

ST. PAUL'S EPISCOPAL CHURCH

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

Vestry Minutes

June 17, 2025

P – Present

Z – Zoom

E - Excused

A - Absent

Steve McNally - Z	Gail Burgin - P	Mark Christophono - E
Jaimie Deye - P	Katie Burns - A	Glenous Favata - P
Jerry Martz - P	Jennifer Hoelzer - E	Bill Fayerweather - P
Ken Ludwig - P	Ken Robinson - Z	Donna Dick - P
The Rev. Dr. J. Paul Board - P		

Minutes taken by Donna Dick

Informal dialogue 7:00 - 7:10 pm

Paul opened with prayer at 7:10 PM.

The May 2025 vestry minutes were reviewed, and no corrections were suggested.

Motion to accept the May 2025 minutes with the no corrections was made by Ken Robinson and seconded by Jerry Martz. No further discussion. Passed unanimously.

- I. Rector's Report – The Rev. Dr. J. Paul Board
 - A. Todd Deye invited to join today's Vestry meeting during the Building & Grounds Committee update
- II. Senior Warden's Report - Steve McNally
 - A. The Columbarium Ad Hoc committee, which consists of Ken Robinson, Jack Baessler, and Jaimie Deye are collecting bids from brick laying companies to get pricing to expand the number of niches within the existing Columbarium.
 - i. The 14 openings will hold 56 niches (4 niches behind each of the 14 faceplates).
 - B. A task force, consisting of Rev. Paul Board, Gail Burgin, Jaimie Deye, Todd Deye, Ken Ludwig, Jerry Martz, Steve McNally, and Ken Robinson, is being created to better understand Paul's duties, especially those the typical rector would not be accountable for. The task force will hold its first meeting on Saturday, July 12th.
- III. Junior Warden's Report - Jaimie Deye
 - A. Will be sending out requests soon to initiate the nomination committee's work.
- IV. Treasurer's Report – Ken Robinson

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- A. Vestry has received the finance report which was included with the June Vestry agenda and May 2025 minutes. Review of current statements was deferred due to an error detected on Friday that will require investigation. The finance committee is closely monitoring account balances for cash flow.
- B. The St. Paul's Assistant Treasurer position description was shared with the vestry and Bruce Burgin has agreed to perform this role.

Motion coming out of the Finance Committee to accept the St. Paul's Assistant Treasurer job description, as included in the May 18, 2025, Vestry minutes, and submitted to the Vestry on June 17, 2025. Approved unanimously.

- C. After discussions with Signature Bank, N.A., Waterford Bank, and PNC Bank, the Finance Committee along with the Senior Warden recommend Vestry transition all banking services to Signature Bank, NA. The target is to begin the transition July 1 with full transition completed in September.

Motion coming out of the Finance Committee to transition banking services from Huntington Bank to Signature Bank. Approved unanimously.

- D. Investment management is a separate question. The Finance Committee would like to move investment management to a locally based group and will obtain proposals from Savage & Associates and at least one other investments firm. An exploratory group composed of the Treasurer, Senior Warden, Jonathan Ashton, and Todd Deye, have agreed to be on the exploratory group to help with this decision.

- E. Endowment Transfer: With Executive Committee concurrence, directed HNB to convert \$90,000 of the Operating Endowment to cash to mitigate projected shortfall in late June to August. This is the same amount removed last year and represents roughly 20% of the trust's value. Bottom line – this is not sustainable!

- F. Building & Grounds (B&G) Costs: Funds will need to be moved from the Preservation Endowment to cover B&G needs. Per that committee, we are looking at outlays of roughly \$35,000 for the fire alarm system, tree maintenance, and pump replacement. This does NOT include items that may be detected following the city sewer inspections.

- G. Meeting with Diocese: Diocese recommends, and we may be required to have, a CPA audit. Specifically, potential changes may require St. Paul's to have a formal independent financial audit once every three years, with CPA-performed Agreed Upon Procedures during the other two years. The new diocesan interim CFO (Shannon Tyler) is still learning and the diocese detected that a recent canonical change made in November is in opposition to national canons and will need to be revised. We should budget for the expense of a formal CPA audit in 2026, which is a good practice when transitioning treasurers.

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i. Parishes must use fund accounting. It remains a pending question whether we can manage this with multiple accounts or if it needs to be managed within the accounting system. More to come.

H. Bruce Burgin will draft a written schema to understand direct expenses borne because of the Elizabeth Wayne Pre-School (EWP) and to allocate operating expenses to Under One Roof (UOR) and EWP to confirm how we are reducing diocesan assessment calculations. This will be shared with Bill Fayerweather and Mark Christophono for a first review, then the Finance Committee.

C. Vestry

i. Strategic Planning - No report

ii. Building & Grounds - Todd Deye

1. Sewer Inspection

- A. The city of Maumee Sewer Inspector inspected the entire campus of St. Paul's on June 17, 2025, and Todd met with the inspector. The city of Maumee has divided the church campus into 4 areas, and each area was looked at with regard to the city requirements to separate storm water from the sanitary sewer, which is required by the EPA.
- B. Rectory - has one minor fail point;
- C. Dudley House - this area is more complicated, and needs a sump pump along with additional work
- D. Pre-school - passed and was up to code
- E. Gym, kitchen and Sanctuary - is all up to code, with the exception of the sump pump in the boiler room under the bell tower.

2. Failed Sump Pump in basement by preschool.

- A. Received a quote (estimated at \$5,500) from Perrysburg Plumbing and they suggested getting 2 residential size sump pumps and then connecting them together somehow;
- B. Ken Ludwig was able to locate the company, Trumbull, currently located in Cleveland, Ohio, that originally installed the industrial sump pump back in 1957. We can purchase an industrial sump pump from them for a cost of \$8,585. The committee and vestry agreed that it would be better for the church to purchase the industrial size sump pump. Ken Ludwig volunteered to grease the sump pump on a regular basis as a gift to the church.

Motion was made by Ken Robinson to approve the Trumbull quote of \$8,585 to purchase an industrial size sump pump and was seconded by Jaimie Deye. Approved unanimously.

- C. Tree - 2 trees need to be trimmed and 1 supported with cables. 2 arborists looked at them. Cost for both is estimated to be \$3,000.

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Motion made by Jerry Martz to move forward to have the 2 trees taken care of and was seconded by Glenous Favata. Approved unanimously.

- iii. Columbarium – See commentary in Senior Warden's Report above.
- iv. Communications – No report
- v. Human Resources - Jerry Martz
 - 1. There are ongoing monthly meetings; in process of redrafting personnel policy; plan is for Vestry to review in October.
- vi. Insurance
 - 1. The insurance policy expires in August 2026. Prior to their expiration, we will need to get quotes from various companies with regards to the rector's automobile, preschool, and general liability.
- vii. Stewardship - Jerry Martz
 - 1. The committee is in the process of drafting a year-long approach to stewardship and taking a wider view.

D. Formation

i. Christian Education

ii. Inreach

iii. Outreach - Summer Fair; there is \$150 in budget for the Summer Fair;

E. Under One Roof - No report

F. Preschool

- i. Registration will remain open; they need 6 additional pre-schoolers; normally people sign up at the end of summer
- ii. Executive committee approved purchase of a new refrigerator for the pre-school as required by state regulations in order to keep milk near the classroom, paid for using a gift allocated to the preschool.

V. Other Business

A. No Vestry meetings July/August

B. Paul is on vacation in July

C. Finance Committee and the task force discussing Paul's unique responsibilities will meet in the Summer

The next regular Vestry meeting will be held on September 16, 2025

Motion to adjourn was made by Jerry Martz at 8:45 pm

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Respectfully submitted by Donna Dick
Clerk for June 2025