**Palmer Memorial Episcopal Church**

**Vestry Meeting Minutes**

**January 21, 2020**

**Vestry present Vestry absent;**

Victor Lamas Priscilla Plumb

Burdett Keeland

Jim Key, Senior Warden

Linda Sylvan

Jennifer Macia

Rita Justice

Kristie Van Arsdel

Al Hergenroeder

Barbara Hass

Gretta Boshara

Steven Killworth

Susannah Webb

Randy Byrd

Shannon Westin

**Clergy present**

The Rev. Neil Willard

The Rev. Liz Parker

The Rev. David Wantland

**Community Update:**  Everyone was happy to have Randy back. Jim Key announced that he is receiving the lifetime achievement award from the Houston ophthalmology society, only the third person to be so recognized.  
  
**Minutes:** The minutes of December 17 were reviewed and there is one edit under the necrology report being prepared by Barbara Hass. (edit here?) The vestry voted that the report would include only those who have died who are parishioners in the necrology report for the year. Otherwise minutes were accepted as written.  
  
**Financial Report:** Jim Key. Both the December 2019 balance sheet for the operating fund and the 2020 budget draft were presented. Highlights of the end of the 2019 operating fund include no designated funds were used for other than designated funds and no restricted accounts needed to be accessed because the operating budget covered the expenses of those ministries. And all the bills are paid.  
  
The 2020 Budget proposal was presented. There’s a 2% merit increase for the clergy. There were no significant cuts nor increases in any expense or projected revenue. The total revenues were projected to be $2,197,800, a 2.2% increase. It was noted that in order to reach this budget $132,000 is needed in 2020 pledges.   
  
**Communication Report:** Jennifer Macia. Jennifer and Priscilla will be rotating off Vestry and the Communications Council. The report highlighted Palmer stories and website postings, media outreach to Village News, Houston Chronicle and the Diolog. The Palmer newsletter continues to go out every Tuesday and additional special Palmer releases. There is discussion about improving signage for the Sunday evening service. The Council will continue to improve the marketing materials for 2020. David Wantland and Davis Mathis are managing ongoing targeted communications to Palmer youth. The Women’s Retreat January 10 -12 at Camp Allen was attended by over 90 women. There is a question about the location of the Men’s Retreat location; it is so far away it may represent a barrier for some men who have to take off on Friday. The Parish Annual Meeting and lunch will take place on January 26.  The Diocesan Council will be February 7 and 8. Marketing about the February 26 Ashes to go was discussed. Neil describes his experience of greeting the runners out front during the Houston Marathon and said it was a wonderful experience and we will do more to reach out next year.  
  
**Evangelism:** Shannon Westin. A copy of this report is available on request. She asked for and didn’t receive any negative feedback regarding the receptions which this past year were transitioned to being only organized by Roger to being organized by individual ministries. These receptions are booked through May. Shannon commented on the welcome tent out front with lots of new gifts given to those to welcome them such as coffee cups.  
  
**Outreach:** No report.   
  
**Stewardship:** Linda Sylvan. So far $1.54 million has been pledged through 263 pledges. She thanked people who made calls to those people who pledged last year and not this year. They were 87 in that category which is now been reduced to 50. Linda indicated that she will put together a policies and procedures manual for the stewardship chair for next year.  
  
**Worship:** Victor Lamas. He is also rotating off Vestry this year. There was a great Taize service on January 5 in the nave with great assistance by Liz and David. There will be two more special Taize services, one on Ascension Eve and one on Holy Cross Day September 14. The Rice students‘ service was  held for the first time in the Nave on January 12. It was pointed out that this is not the college student services but is open to all. Victor indicated that David Landis has now become the new adult acolyte master.   
  
**Junior Warden:** Burdette Keeland. He said roof repairs are ongoing and they are still working on the security gates. They will need a new lighting specialist to fix the light over the pulpit which exploded last week.  
  
**Senior Warden:** Jim Key. There are ongoing corrections to the Vestry Handbook which can be sent to Dustin.  
  
**Clergy:** Neil Willard. Roger Hutchison and Davis Mathis are attending the “Rooted in Jesus” conference in Atlanta. Tara is back today from maternity leave. Neil introduced  a proposal for approval for the housing stipend for Liz Parker from $17,500-$30,000 that was unanimously approved.  
  
The parochial report was presented and passed around. There is data on the under 16 parishioners that needs to be corrected and Al Hergenroeder asked if he could take a look at the report over last five years. He said he would talk to Sue Howard for this.   
  
Liz Parker gave her update. “This is Us“ Newcomer Class starts again on Sunday, February 9 at 10 o’clock. The first three sessions consist specifically of Q&A from the audience. There are eight sessions altogether. Liz said that the PAR program is still doing dinners and they’re trying to work on a micro loan program.  
  
David Wantland gave his report. He has between two and three candidates for confirmation for the upcoming year. David reminded everybody he no longer has direct oversight of the youth ministry program, which has moved to Roger. David is spending a lot of his time with evaluating processes in the church.  
  
Unfinished Business: The Vestry and Lay Delegate election procedures were reviewed. Those helping out Al Hergenroeder are Richard Donelson (not on the vestry) Kristie Van Arsdel, Steve Killworth and Victor Lamas. There will be no early voting before the parish meeting at 10 o’clock; early voting is held instead the Sunday prior. Logistics of the parish meeting were worked out.  
  
Jim recognized the five members who were rotating off himself included, Priscilla Plumb, Jennifer Macia, Victor Llamas, and Lynda Sylvan. They were all thanked for their service and gave comments at the end of their tenure here. And that is the end of this dictation