

ST. PAUL'S EPISCOPAL CHURCH

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

Vestry Minutes October 21, 2025

P – Present
Z – Zoom
E - Excused
A - Absent

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

Minutes taken by Donna Dick

Paul opened with prayer at 7:06 PM. Informal dialogue followed.

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

Motion to accept the September minutes with no corrections made by Ken Ludwig and seconded by Jaimie Deye. No further discussion. Passed unanimously.

- I. Rector's Report - The Rev. Dr. J. Paul Board
 - A. Rev. Paul Board reported that he had sent out a letter to all parishioners stating he would be retiring as of December 31, 2025.
 - B. Lay Employee Pension
 - i. There is a newly discovered problem with the Lay Employee Pension whereby we have underfunded some of our lay employees beginning as early as 2006 when St. Paul's policy was set to contribute 9% of base compensation.
 - ii. Today, some lay employees are receiving 5% whereas others are receiving, as per policy, 9%.
 - iii. We are currently unable to estimate the full amount of our liability, including underfunded contributions as well as potential interest and penalties. Although we can easily determine and rectify the 2025 liability, researching and determining prior year underfunding will require research, including guidance and support from the Church Pension Group, Fidelity, and our payroll processor Paychex.
 - iv. St. Paul's is solutions focused. We will work to quantify and rectify this error as soon as possible.
 - C. St. Matthews

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- i. Retired Priest John Hagan served as the priest last Sunday at St. Matthews, and Bill Fayerweather went there to play the piano so they could have some music.
- D. Bookkeeper hours
 - i. The current bookkeeper is working 20 hours per week, but it is hard for her to get all the work needed to be done in that amount of time.
 - ii. The previous 2 bookkeepers worked 27 hours per week.
 - iii. Paul recommended increasing her hours to 25 hours per week, which is feasible for her because her child's school schedule changed.

Motion made by Bill Fayerweather and seconded by Jerry Martz to increase the bookkeeper's hours from 20 hours per week to 25 hours per week. Passed unanimously.

- II. Senior Warden's Report - Steve McNally
 - A. Dudley house lease
 - i. The original 12-month term of the lease expired and converted to a month-to-month lease with the original financial terms and requiring 30-day advance notice from either party to change terms.
 - ii. The Finance Committee recommended entering a new 12-month lease with the same financial and other terms.

Motion made by Ken Robinson on behalf of the Finance Committee to enter a new 12-month lease with the same terms, including monthly rent of \$950, beginning November 1, 2025. No second required as motion came from the Finance Committee. Passed unanimously.

- III. Junior Warden's Report - Jaimie Deye
 - A. Land Statement
 - i. A good discussion took place during the Adult Sunday School hour on October 19, 2025.
 - ii. Another informational session will take place on November 2, 2025, at 11:30am, after the 10:00 church service.
 - B. Vestry Nominations
 - i. Jaimie Deye is waiting to hear back from several potential people to fill the Vestry vacancies for those whose terms will be done.

- IV. Treasurer's Report - Ken Robinson
 - A. Finance Report
 - i. Update on endowment portfolio management transition
 - 1. The Task Force selected SJS Financial Services; preparation for transition is in progress. SJS met Paul and Steve to discuss the nature of each endowment and we provided them with the September statements from Huntington. SJS will begin opening new accounts upon Vestry's approval to move forward with this transition.

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Ken Robinson, on behalf of the Finance Committee, made a motion requesting Vestry's approval to transition management of St. Paul's endowment portfolio from Huntington Bank to SJS Financial. No second required as motion came from the Finance Committee. Passed unanimously.

- ii. Huntington Bank to Signature Bank transition
 - 1. Funds have moved from Huntington Bank (HNB) to establish the new accounts at Signature.
 - 2. The following remain at HNB:
 - A. Operating (with a substantially reduced balance)
 - B. Rector's Discretionary (Paul to write a check for the balance from HNB, deposit into Signature, and direct HNB account closure.
 - C. Maumee Churches United & West Mission Area (will remain open)
 - i. West Mission Area will elect a new treasurer in October.
 - ii. Maumee Churches will be informed soon about Paul's retirement.
- iii. The Finance Committee requests updating the Code of Regulations, striking wording related to audit requirements, as the Diocesan Business Practices already clarify related requirements. The audit requirement wording per the Code of Regulations to be stricken is: Article IV: Officers, B., 3. "...All accounts shall be audited annually, and by a certified or independent public accountant at least every three years."

Ken Robinson, on behalf of the Finance Committee, made a motion to ask for an amendment at the Annual Meeting to strike references to an audit from this section of the Code of Regulations. No second required as motion came from the Finance Committee. Passed unanimously.

- iv. Review of Allocation Model to re-classify non-operating expense for assessment calculation
 - 1. The allocation model exists to reduce our assessment requirement to the diocese by appropriately assigning it to an outreach or non-operating activity.
 - 2. Bruce Burgin, Assistant Treasurer, will return with a written proposal for the 2026 budget.
- v. Budget preparation
 - 1. Template file built by the Rector
 - 2. We will begin with an annualized budget and refine off-book to a more granular presentation accounting for seasonality of activity to help with cashflow forecasting.
 - 3. Operating Budget will be approved by Vestry at the January 2026 meeting or prior.
 - A. Discussion regarding use of Operating Endowment to meet monthly expenses.
- B. Operating Endowment Spending Policy

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A motion was made by Ken Robinson on behalf of the Finance Committee with regard to the Operating Endowment whereby no more than 5% of endowment based on a 3-year average balance may be transferred annually unless specifically approved by Vestry, with such additional transfers communicated to the parish at our Annual Meeting and repaid to the Operating Endowment when financial performance allows. No second required as motion came from the Finance Committee.

Jerry Martz made a motion, seconded by Jaimie Deye, to table the previous motion so more information could be obtained, particularly regarding cutting operating expenses. Motion passed, therefore the original motion was not called for a vote.

V. Committee Reports

A. Vestry

i. Communications - no report

ii. Stewardship - Jerry Martz

1. Pledge cards have been mailed out to parishioners
2. Vestry should turn in pledge card by this Sunday, and it can be done online
3. Concept Hosting
 - A. On 2 Sundays in November there will be 4 sessions
 - B. Discussions will focus on 3 of the most important things we love about St. Paul's and how we can improve
 - C. Vestry needs to make phone calls and invite people to come.
 - D. December 14th will be Commitment Sunday

iii. Strategic Planning - no report

iv. Building and Grounds - Ken Ludwig

1. We have a quote for \$14,750 to epoxy the floor in the basement which the preschool uses. This needs to be done to maintain flooring in the area.
2. Money would come out of the Ken Tigges Endowment Account

Motion made by Ken Ludwig (from the Building and Grounds Committee) and seconded by Jaimie Deye to approve \$14,750 coming from the Ken Tigges Endowment account to pay for the epoxy floor in the basement. Motion Passed.

v. Columbarium - Jaimie Deye

1. \$24,864 - quote for 14 face plates which includes 4 niches
2. \$3,460 - quote for brick work by Ohio Building Restoration
3. Total would be \$28,324 which doesn't include shipping
4. Jaimie Deye will get updated quote as at least one of the in-hand quotes has expired

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- vi. Communications - no report
 - vii. Human Resources - Jerry Martz
 - 1. In the process of compiling information based on what makes sense to St. Paul's
 - 2. Will compare existing policies and new ones
 - 3. Oct. 26th next meeting
 - viii. Insurance - This will be looked at more in regards to the pension issue
- B. Formation
- i. Christian Education - no report
 - ii. In-Reach - no report
 - iii. Outreach - Creation Dinner was held with about 30 people in attendance
- C. Under One Roof - no report
- D. Preschool – No report

The next regular Vestry meeting will be held on November 18, 2025.

Jerry Martz led a closing prayer.

A motion to adjourn was made by Bill Fayerweather at 9:12 pm.

Respectfully submitted by Donna Dick
Clerk