

St. Paul's Episcopal Church
Vestry Meeting Minutes
June 9, 2025

PRESENT: The Rev. Caleb Lee (Rector), Barbara Ellington Banks, Steve Bucci, Tori Cannon, Karen Day, Carol Field (Rector's Warden), Steve Haughey (People's Warden), Anne O'Dell (Clerk), Cecelia Peers (via Zoom), Scott Sheble (Treasurer), Denise Sheehan, David Tousignant, Frank Wolf.

OPENING PRAYER: Fr. Lee called the meeting to order at 6:00 pm and opened with prayer.

APPROVAL OF MAY MEETING MINUTES: A motion was introduced by Karen Day and seconded by Tori Cannon to approve the Vestry Meeting Minutes from May 12, 2025. The motion passed with unanimous approval.

RECTOR'S REPORT: Fr. Lee was able to take a much needed 'vacation-ette' for several days at the end of May. Church attendance remains steady, and while there was a slight dip after Easter, Pentecost numbers were strong with 190 at the 10:30 service and 18 at the 8:00 am service.

June will be a busy month. Youth Week began today and runs through Thursday. Isaac McDowell has a full range of activities planned, including kayaking, a guided tour with WilmingtonNColor, an afternoon at Jungle Rapids Water Park, and an evening at the Sharks baseball game, which is a parish-wide event. The following week, on Wednesday, June 18, Fr. Lee will appear in concert at Bowstring Burgers and Brewyard. This is a fundraiser for the youth mission trip to Glory Ridge. During the last full week of June, St. Paul's, with the help of St. Andrews On-the-Sound, will once again host Summer Arts Camp for ages 4 – rising 5th grade. Meaghan Thomas has a great week planned and enrollment is near capacity.

We are still in the process of winding down the Yard Sale. Over the course of 4+ days, we raised close to \$6,000. Fr. Lee circulated a thank you note for vestry members to sign. The note will be given to Patsy Perhala to acknowledge her dedication and hard work organizing and managing the yard sale.

James Green will become a more regular presence at St. Paul's beginning June 22. Steve Bucci spent a day with him this past week, introducing him to the various organizations that St. Paul's serves through Community Ministries. James has indicated that he does not wish to receive payment during his training, instead requesting a gift of a cassock and surplice.

Fr. Lee circulated the summer edition of Wrightsville Beach Magazine and directed everyone's attention to page 26, which features an advertisement for weddings at St. Paul's. The magazine is published 4 times per year, and our quarter-page ad will appear in three more editions. We have a wedding scheduled in October of this year, which is a result of our advertising.

On the Feast of Pentecost, which is also the one-year anniversary of the capital campaign launch, Fr. Lee released a new video to remind parishioners about the 3-year campaign and underscore the need for additional funds to complete Phases 1 & 2. The Campaign will be highlighted during the month of June.

On May 21, 2025, Mona Clites, Fr. Lee, and the wardens convened with Gray Hudson to review the Design Development schematics. Gray provided an overview of modifications made to the initial plan, citing the following reasons:

- The existing structural drawings indicate the presence of walls that do not exist.
- Updated plans now reflect three smaller spaces on the third floor. Load-bearing walls present on this level would require further investigation to determine the direction of the joists within the ceiling.
- Additional verification is necessary concerning the walls and support systems in the boiler room.

The Design Development Phase is currently 98% complete. WWKW will dispatch additional engineers to conduct final adjustments. The next step involves forming a subcommittee of parishioners with construction experience to collaborate with Mona and Gray in interviewing prospective contractors. This subcommittee will provide a recommendation to the LRP Committee, which will then present its recommendation to the vestry.

The Finance Team is preparing revisions to the current year's budget and considering future financial needs, including the Rector's sabbatical (summer 2027), additional staffing, and IT support. With the passing of Bob Crafts, our volunteer IT manager, we are reassessing the church's needs and the associated costs of transitioning to our new reality.

PEOPLE'S WARDEN REPORT: The following was submitted in writing prior to the meeting.

Parish Hall and Church

- Southeastern HVAC completed spring maintenance on May 2. Unit #8 had a freon leak and was repaired. Units # 1 & 4 had collapsed drain lines and were replaced. Total cost around \$1500.
- The bottom section of the wood structures around the organ pipes in the Sanctuary was cleaned on Friday May 2.
- Two Engineering Firms consulted on the lighting/wiring issue in the NAVE on May 8 & 15.
- "Straw and Sammies" pine straw distribution for our three buildings on Saturday May 10.
- Salt Rock Builders on site Friday May 16 to review hanging the wall unit in the North stairwell. Quote received on May 21 and is being reviewed.
- The Toilet in the Men's Room opposite the Library was leaking and repaired on Friday May 16.
- After a leak was found in the NW corner of the Paris Hall, Flores & Foley will be on-site Tuesday June 3 to investigate.

Ormond Center

- SIKES is now cleaning the OC on Friday afternoons after the Church Office has closed.
- Ormond Center tours following the Sunday 10:30 AM Service continued through the last Sunday in May.

Hospitality/Activities

- Ordination of Cheryl Wagoner and James Green on Saturday May 3.
- St. Paul's Parish Picnic and Plant Swap held Sunday May 4 at Long Leaf Park.

Looking Ahead

- St. Paul's Yard Sale June 5-7.
- Summer Fine Arts Camp June 23-27.

- Glory Ridge Youth Trip July 20-25.

When asked about the leak in the Parish Hall (NW corner), Steve reported that Flores & Foley could not recreate the leak. They added some caulking and will continue to check on the status of their repairs.

TREASURER'S REPORT: Scott Sheble presented the Monthly Treasurer's Report, which compares the proposed annual budget for 2025 to actual year-to-date figures.

For the five months ending May 31, 2025, St. Paul's reported total income of \$376,954, which is 38.5% of the total annual income budgeted for 2025 (\$979,000). Total expenses for the same five months amounted to \$372,572, which is 38.1% of the total annual expenses budgeted for 2025 (\$979,000). Net income as of May 31, 2025, was \$4,382.

Other account balances as of May 31, 2025, were reported as follows:

Wells Fargo Investments (Endowment Fund)	\$976,016
Wells Fargo Disbursements	\$40,000
First Carolina Reserves	\$98,647
Wells Fargo Special Gifts	\$92,780

The funds in the Disbursement Account were moved from the Investment Account and will be used as previously approved: (a) \$25,000 for salary support for Associate for Youth & Parish Life; (b) \$15,000 for the Capital Campaign. Scott reported that \$20,000 was taken from the Employee Retention Credit to support the operating budget this past month. Given the cyclical nature of pledge payments, it is not unusual to face a cash shortage at this time of year. The challenge going forward is to properly support the church's growth with meaningful increases in annual pledge giving and planned giving.

Scott also reviewed the status of the capital campaign as of May 31, 2025:

Total Pledges (2024-2027)	\$1,460,323
Total Gifts	625,545
Total Pledges & Gifts	<u>\$2,085,868</u>
\$2.5M	83%

We have raised approximately 83% of the \$2.5 million needed for Phase 1 & Phase 2 renovations. Not all pledge commitments for 2024 have been fulfilled: a total of \$646,620 was pledged (revised down from \$687,421 to account for the reclassification of a life insurance policy and the postponement of some pledges from 2024 to 2025); \$633,704 has been paid. The outstanding pledge payments for 2024 amount to \$12,916, and it is expected that over half will be paid. For 2025 a total of \$415,679 was pledged (revised up from \$374,879, see reason noted above); \$126,695 has been paid, and \$288,984 remains due.

With no further discussion, the Monthly Treasurer's Report was unanimously accepted.

2024 AUDIT REPORT: Based on his review of certain financial records and supporting documents, the auditor, John O. McElroy, determined that St. Paul's is in compliance with the Diocese Contract Audit procedures and the Financial Reports for the year ended December 31, 2024, fairly present the financial condition of the Church. Mr. McElroy's recommendations and findings were as

follows: 1) a recommendation to review the value of the Ormond Center and its contents for insurance purposes given the staff's recent move to this location, and 2) a finding concerning the rector's pension computation with the follow-up being implemented. The finance office is in the process of addressing these matters.

After a brief discussion, the 2024 Audit Report was unanimously accepted.

COMMITTEE REPORTS: The following reports were submitted in writing prior to the meeting.

Membership: The Membership Committee is co-chaired by Karen Day and Lisa Sanders-Park, working closely with Head Usher and Head Greeter. We welcome newcomers and guide them through the process to membership. As well, Membership plans events to help old-timers forge new connections and to embrace newcomers into the church family.

Update for the period 1/1/2025 – 6/9/2025

Transfers In: 11 (2 new transfers 5/29/2025)

Prospects

Definition: Newcomers or visitors who have signed guest book or filled out a visitor card

of Current Prospects: Culled to 48 from 64 last month, based on usher/greeter input

of Active Prospects: 16 (attend regularly and some even serve on committees)

Events

- Monthly dinner groups: 34 signed up and assigned to 4 dinner groups. The season kicked off at the Erways' on May 18. The four dinner groups have leaders, and the June dinner dates have all been set.
- Occasional pop-up dinners: First pop-up dinners were held April 27 in three homes (Karen Day, Lynda and Ron Miller, Brian and Lisa Sanders-Park). 28 of the 62 who signed up participated. Awaiting approval from Father Lee and Brendan for August date so as not to conflict with church calendar.
- Newcomers' Social – Awaiting approval from Father Lee and Brendan for August date so as not to conflict with church calendar.

Capital Campaign/Building Update: see Rector's Report for update.

Stewardship: Nothing significant to report.

Community Ministries:

Highlights:

1. Sent quarterly payment to 2Share for their expenses.
2. Delivered \$1250.00 to Snipes Academy for our share in this year's Book Fair.
3. Contributed \$750.00 to the Glory Ridge Fund.
4. Joe Fari contacted The Diaper Bank about St. Paul's conducting a diaper drive in July.
5. Confirmed Nov. 1st as the date for this year's Rise Against Hunger

Special Mention:

On Monday, June 2, Snipes Academy hosted its annual Book Fair, a tradition started in 2018 through a partnership with St. Paul's. This year, thanks to collaborative fundraising efforts and negotiations led by Resource Teacher Stacy Menzies, every student received three books to keep.

Fr. Lee and Steve Bucci attended the Book Fair and witnessed the children eagerly selecting their books and writing their names inside. Many of these children lack personal books at home, making this initiative especially impactful. The heartfelt appreciation of the students, staff, and administration underscored the significance of this program in enriching the lives of local youth.

Human Resources: The 90 Day Review for both the Parish Administrator and Finance Manager have been scheduled for early June. Additionally, the HR committee is in the process of reviewing language in the HR Policy to ensure role clarity.

Children, Youth & Family:

June events include:

- June 1: Cookout at the Nipper's home
- June 9-12: Youth Week! Events include:
Monday, 9th Kayak Carolina tour to Shark Tooth Island
Tuesday, 10th WilmingtonNcolor Tour
Wednesday, 11th Jungle Rapids Water Park
Thursday, 12th Sharks Baseball Game (parish event)
- June 18: Fr. Lee in Concert
A concert - featuring Fr. Lee & his guitar! -at Bowstring Burgers & Brewery will raise funds for the annual youth mission trip to Glory Ridge in Western NC

Looking ahead:

- The 2025 Glory Ridge Mission Trip is Sunday, July 20th through Friday, July 25th.

Updates on the Children's programs will be included in future reports. Meaghan Thomas and Tori Cannon have discussed meeting this summer to provide information on programs for the younger ages as well as updates on Sunday School.

NEW BUSINESS:

Discerning the Vestry Vacancy: After a brief discussion, a motion was made by David Tousignant, seconded by Denise Sheehan and unanimously approved to fill the vestry vacancy created by the resignation of Phillip Weiss. In accordance with St. Paul's bylaws, vestry members were invited to put forth qualified candidates for consideration, and an announcement of the vacancy and pending election will be placed in the Bulletin and Enews, allowing time for parishioners to suggest candidates. All names should be submitted by August 3, 2025, to the Clerk who will forward them to the Senior Warden. The executive team will review the submissions and present them for a vote at the August vestry meeting. The nominated person who receives a majority of votes from the vestry shall fill the vacancy.

Requesting Money from the Endowment Fund: There are several restricted funds within the Endowment Fund that St. Paul's draws on annually to support the music program, organ maintenance, and college students seeking scholarship assistance. A motion was made by Steve Haughey, seconded by Barbara Banks, and unanimously approved to request from the Endowment Board this year's disbursements in the following amounts from the following funds:

- \$6,000 from Hazel Savage Music Fund
- \$12,000 from Lehto Building and Organ Maintenance Fund
- \$10,000 from Kuano Lehto Scholarship Fund

OLD BUSINESS:

At its quarterly meeting on May 20, 2025, the Endowment Board tabled a proposed amendment to its Policies & Procedures to provide for the prudent use of funds to support the development and advancement of programs that cultivate, solicit, and steward donors of philanthropic gifts. Concerns that the proposed amendment was not restrictive enough led to the postponement of any action. Additional research is warranted, and further discussion will be taken up by the Endowment Board at the appropriate time. The vestry's request for \$1000 to cover the cost of shared expenses for the 1858 Circle Choral Evensong remains pending.

With no additional business before the vestry, the meeting was adjourned at 7:18 pm.
Respectfully submitted,

Anne O'Dell,
Clerk of the Vestry