



**MINUTES OF THE VESTRY MEETING
OF THE WAIKATO CATHEDRAL CHURCH OF ST PETER
HELD AT THE CATHEDRAL CENTRE, HAMILTON
ON 27th July 2022 at 5.30 pm**

PRESENT:	Julian Perkins (Chair), Mele Prescott, Walter Crookes, Warren Turnwald, Doug Due Dianne Cameron, Tas Scott, Yvonne Hall, Vivienne Thorpe.	ACTION				
APOLOGIES:	Bryan Bevege, Wendy Tyrrell, Peggy Koopman-Boyden, Andy Bryant, Dilip Matthan.					
WELCOME:	Julian welcome everyone to the meeting, including Dianne and Yvonne to their first meeting.					
MINUTES:	<i>That the Minutes of the Meeting of 22nd June 2022 are confirmed as a true and correct record.</i> CARRIED					
MATTERS ARISING:	<ul style="list-style-type: none"> • Trust Deed – Bryan Bang spoke to the draft Trust Deed. He considered both Finance Statute and Trust and Parishes Statutes when preparing the document. The Trust Deed is for the purpose of raising money for the restoration of the Cathedral and the organ. We have a long musical tradition of excellence at the Cathedral and to maintain that we need to raise money. He recommended that when asking for money, we ask donors to ‘tag’ their donations making it clear what the money is to be used for. We need to decide how many Trustees we want and who we want to invite to be a Trustee. • Moved that we establish a Trust and that we use Dr Bryan Bang to formulate the Trust Deed with 6 – 8 Trustees. • Liquor License – no progress to date. • Tapping donation hardware – Warren looking at using current EFTPOS system. • Courts – topping of trees. The arborist has started removing trees. This will continue over the next six weekends. • Safety training – de-escalation training. Viv has followed up with Wade however he was on leave this week. 	WT/DD				
CORRESPONDENCE:	Circulated at the meeting in file and tabled.					
Inward and outward	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Inward</th> <th style="width: 50%;">Outward</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Email from Jerusalem Joseph re event in Centre • Email from Elizabeth Bang re WDTB • Approval from Canva re NFP status • Email from Hamilton City Council re privet • Email from Muse3D </td> <td> <ul style="list-style-type: none"> • Email response re event in Centre • Email to Elizabeth Bang re WDTB • Online application to Canva for NFP status • Email to Hamilton City Council re privet </td> </tr> </tbody> </table>	Inward	Outward	<ul style="list-style-type: none"> • Email from Jerusalem Joseph re event in Centre • Email from Elizabeth Bang re WDTB • Approval from Canva re NFP status • Email from Hamilton City Council re privet • Email from Muse3D 	<ul style="list-style-type: none"> • Email response re event in Centre • Email to Elizabeth Bang re WDTB • Online application to Canva for NFP status • Email to Hamilton City Council re privet 	
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	<ul style="list-style-type: none"> • Email from Waikeria Prison requesting original birth certificate we held for Shannon Anderson • Email from DHB re COVID 	<ul style="list-style-type: none"> • Email reponse to Waikeria Prison re request. Birth certificate was couriered 25.07.2022 		
		<p>Much of the correspondence listed was to keep Vestry informed. Email from DHB regarding COVID exposure raised question of how we keep our parishioners safe, especially during morning tea. Notice to go in pew sheet reminding people to wear masks and that morning tea servers need to be masked. It was suggested that we open up the Boardroom to enable people to spread out.</p> <p><i>That the Inwards correspondence be received and Outwards be approved.</i></p> <p style="text-align: right;">CARRIED</p>		
DEAN'S REPORT:	<ul style="list-style-type: none"> • This has been a quiet month. • Julian and Viv and have been updating various forms of communication. • He commented that we need to deal with finances first. At the moment our budget does not allow for two clergy. Bryan, Walter and Julian to look at setting up a group to look at stewardship and who could be a part of that group. Julian would like to keep Warren as an advisor to the group. The group would be looking at stewardship of time, talents and treasures. It was noted that high inflation was impacting parishioners on fixed incomes. In terms of income, interest on investments equals 40% of our income. It was suggested that parishioners would appreciate some feedback on Vestry meetings. This could be done after service on Sunday. Tas & Julian to give feedback over the next two Sundays. 			
ASSISTANT PRIEST'S REPORT:	<p>Two things for Mele:</p> <ul style="list-style-type: none"> • Mele attended a three day course on coaching at East West College and found it a very rich experience. For Mele the training came down to the questions to ask, how to draw God out of people. She appreciated the opportunity. • Rosters – Mele commented that we are very short on volunteers with people pulling out due to various illnesses and she is trying to be very careful not to overwork our volunteers. She has gone back to the system that Daryl was using and found that to be easy and quick to use. 			
HEATH & SAFETY:	<ul style="list-style-type: none"> • Minutes of Health & Safety meeting held on 13 July 2022 were circulated. • Items discussed were: <ul style="list-style-type: none"> ○ Court case starting 15 August. Julian has granted the police authority to trespass anyone they believe to be a threat during the duration of the court proceedings. Walter and Doug offered to come to the office if needed. Viv to organise a roster of people to be with her if she is on her own in the office. ○ COVID – Walter was contacted regarding person testing positive after the RSCM Evensong service. 			

	<ul style="list-style-type: none"> ○ Fire and earthquake drills to be reinstated. ○ Lighting on stairs to Centre. Tas to look at extension light sensor. <p><i>Moved from the Chair that the posters Warren prepared regarding the Cathedral being closed and the Choir vestry being the weakest component in the Cathedral complex be approved subject to Warren speaking to Rachael.</i></p>	
WARDEN'S REPORT:	<ul style="list-style-type: none"> ● Walter Crookes gave a verbal report. He said that the RSCM Evensong service went well and commented he thought the service was going to be recorded. There was a discussion around live-streaming and recording of services. The issue comes down to the cost of equipment for a good quality system. We are waiting for Russell Friker to come back with recommendations and costs. It would be ideal to have a couple of cameras but the issue is getting microphones in the right place – a matter of trial and error. It was suggested that we restart digital recordings and load onto SoundCloud each week with the ultimate goal being quality live-streaming. ● Walter thanked Mele for the rosters. 	
FINANCE REPORT:	<ul style="list-style-type: none"> ● Warren is still producing manual reports. Income is \$9,500 under budget. Interest from investments is going up. ● There was a discussion around what was the best option for the proceeds of the sale of the Deanery. WDTB advise that they will invest this on our behalf. ● Insurance – Lloyds have confirmed they will cover the Cathedral and accepted functional replacement value. Warren has asked about partial damage as this may cost us more. Insurance values are: <ul style="list-style-type: none"> ○ Office & Hall - \$2.7m ○ Contents - \$3.1m (Cathedral and organ) ○ Cathedral - \$7.6m ● We have received advise from TML that we have a new account manager, Marie Nickalls. <p><i>Moved that accounts for payment of \$60,815.28 as presented be approved. CARRIED</i></p> <p><i>Moved that his financial report be received. CARRIED</i></p>	<p>WT / TS</p> <p>WT / TS</p>
FINANCE SUB-COMMITTEE:	The sub-committee did not meet.	
MAINTENANCE COMMITTEE:	<p>Warren gave a verbal report:</p> <ul style="list-style-type: none"> ● A good workshop was held on Saturday with 8 people attending. ● Seismic Strengthening – Chris is less available at the moment due to isolating as his wife has COVID. ● Tas, Warren and Allen have met to discuss the ideas that have come out of the architect's workshop. ● Plumber has been unwell so has not been to fix the leaks. ● Tas fixed a number of lights in the Cathedral. Some glass needs to be replaced. 	

<p>GENERAL BUSINESS:</p>	<ul style="list-style-type: none"> • Vestry member photos – Mele to take • Personal information on website – preference is for all team members to have an '@stpeter.org.nz' email address. Julian to discuss. • Community Christmas Lunch – this is seen as an outreach to the community however it was a lot of work. Blythe spent nearly 3 months organising the last one. Julian to take to the next Archdeaconry meeting. We need to find Blythe's records. To be considered at the next Vestry meeting. • Hire agreement form and event management – Viv and Warren to work on updating – to be discussed at next meeting. • Virtual Tour – Muse3D – quite a lot of options for us. It's a good way of raising our profile. Julian to explore further. • Keith Lightfoot – Warren had a visit from Liz Lightfoot. She would like a plaque in the Cathedral recognising Keith as Dean for the 12 years 1986 to 1998. <p><i>Moved that we apply for a faculty to fix a plaque in the Sanctuary recognising the late Very Rev'd Keith Lightfoot as Dean of this Cathedral from 1986 to 1998. Plaque to go beside David McAdam's plaque.</i> CARRIED</p> <ul style="list-style-type: none"> • Vestry discussed the request from the Hamilton City Nightshelter Trust. Vestry felt that our finances were such we could not contribute. It needs to be acknowledged that we do already support the Nightshelter with the provision of a meal each week. <p><i>Moved that we write to the Hamilton City Nightshelter Trust advising that our current finances would not allow us to support you at this time and that we wish them well in their endeavours.</i> CARRIED</p> <ul style="list-style-type: none"> • Communication – Julian has spoken to Campbell Maydon regarding digital communication. The website is in need of work as it is our shop window, and the welcome screen could do with better posters that fit the screen. Julian and Viv to look at the list of tasks that Eon was undertaking as Digital Communications Director and see what is relevant. It was suggested that we offer a 90 days trial of 12 – 15 hours per month. Digital Communication has a budget figure of \$7,000. There was a discussion around who we were targeting. Other social media apps may be more appropriate for younger people. It was felt that having someone who is involved in the life of the Cathedral would be a better fit. Dianne and Yvonne to speak to Cecily. 	<p style="text-align: center;">WT / TS</p> <p style="text-align: center;">WT / TS</p>
<p>NEXT MEETING:</p>	<p>The next meeting will be held on <u>24th August 2022.</u></p>	
	<p>The meeting closed at 8.50pm with the Grace.</p>	

Signed: _____

Date: _____