

ST. PAUL'S EPISCOPAL CHURCH

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

Final Vestry Minutes November 17, 2020

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

Excused: N/A

Paul opened with prayer 7:00 PM followed by informal dialogue.

- I. October 20, Vestry Meeting minutes corrections:
 - a. Section V.b. Change the language from 2019 "audit" to "review", and 2018 "audit" to "committee review".

Motion to accept minutes with was made by Deno Music and seconded by Carol Sachs. No further discussion. Passed unanimously.

- II. Rector's Report
 - a. Jennifer Vasquez submitted her resignation today, effective November 30, per her letter to Paul. We are deeply saddened to accept her resignation and acknowledge her considerable contribution to Saint Paul's over the years in a variety of important ministries and roles. She and her family are in our prayers.
 - b. COVID-19 - The impact of this disease continues to stress our parish on many fronts and Paul continues to be concerned about our parish engagement today and in the near future. We appreciate all efforts in these unprecedented times, recognizing the tough-going in these uncharted waters.
 - c. Christmas
 - i. Live Nativity – Paul's budget estimate for this Christmas program is still in progress and we'll likely need about \$1,500.00. The amount will be finalized by the next Vestry meeting. Vestry agreed to proceed with approval of expenditures in the range of this estimate.
 - d. Livestream cameras – LG Electronics (<https://www.lg.com/us>) has provided a grant for four cameras and related equipment for live streaming of our services and events, as detailed in a quote by their local contractor: Diginet ADZ. This will cover our livestreaming needs, replace the use of Paul's aging personal cameras that are currently being used, as per the attached quote, and also includes an additional mobile television, with the cost of \$18,999.00 to be reimbursed in full by LG. All supporting wiring installation has already been done by Paul.

Motion to accept the grant offered by LG as quoted by its local dealer, Diginet ADZ, and authorize payment of the quoted amount of \$ 18,999.00 with the clear commitment from LG that it will be reimbursed by a generous grant in full per the presented Diginet ADZ quote, with Paul to confirm inclusion of additional mobile television, was made by Carol Sachs and seconded by Jaimie Deye. No further discussion. Passed unanimously.

- e. Peru Scholarships – The Pawuk family has requested that we consider to continue this program in 2021. We will ask Andrew if he might provide an update on the program to Vestry in December and possibly consider providing content for our website in support of their request.

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Motion to approve the Peru Scholarship fundraising effort in January 2021 was made by Tom Weeks and Jaimie Deye seconded.

- III. Senior Warden's Report – Jonathan
 - a. Diocesan Convention: Our attendees participated remotely in a successful 2020 Diocesan Convention and valued their experience.
- IV. Junior Warden's Report – Jaimie
 - a. Nominations Committee – An email with regard to possible candidates was sent to the Nominating Committee and discussions for nominees are planned for presentation of finalized candidates to Vestry at next month's meeting.
- V. Treasurer's Report – Mark
 - a. Finance Report: No exceptional items noted in the finance reports as provided.

Motion to accept the finance report was made by Deno Music and Carol Sachs seconded. No further discussion. Passed unanimously.

- b. Audit Report – Mark commented that the discussion draft that was included in the Vestry meeting packet was a good report with concrete suggestions. The auditor has quoted services for future requirements to improve reporting, with the Finance Committee meeting in mid-December, to make recommendations to Vestry. Included in these discussions will be changes to our software recording methods, which will include clearer reporting metrics and support both more efficient future audits and reporting to the Diocese. Noted was the fact that our accounting is in good order otherwise.
- c. Paul offered the preliminary Saint Paul's 2021 budget for discussion purposes at this juncture, noting the updates will need to be made for the next Vestry meeting. Noted especially was the mechanics of forgiveness of the PPP loan and the transfer of funds back to the Operating Endowment which are to be finalized. Paul will review and update on-going service contracts and supporting schedules with details of the proposed 2021 budget for the next Vestry meeting. In light of Jennifer's resignation, Christian Formation will especially need to be re-evaluated in terms of the ministry, position and budget, along with other related ministries.
- d. EWP Preschool Budget – Included in the Vestry meeting packet was both the projected 2020 year-end budget status and a preliminary 2021 budget for Vestry consideration, the latter of which, after Vestry approval, will be included in the January Saint Paul's budget for finalization. The EWP advisory board met and approved this draft 2021 budget for Vestry consideration and potential approval. One key point is a planned tuition increase for next year (of \$30/month/student over the school year payment period) that would both increase revenues and place us in the middle range of pricing (from our current pricing levels which are at the very bottom) of the local market for preschools. This will allow us to give fair raises to teachers, based on each one's credentials, experience and capabilities, which are warranted to help us retain qualified staff professionals. Also discussed was distributing a planned projected 2020 budget surplus of an estimated \$ 2,441.52, to be provided to the staff as determined by the EWP Director, as a year-end bonus.

Motion to approve the 2021 Elizabeth Wayne Preschool Budget as presented, subject to finalization in the January budget, made by Jonathan Ashton and Jaimie Deye seconded. No further discussion. Passed unanimously.

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Motion to return the projected year-end surplus to the teaching staff, as the amount is finalized, made by Carol Sachs and Tom Weeks seconded. No further discussion. Passed unanimously.

VI. Committee Reports

a. Vestry

- i. Stewardship – Pledges seem to be tracking well at this juncture with an update to be provided at the next meeting.
- ii. Insurance – No report
- iii. Human Resources- (See above)
- iv. Building and Grounds - The “door work” is in play with the Preservation Fund committee and an additional quote is being secured.
- v. Energy Audit – No report

b. Formation

- i. Christian Education (See above)
- ii. Inreach
 1. Pastoral Care – No report
 2. Welcome – No report
 3. Fellowship –
 - a. There will be an update on a possible virtual Christmas Auction ministry.
 - b. Look for an update on Angel Tree ministry as well which will be gift cards this year.
- iii. Outreach
 1. Under One Roof - Got \$4,630.00 from Meijer's 'Simply Give' in addition to other personal donations.
- iv. Preschool
 1. 2021 Budget (See above)
- v. Worship – No report

VII. Other Business - None

Note that the next Vestry meeting date will be December 15, at 7:00 PM via Zoom

Meeting was adjourned at 8:38 PM.

Respectfully submitted by _____

Jerry Martz, Clerk

