



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

2 January 2025

MEMORANDUM FOR RECORD

SUBJECT: Chapter Meeting Minutes, 17 December 2024

1. Attending: Scott Leak, Sr. Warden; Sam Gilbert, Jr. Warden; Janet Kirkland; Ray Paige; Melinda Schell; Ron Gumbert, Treasurer; Manny Hoag

1.1. Not Attending: Vicki Tiberi, Clerk; Nick Jaynes; Aubrey Curtis

1.2. Others Attending: Kerry Johnson, Acting Clerk

2. *Motion* was made by Kirkland, seconded by Hoag, to approve the Minutes of the November 24, 2024 Chapter Meeting as amended. The motion carried.

3. Reports:

3.1. Senior Warden:

3.1.1. Leak reported on the preparations for the 19 January 2025 Annual Meeting. Reports from each committee or organization within St. Peter's have been requested for inclusion in the Annual Report.

3.1.2. Roles and responsibilities of the Chapter will be reviewed and revised and will be re-sent to the Chapter members for additional input. The general intent of the roles was discussed.

3.2. Junior Warden: Gilbert reported that all of the Wilson Hall lights and tiles have been installed. The lighting is consistent throughout the Hall with LED fixtures. To date, no invoice has been received for the recent roof repairs.

4. Stewardship Committee: Gilbert reported that the calls to the congregation for the Stewardship campaign are nearly finished. Both the monetary support cards and the cards designated for "Time and Talent" commitments will be gathered and summarized. As of 17 December 2024, 88 pledging units have returned their cards. The current amount pledged is \$253,386; those 88 pledges show an average of 30% increase in pledged amounts. We still think additional pledges will be received.

5. Treasurer's Report: Gumbert presented the Treasurer's Report. The report included a yearly budget comparison of the operating funds for the years 2021 through 2024.

6. 2025 Budget: The Chapter discussed the proposed Budget for 2025. Gumbert provided an overview of the budgeting process that has been used in the past. He

noted that in previous years, the budgets have contained what is called a “faith component” to cover the shortfall between pledged income and actual expenditures. Last year, we transferred the sum of \$54,000 from our investment funds into the general budget to cover the shortfall. Gumbert told the Chapter that our investment account cannot continue to support the operating budget shortfall as the funds will be depleted within a few years.

6.1. Gumbert pointed out a few items that were not entirely expended in 2024; those are primarily related to the retirement of the Dean and the loss of our Music Director.

6.2. The Draft Budget shows a net income of \$360,300; the expenses are projected at \$416,100, representing a net shortfall of \$55,800 in 2025. Gumbert stressed that the congregation needs to be fully aware of the seriousness of the shortfall. Leak directed Chapter members to discuss options for addressing the shortfall and to be ready to discuss the 2025 Budget in detail at the January 7, 2025 Chapter Meeting.

6.3. Gumbert volunteered to meet individually with Chapter members who have questions or who would like to discuss the 2025 Budget in detail. It was noted that it is the Chapter’s responsibility to approve and oversee the annual budgets; the budgets are presented to the congregation each year at the Annual Meeting as an informational item.

7. Misc. Items:

7.1. The new phone system is in and operational.

7.2. Mark and Susan Bouse (Usher Coordinators) met with Bishop Stebbins to review their responsibilities.

7.3. The Parochial Report is due on or before 1 March 2025.

8. Chapter Business: A few names have been submitted as potential Chapter members. Janet Kirkland said she will serve another term. A Chapter Retreat will be scheduled shortly after the election of the new members at the Annual Meeting. The Chapter officers are appointed by the Chapter; those appointments will be discussed at the 7 January 2025 meeting.

9. The next Chapter Meeting is 7 January 2025, at 1715.

Respectfully submitted,  
Kerry Johnson, Acting Clerk

A handwritten signature in black ink, appearing to read 'Scott Leak', with a stylized, flowing script.

Scott Leak  
Senior Warden