

# ST. PAUL'S EPISCOPAL CHURCH

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

## Final Vestry Minutes October 20, 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, and Jim Dorton.

Excused: Adriana McNally, Jennifer Hoelzer

Paul opened with prayer 7:01 followed by informal dialogue.

- I. September 15, Vestry Meeting minutes corrections:
  - a. Under II. B. Livestream - "Bekah" is the correct spelling.

**Motion to accept minutes was made by Will Finnegan and seconded by Mark Christophono. No further discussion. Passed unanimously.**

- II. Rector's Report
  - a. Paul plans to enroll in an automotive electronics course and requests January-May 2021 to move vestry meetings during this period to third Monday nights of the month. The group agreed.
  - b. Dudley House Lease – It's time to revisit the monthly rental amount as was initially discussed. Given the economic circumstances, we will revisit this subject next April. We are on a month-to-month rental basis currently. As an aside, there was an upstairs bathroom tub flood which requires the kitchen ceiling and the plumbing to be repaired at a minor expense.
  - c. COVID-19 – Current increasing COVID trends are concerning and we need to be aware and prepared to decide how we address evolving conditions.
  - d. Christmas – Paul would like to have a "live Nativity" with four stations, in a drive-by motif including a bonfire as the final station in the outdoor columbarium that could be attended in-person. Christmas Eve recommendations are currently four (4) services – max thirty people for each in-person service - with three (3) in-person services and a fourth that would be livestreamed. Our plans are to be confirmed in the near future. We will need funding and Paul will advise a budget next month.
- III. Senior Warden's Report – Jonathan:
  - a. No report
- IV. Junior Warden's Report – Jaimie:
  - a. Nominations Committee – Will be considering candidates for replacements in the near future.
- V. Treasurer's Report – Mark:
  - a. Finance Report
    - i. Office Salary at budget – Mark found a clerical error and current salary spending is correct with the annual budgeted amount being wrong.
    - ii. Allocation paperwork was found and will be re-considered for Diocesan reporting.
    - iii. Repayment of the \$60,000 draw against the Operating Endowment will be addressed after the PPP loan status is determined and the actual year-end financial results are known.

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

- b. Audit Report – Auditor was unable to complete the 2019 review on-time, due to the 2018 committee review not being acceptable as it contained several shortcomings. There were also various issues with 2016 and 2017 journal entries not being posted. Mark is working with the current auditor to address these and received a verbal quote of \$3,000 for an updated 2019 review and an additional \$1,500 to

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rectify past issues in 2018. The current accounting software posed problems in reporting revenue from endowments. Mark will secure a formal quote from the auditing firm and also work with the software vendor (ACS) to determine how best to use the application to address these issues, including re-examining the initial configuration. We may or may not have the review completed by the Diocesan Convention.

### VI. Committee Reports

#### a. Vestry

- i. Stewardship – Letter was sent by the committee this past week to garner 2021 pledges. There is also a testimonial series planned for selected parishioners, including vestry, to offer their insights into how vital Saint Paul's is to their spirituality especially in these extraordinary times.
- ii. Insurance – No report.
- iii. Human Resources- No report.
- iv. Building and Grounds
  1. Doors – A quote from Comte Construction was provided (attached to agenda) on identified outside doors including both operating and potential security issues. The quote is for replacement of the doors and to employ both the current security system and also an enhanced security system features, including a remote entrance door release on the west double doors to allow entry from the office. The building and grounds committee has yet to review the quote and approve. Funding would potentially be from the Preservation Endowment or income from one of the Tigges endowments. The committee will contact the Preservation Endowment trustees for door hardware replacement, given the following resolution.

**Motion to approve door hardware replacement pending Preservation Endowment approval was made by Jonathan Ashton and seconded by Mark Christophono. No further discussion. Passed unanimously.**

2. Dudley House — (See above)
3. Energy Audit – No report.

#### b. Formation:

- i. Christian Education— (See attached report to agenda that details significant programs and efforts spearheaded by Jennifer Vasquez.) How do we address potential staff vacations as they need to be taken and are clearly well-deserved? We will adapt and cover duties as needed to support needed vacations, so we encourage taking time as needed.
  1. Inreach – In this age of COVID, we need ideas and structure to engage renewed lay leadership in support of sustaining parish life and spirituality; for example, past calls from vestry were very positive.
  2. Pastoral Care – No report
  3. Welcome – No report
  4. Fellowship – No report
- ii. Outreach –
  1. Under One Roof – Business is pretty steady from a client perspective. Questions about Christmas planning are being raised and plans considered.
- iii. Preschool – Preschool finances are going well. There have been no COVID cases in the school.
- iv. Worship – No report

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v. Other Business - None

Note that the next Vestry meeting date will be November 17, at 7:00 PM via Zoom.

Meeting was adjourned at 8:25 PM.

Respectfully submitted by  
Jerry Martz, Clerk

*Franklin Martz*

FINAL