



**St. Peter's Episcopal Cathedral**  
511 North Park Avenue  
Helena Mt 59601

31 March 2025

MEMORANDUM FOR RECORD

SUBJECT: Chapter Meeting Minutes, 25 March 2025

1. Attending: Scott Leak, Sr. Warden; Chris Boyce, Jr. Warden; Vicky Tiberi, Clerk; Ray Paige; Melinda Schell; Manny Hoag; and Beth Demmons.

1.1. Not Attending: Janet Kirkland; Sioux Roth; and Nick Jaynes.

1.2. Others Attending: Ron Gumbert, Treasurer.

2. Opening prayer by Tiberi.

3. *Motion* was made by Boyce, seconded by Hoag, to approve the Minutes of the February Chapter Retreat. The motion carried unanimously.

4. Reports:

4.1. Senior Warden: Leak received a letter from the Diocese for the 2023 year audit stating that there were three corrective actions we needed to take:

4.1.1. Our bylaws had to be updated; this was accomplished by removing the names of the people on the chapter.

4.1.2. Two sets of chapter minutes were missing; these have never been found, and we will include a note to this effect in the minute binder.

4.1.3. Our inventory needs updating. We are hoping to do this in our new PowerChurch website with help from each chapter member.

4.2. Junior Warden:

4.2.1. DOOR — The back exterior door to the church has been replaced and painted episcopal red. It has a bar with a locking key on a chain similar to the front door. Our existing keys will work in it.

4.2.2. FIRE — The deficiencies in the last fire inspection have been addressed. All the lights above exit signs have been replaced as well as all egress lights. The ventilation hood in the kitchen has been professionally cleaned and we are waiting for the fire department to sign off on it.

4.2.3. ROOF — An architect at CWG and a roof consultant have identified five different areas of the roof that need attention. For now we are looking at hiring a roofer to do a “band aid” approach in the areas where it is actually leaking.

4.2.4. TREES — Two “trash” trees will be removed from our side of the fence at an expense of \$3000. An arborist has looked at the front flowering crabs. One has significant trunk rot; the arborist thinks if we remove one branch we can band the tree and it will last for another five or more years.

4.2.5. FLOORS — The floors in the bathrooms and any areas not carpeted will be waxed and sealed in both the Cathedral and the upstairs areas of Wilson Hall on a future date.

4.2.6. LIGHTS — The parking lot and the outside of Wilson Hall all have new lights installed.

4.2.7. DEAN’S OFFICE — the carpet will be shampooed and the walls washed to freshen up this area.

4.3. Treasurer:

4.3.1. The treasurer did a complete reconciliation of last year and as a result of a \$17,000 charge not credited to last year, he redid the February report for this year.

4.3.2. He is moving our savings account from RBC Wealth Management to Stockman Bank Wealth Management account. He has put the Cathedral House money into a stepped CD account where it will earn approx. 5% instead of 0.5%.

4.3.3. The Parochial report and annual report have a disconnect that prospective deans noticed. The treasurer will update the annual report so that they agree with each other.

4.3.4. The treasurer is preparing a budget for this coming year, and needs expected expenses from each area of the church by the end of April.

4.4. Communications: We have had problems broadcasting the first few minutes of each worship service on Facebook. Boyce will look at YouTube to see if it would be better. We need more people to run the MEVO system.

4.5. Stewardship: Tickets for the upcoming Heart of Helena Art show are on sale for \$25 per person.

4.6. Worship:

4.6.1. The committee is meeting on zoom. Supply Clergy have been arranged until the end of June. Steve Brehe will be available starting April 6th.

4.6.2. We need to determine who is assigned to carry the pastoral care phone and which clergy are available to respond in case of a pastoral emergency. Janet has a list of people who agreed to carry the phone last year we can use as a starting point.

4.6.3. We need ushers at every service in the church, as we have no fire alarm system in the Cathedral. Ushers should have training in both emergency medical and fire drills.

4.6.4. There are only four books left for Bishop Marty's Wonderful Wednesday sessions. After that finishes, Steve Brehe will do a series on How to Know a Person.

4.7. Christian Education: We have several kids reaching youth group age, so we need to have a program in place for them next September. It was suggested we create a paid apprenticeship position to help Sara.

4.8. Outreach:

4.8.1. The Social Concerns committee was worried about incoming money. They did not understand that half the profit from the Heart of Helena will go directly to them. Tiberi will explain this at their next meeting. The offerings from all three Christmas services go to Social Concerns, as will those from the Easter services. No collection is taken at the Easter Vigil.

4.8.2. The diocese would like the email of any chapter member not receiving the Diocese newsletter. Tiberi will give them Boyce's email account. The Bishop will be back and available to meet with people on April 1st.

5. Other Business:

5.1. We received a letter from Montana Children's Trust fund about participating in Blue Sunday. Tiberi will pick up pinwheels and place them in front of the church for the April 27th service.

5.2. UTO offering pouches and boxes were found. There was a discussion about having the ushers pass them out after we put an article in the bulletin and make an announcement in church. Currently we do not have a designated UTO representative that we know of.

6. The meeting was closed in prayer by Demmons.

Vicky Tiberi  
Clerk

Scott Leak  
Senior Warden