

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | www.stpaulsmaumee.org

## Final Vestry Minutes May 19, 2020

Present (remote via Zoom video conference): Paul Board, Jennifer Elliott, Jaimie Deye, Jim Dorton, Will Finnegan, Tom Weeks, Deno Music, Mark Christophono, Jonathan Ashton, Jerry Martz, Adriana McNally, and Jen Hoelzer  
Excused: Carol Sachs

Paul opened with prayer 7:02 followed by informal dialogue.

- I. April 21, Vestry Meeting minutes corrections:
  - a. In Rector's report, Change in "Aside in re: pledges" language for clarity.(II.c.)
  - b. Clarification of Senior Warden's report verbiage with regard to Vestry consideration of an informal proposal to require a process of parish approval before budgeted spending is exceeded by a predetermined percentage will be forthcoming. (III.a.)
  - c. Treasurer's report: change in original budgeted audit proposal from \$11,500 to \$11,000 (V.c.)

**Motion to accept minutes was made by Jaimie Deye and seconded by Will Finnigan No further discussion. Passed unanimously.**

- II. Rector's Report
  - a. COVID response – Reviewed analytics on Sunday morning web views as an indication of participation. Pretty substantial engagement from congregation on Sunday morning beyond just live streaming. Coffee hour on Sunday mornings is well attended, but we are still discovering how to gauge status of the church body.
  - b. Cash flow- Ahead of plan, but could be tailing off based on most recent results.
  - c. Personnel changes – Dawn has officially resigned. Paul hired Morgen Browning, who is also a Preschool teacher, to serve as an interim secretary for 20 hours per week through June 17, and possibly through mid-summer.
- III. Sr. Warden's Report
  - a. Jonathan deferred to the finance presentation by Mark and our budget discussion.
- IV. Jr. Warden's Report - Jaimie did speak with Joanie with regard to serving on Nominating Committee and she agreed to be considered.

**Motion to nominate Joanie Asendorf as the next member of the Vestry Nominating Committee for a five-year term was made by Jaimie Deye and seconded by Jonathan Ashton. Passed unanimously.**

- V. Treasurer's Report
  - a. Finance Report – Two transfers are included: \$60,000 from Operating Endowment and \$59,700 from PPP loan, which may well become a grant, but it should be noted that current cash flow projections indicate that the endowment fund transfer should be able to be repaid.

**Motion to accept the finance report was made by Deno Music and Jen Hoelzer seconded. No further discussion. Passed unanimously.**

- VI. Committee Reports

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### a. Vestry

- i. Draft budget update and review – Financial forecast has changed significantly for the positive and the budget, version 5, reflects same. Planned pledges are ahead of budget. Little-to-no draws are now anticipated from the Operating Endowment in the latest budget. The reasons include the potentially forgivable PPP loan, likely to be converted to a grant and also effected personnel cutbacks.

However, preschool revenue may fall short between \$7-14,000. We still are forecasting a surplus this year at this juncture over all for the parish budget. Jonathan updated us on the latest COVID PPP loan status and rules.

We will need 50 parishioners as a quorum to present a budget. With COVID, how do we adapt our process to present it to the congregation for acceptance? We can pass a budget for the balance of the year at this meeting or wait until June. We need to consider the secretary position beyond when Morgen returns to preschool teaching and its structure and financial impact. The plan now is to consider a secretarial position of 20 hours per week without benefits.

Note that Paul anticipates sending a parish letter to update the congregation status of current paid staff in light of budget status and our stewardship goals.

**Motion to approve the 2020 draft budget Jim Dorton and Tom Weeks seconded. Passed unanimously.**

- ii. Stewardship – no report
- iii. Insurance—Coming up for renewal in August. Jonathan will have a conversation with Art Smith about our auto insurance coverage.
- iv. Christ Forward>> - no report
- v. Human Resources- (see above)
- vi. Building and Grounds

Parish hall floor – Todd Deye was invited to join us to give a report on the parish hall floor, which was damaged by water leakage from the men's room. Todd reached out to flooring companies for quotes to repair the floor. He considered various quotes and approaches to repair options. The floor needs to be repaired for safety and sections are very loose. The valve in the urinal was replaced which was the probable cause of the leak.

Note that there are currently two active leaks being addressed. Skylight Room ( profuse) and the other leak is in the Parish Hall from a vent. These are active projects that may impact the floor as well.

**Motion to approve the recommended FloorCraft water-based quote (for fewer VOC emissions) of approximate \$5,840 quote to repair the floor and include paint lines was made by Jim Dorton and seconded by Jonathan Ashton. Funds are to be sourced from the Preservation Endowment who approved this FloorCraft option. Passed unanimously.**

- vii. Energy Audit— no report

### b. Formation

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- i. Christian Education— no report
- ii. Inreach — Vestry continues calls.
- iii. Outreach — Under One Roof  
Very busy with another food donation on the horizon from the Boy Scouts. Jennifer Elliot is our new primary shopper (others as well) and all are doing a great job. Donations are up and clientele case load is healthy.
- iv. Preschool – Updated guidelines present challenges as to how to operate under COVID guidelines with 9:1 teacher ratios and cross-contamination issues. We are currently determining how to operate effectively. We anticipate being able to register at full capacity. Concerns include additional utilities, housekeeping and supplies expenses that will be difficult to anticipate as its footprint in the building expands. We have enough room and enough teachers, but there are still many unknowns. There will be no need to build walls.
- v. Worship – no report

Note that the next meeting date will be June 16<sup>th</sup>.

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Meeting was adjourned at 8:23 PM .

Respectfully submitted by



Jerry Martz, Clerk

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**From:** "Sartain, Gary" <GSartain@gbq.com>  
**Date:** Tuesday, April 21, 2020 at 4:10 PM  
**To:** Paul Board <paul@stpaulsmaumee.org>  
**Subject:** St Paul's Episcopal Church 2019 Review Services

Paul,

I would estimate the fees for us to perform a review of the modified cash basis financial statements rather than an audit for the year ended December 31, 2019 to be \$7,500.

If you have any questions don't hesitate to call.



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