

# ST. PAUL'S EPISCOPAL CHURCH

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

## Draft Vestry Minutes May 17, 2021

Present (remote via Zoom video conference): Paul Board, Jennifer Elliott, Jaimie Deye, Will Finnegan, Mark Christophono, Carol Sachs, Adriana McNally, Jennifer Hoelzer, Marty Baker, Michele Alexander, Glenous Favata, and Tom Weeks

Excused: Jonathan Ashton

Paul opened with prayer at 7:01 PM followed by informal dialogue. The April 19 Vestry Meeting minutes were reviewed and approved with no edits.

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

- I. Rector's Report
  - A. COVID 19 – AA wants to take off masks during their in-person meetings and are asking approval to do so. The consensus among Vestry was that they should be allowed to self-govern. They are not using tables, no church staff is present, and the risk of passing the virus through surfaces is very low. Paul will tell AA they can remove masks for their meetings if they so desire.
  - B. Parochial Report  
Our Parochial Report is missing Financials because Paul could not access them due to the secretary's absence. Paul will retrieve the reports from the Bookkeeper.
  - C. Mission Trip  
The Youth Mission Trip is on! There are ten students with Paul and Lori Board as chaperones. The older students have been vaccinated and the younger ones will be vaccinated before they go. Therefore, all can safely live and work together for the week. The group will leave for Kentucky on Sunday, June 20.
  - D. Parish Picnics  
Weekly parish picnics will begin on Wednesday, May 19. They will be held in Sidecut Metropark at 6pm. In the past, these summer picnics began with a Eucharist. Whereas some Wednesdays this summer will feature Eucharist, for now the intent is to foster fellowship--outdoors, without masks, sharing a meal together. Each family is to bring their own food.
  - E. Church Secretary  
Our church secretary, Morgan Browning, resigned due to lack of childcare. Morgan had recently returned from maternity leave and her childcare provider abruptly quit. Morgan resigned to stay at home to take care of her baby. The current secretarial position is in the Budget for 20 hours a week at \$12 an hour. There was some discussion around whether \$12 was too low. Vestry agreed that it should be raised to \$15 an hour. There was also discussion about other benefits that can be provided. Vestry discussed paid leave options. The current job description that was created in 2011 will be updated and the job will be posted. The position is for 20 hours a week, 9am to 1pm, Monday through Friday.

**Motion to advertise for the position of church secretary at \$15/hour for 20-hours a week, with one hour of paid leave for every 40 hours worked was made by Michele Alexander and seconded by Jaimie Deye. No further discussion. Passed unanimously.**

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### F. Printer

Carol Sachs explained the research done to find a new color laser printer to replace the existing Ricoh printer that will come off lease this summer. The model selected, the HP 681dh, was selected for its ease of use and overall cost over 5 years. It was discussed that the purchasing the printer is a capital expense, should be recorded as such in the financials. Additionally, the purchase cost should come from an endowment fund.

**Motion to authorize the purchase of the HP 681dh printer plus 3-year maintenance with funds from the Ken Tigges endowment was made by Marty Baker and seconded by Michele Alexander. No further discussion. Passed unanimously.**

### G. Columbarium

The outside columbarium was built because widows were complaining that they could not visit their spouses because they could no longer climb the stairs to the Chapel. A decision was made some time ago to move those persons from the indoor columbarium to the outdoor columbarium. We are now facing the prospect of running out of room outdoors. Paul advised Vestry that they need to consider expanding the Columbarium in the near future. A quote from Armento was added to the vestry packet for the Niches, Faceplates, and Urns. There is no quote from the Bricklayer yet. Jaimie Deye asked Paul to obtain a quote from the bricklayer so that Vestry will have that information. Marty Baker stated that Vestry will need to take action at the June Vestry meeting.

### II. Senior Warden's Report – Jaimie Deye

- A. The Senior Warden thanked Jennifer Vasquez for the wonderful programs that were provided to the West Mission Area during Easter. She also commented that the Iftar, which featured a professor from John Carroll University, was a really wonderful opportunity.
- B. The Senior Warden also thanked all the volunteers for their help replacing the florescent lights with LED bulbs. The lower level of the building is mostly done. The 2<sup>nd</sup> floor and the basement still need to be completed. Additional workdays will need to be scheduled.

### III. Junior Warden's Report - Jennifer Hoelzer-No Report

### IV. Treasurer's Report – Mark Christophono

#### A. Finance Report

- i. The PPP load has been moved from the Balance Sheet to Income.

#### B. 2020 Audit

- i. The previous Auditor has retired. Debbie will now take over the Audit at St. Paul's. She has audited the church before and is familiar with us.

**Motion to accept the Treasurer's Finance Report was made by Michele Alexander and Jaimie Deye seconded. No further discussion. Passed unanimously.**

### V. Committee Reports

#### A. Vestry

- i. Stewardship – No report
- ii. Insurance – No report
- iii. Human Resources- Paul Board

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The secretarial position was discussed during the Rector's report.

iv. Building and Grounds – Paul Board

1. Altar Window-The vestry packet includes a quote from Comte Construction for the stained-glass window illumination. Upon review, the siding that is quoted is T1-11 which is a low-grade siding commonly used on sheds. Comte then provided quotes for two different types of siding, cedar shingles and cement board. The increase in cost was approximately \$4000. Vestry was undecided about the direction to take since the extra \$4000 would bring the total to more than the donation that was given for the illumination. Marty Baker suggested that Vestry look at the window in person, perhaps at the next Vestry meeting, before making a decision.
2. Sanctuary Lighting – The COMTE quote includes a section for New Interior Lighting. It is not necessary to hire COMTE for the interior lighting. A lighting consultant has given Paul information on the lumens that are needed for the altar area and Paul will do the work himself.

v. Energy Audit – Jaimie Deye

- A. The LED bulb replacement initiative was previously discussed under the Senior Warden's report.

B. Formation

i. Christian Formation - Paul Board

1. Paul has been talking with Jeff Bunk from St. Tim's in Perrysburg about sharing resources, establishing a joint Christian Ed Director. (Historical comment: Back in the 1980's St. Tim's was "birthed" from St. Paul's. About half of the parish at the time were from Perrysburg and they wanted to start their own parish.) The predominate consumers of the West Mission Area programs during the Easter season were St. Paul's and St. Tim's. The contract with Jennifer Vasquez for the West Mission Area programming expires this week. Paul wishes to continue the joint programming with St. Tim's. Jeff Bunk is also talking to the St. Tim's Vestry about the joint program. Paul has three tasks for Jennifer Vasquez regarding the programming:
  - A. Reboot the Commission for Racial Justice
  - B. Maintain the Abrahamic Faith Dialog—programming with the local members of the Christian, Muslim, and Jewish faiths.
  - C. Conduct one class a week of Adult Bible Study

**Motion to approve \$2000 towards Jennifer's contract for the third quarter of this year for adult education and programming in partnership with St. Tim's, if St. Tim's Vestry also agrees to co-fund, was made by Glenous Favata and seconded by Jaimie Deye. No further discussion. Passed with one 'Nay'.**

2. Paul will have discussions with parents regarding what is needed for youth education.

ii. Inreach – The Welcome Committee Meeting was held in person!

iii. Outreach – No report

C. Under One Roof – Jennifer Gwin

Eighty-five people were served last month. The Food Pantry received \$5400 from the Meijer Simply Give program. Lathrop Construction Company gave a large food donation. The next

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Advisory Committee meeting is June 7; the procedures for further re-opening/expanding services will be discussed.

D. Preschool – The school year is over; the summer programs begin soon.


VI. Other Business – None

Note that the next Vestry meeting date will be Tuesday, Jun 15th, at 7:00 PM via Zoom, and in person.

**Motion to adjourn was made by Michel Alexander at 8:52 PM.**

Respectfully submitted by \_\_\_\_\_

Carol A. Sachs, Clerk



DRAFT