

# ST. PAUL'S EPISCOPAL CHURCH

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

## Vestry Minutes September 20, 2022

In-Person: Paul Board, Jennifer Hoelzer, Kelly Trame, Michele Alexander, Marty Baker, Glenous Favata, Carol Sachs

Remote via Zoom: Mark Christophono, Carter Adams, Deno Music

Excused: Will Finnegan, Tom Mercer, Jonathan Ashton

Paul opened with prayer at 7:01 PM. No informal dialogue.

The May 2022 and June 2022 vestry minutes were reviewed, and corrections were suggested.

**Motion to accept the May minutes with the agreed edits was made by Michele Alexander and seconded by Kelly Trame. No further discussion. Passed unanimously.**

**Motion to accept the June minutes with the agreed edits was made by Marty Baker and seconded by Kelly Trame. No further discussion. Passed unanimously.**

### I. Rector's Report

#### A. Vasquez Scholarship

- i. Rebecca Vasquez has been operating the video services on Sunday mornings. In previous years, Vestry has donated to a scholarship fund for Becca. Vestry is asked if they would like to continue this practice. Becca is a Senior this year.

**Motion to give \$1500 to the Vasquez Scholarship Fund was made by Marty Baker and seconded by Michele Alexander. No further discussion. Passed unanimously.**

#### B. Kleparek Scholarship

- i. When Laura Kleparek passed, a donor started a scholarship fund that has been held in a Diocesan Joint Investment Fund. Ben, Laura's youngest child, graduated this year. Vestry is notified that the fund has been disbursed.

#### C. Staff Changes

- i. Secretary – A new secretary has been hired. Marissa is training with Shayla until Shayla leaves in October.
- ii. Christian Ed – As previously announced, Jennifer Vasquez has been hired to teach children and adult Christian education classes.
- iii. Housekeeping – A new housekeeper has been hired. Thomas will start on Monday. For both the secretary and housekeeping positions, lots of resumes were received and many interviews were scheduled, however, most of the interviewees did not show up for their interviews.

### II. Senior Warden's Report

#### A. Delegates for Convention

- i. Michele Alexander, Ken Robinson, and Linda Fayerweather have been chosen as our delegates to the Diocesan Convention. Deno Music has been chosen as an alternate.

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**Motion to elect Michele Alexander, Ken Robinson, and Linda Fayerweather, with Deno Music as an alternate, as our delegates to the convention this year was made by Jennifer Hoelzer and seconded by Kelly Trame. No further discussion. Passed unanimously.**

III. Junior Warden's Report – No Report

IV. Treasurer's Report – Mark Christophono

A. Finance Report

- i. Discussions related to a software upgrade to Realm from the current ACS system are ongoing. Although the upgrade is described as quick and easy, experience among Vestry members cautions that it may take more time than expected. The accountant's weekly hours are not expected to go down to budgeted levels during the upgrade.
- ii. A question was raised about whether the rent on the Dudley House was covering expenses. A discussion ensued. Vestry decided to raise the monthly rent only modestly.

**Motion to raise the rent on the Dudley House by \$25 to \$475 per month, effective November 1, was made by Jennifer Hoelzer and seconded by Glenous Favata. No further discussion. Passed unanimously.**

- iii. A motion to approve the Treasurer's Report was made by Carol Sachs and seconded by Michele Alexander. Further discussion ensued with many members not feeling comfortable approving the report this month as the reports did not seem complete. Vestry did not note any discrepancies but chose to take more time to review. The motion was revoked, and the review postponed until next month.

B. Building Project Cost Sheet

- i. The spreadsheet listing the projects and funding sources for the 2022 Building and Grounds plus Preschool Projects was reviewed. The project list was as expected with the boiler replacement, basement window replacement, A/C installations, and Preschool projects. There was an unexpected cost for asbestos abatement.

**Motion to approve the \$500 expenditure for asbestos abatement as part of the boiler replacement project was made by Jennifer Hoelzer and seconded by Michele Alexander. No further discussion. Passed unanimously.**

C. Audit

- i. The Audit is happening now and is expected to be done by October 10.

V. Committee Reports

A. Vestry

i. Communications – Marty Baker

1. Paul suggested that the parish needs to know about the new boiler. Marty agreed to mention it in the next Vestry Corner.
2. In addition to the boilers, communication should include the news that the Preschool classrooms have their new A/C installed and the Glass Block windows for the basement are planned to be installed in October.

ii. Stewardship – Kelly Trame



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1. Kelly is doing a lot of research and is hoping to give recommendations for a stewardship campaign soon.
2. The committee would like to conduct the campaign in October, to finish before November, with follow-up after the holidays.
- iii. Insurance – Marty Baker
  1. Marty investigated whether an insurance claim should be filed for the flood damage to the basement. Art Smith stated that the deductible is \$5000 which is roughly equal to the flood expense. A claim will not be filed.
- iv. Building and Grounds
  1. Tower Chimes
    - A. A proposal from Top Rung Tower Chime company to restore the Tower Chimes for \$22,580 was received. The Preservation Endowment Committee has agreed to the quote and has agreed to pay the cost from the preservation funds.
  2. TC Electrical
    - A. A proposal from Northwest Electrical Contracting, Inc, to install new electrical for the Tower Chimes for \$11,500 was received. The Preservation Endowment Committee has agreed to the quote and has agreed to pay the cost from the preservation funds.

**Motion to approve the \$1428 invoice from Strause Refrigeration for a new Temperature Control unit was made by Carol Sachs and seconded by Michele Alexander. No further discussion. Passed unanimously.**

3. Kitchen Freezer
  - A. The refrigerator in the kitchen failed. It was discovered that it needed a new control module.

**Motion to accept the quote from Northwest Electrical Contracting to perform electrical services for the Tower Chimes, funded by the Preservation Endowment, was made by Marty Baker, and seconded by Glenous Favata. No further discussion. Passed unanimously.**

- v. Energy Audit – No additional report
- B. Formation
  - i. Christian Education – Paul Board
    1. Ana Ashton has agreed to organize VBS for the week of June 19, 2023.
    2. The 2023 Youth Mission Trip will be the week before VBS.
    3. A Ministry Fair will be held Sunday, September 25.
  - ii. Inreach
    1. Pastoral Care
      - A. Phil Sample just had a double knee replacement
      - B. Rachael Small is in the ICU with liver problems
    2. Welcome – Michele Alexander

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- A. The Visitor's Book has returned!
- B. Cards for birthdays and the homebound are going out.
- 3. Fellowship
  - A. There will be an in-person Christmas Auction this year!
- iii. Outreach – Kelly Trame
  - 1. The committee is planning activities for each month, October, November, and December.
- C. Under One Roof – Deno Music
  - i. The Board decided to do a Fall Food Drive.
  - ii. UOR volunteers are needing to buy food and non-food items to keep the shelves stocked. One of the reasons is because the Seagate Food Bank reduced what they are donating to the food pantry. UOR volunteers are spending about \$2000 a month on groceries.
  - iii. The next Meijer "Simply Give" campaign to benefit UOR is scheduled for December 2 – 31.
  - iv. \$2000 was received from Buckeye Cablevision.
  - v. \$3000 was received from Savage & Associates.
  - vi. UOR is gaining more volunteers than they are losing.
- D. Preschool – No Report
- VI. Other Business

The next regular Vestry meeting will be held on October 18, 2022.

**Motion to adjourn was made by Marty Baker at 8:25 pm.**

Respectfully submitted by \_\_\_\_\_  
Carol A. Sachs, Clerk

