 GOOD NEWS AND THINGS TO CELEBRATE:

- Parish roll – a lot of work was done during lockdown on the roll and this is continuing.
- Date of AGM – decision on date deferred to July meeting.

12 NEXT MEETING:

- 24th June at 7.00pm – this will be a face to face meeting.
- Finance Committee meeting will be held during the day on 24th June 2020.

Meeting closed with prayer at 8.40pm

Signed

Date