**Palmer Memorial Episcopal Church**

**Vestry Meeting Minutes**

**October 20, 2020**

**Vestry present: Vestry absent:**

Burdette Keeland, Senior Warden Shannon Westin

Kristie Van Arsdel, Junior Warden Libby Spoede

Rita Justice Rand Key

Barbara Hass

Susannah Webb

Randy Byrd

Mike Murphy

David Robinson

Kelly Williams

Al Hergenroeder

Gretta Boshara

Steven Killworth

**Clergy present**: **Clergy absent:**

The Rev. Neil Willard The Rev. Elizabeth Parker (on sabbatical)

The Rev. David Wantland

The meeting started at 5:30 PM by Zoom and ended at about 6:20 PM.

**Opening Prayer**: Burdette Keeland

**Community Sharing**: Burdette will be married to Ruth Palmer December 5, 2020 at Palmer. A Houston police officer today was killed in the line of duty.

**Minutes:** The minutes of meetings in June and September were approved.

**Finance**: Michael Murphy. There’s a projected $200,000-$250,000 shortfall for next year. Al asked if there can be contingency plans for what might be cut in the event that this projected deficit becomes a reality. He asked that the vestry be given a draft budget in time to study it before the next meeting and before voting to approve the budget.

**Communications Council**: Kristie Van Arsdel. Social media activity and visits to the Palmer website, the Palmer, Palmer YouTube and Facebook have dramatically increased in the recent past.  Data will be presented at a later time. Social media is now the new front door for the church. The suggestion was made that the social media use data be analyzed to see what types of social media activity are having desired effects, for example, people inquiring more about Palmer, attending Palmer activities or recruiting new parishioners.

**Evangelism Council**: Randy Byrd. Indoor and outdoor services are occurring; the newcomers’ class is being held weekly.  Other weekly activities include liturgy prep for kids at 9:15 on Sunday; 75 to 100 people are attending Sunday School classes and Sunday coffee hours; Great Wednesday is being held on a quarterly basis; bible studies are being held four times a week; and meditation two times a week.  There was a request for adjustments so people are able to attend sessions that conflict with one another; adjustments will be made wherever possible.

**Stewardship Council**: Rita Justice. Different greeters appear to be working out well. Sunday, October 25, is pledge Sunday; letters were mailed out late but should be received this week.

**Worship Council**: Steven Killworth. Starting November 1, the only inside the church service will be at 8 AM. The 10 AM service will now be at 9 AM and the 12 Noon service will be at 11 AM. This will be tried out for one month.

**Outreach Council**: Kelly Williams. There’s going to be one outreach initiative highlighted for the parish each month:  hurricane relief in October; New Hope housing in November; and, Angel Tree in December. We are getting no feedback on how many participants there are in these activities nor what their effects are.

**Building and Grounds**: Gretta Boshara. The reredos behind the Altar was renovated by Mike Massey, Dick Sylvan and John Cutler. There is work being done at the rectory that will be paid for by the endowment.

**Building Development**: David Robinson. David and Neil both said that this was a positive meeting.  Reid Wilson, a highly regarded real estate attorney, is doing work pro bono on this project. It appears that all involved want Palmer and the project to succeed. Al asked that a preliminary summary report be given to the vestry before plans get too far along in the project.

**Junior Warden**: Kristie Van Arsdel. A number of organizations are thinking about or have come back to campus. Archway is back and the Scouts and AlAnon are considering in person meetings on the campus. The Women’s Retreat is now a virtual event because of COVID since the group is too large for an in-person meeting. They are looking for ideas for programming. They are also going to be selling wreaths and 50 percent of the sales will go to Palmer.

**Senior Warden**: Burdette Keeland. The endowment will cover repairs for the rectory. He asked the Vestry to review the Vestry Handbook, which was circulated. A Vestry Nominations committee was formed with all Vestry members in their third year: Barbara Hass, Kristie Van Arsdel, Rita Justice, Burdette Keeland. Gretta Boshara and Libby Spoede, in their second year, were also nominated. The previous nomination procedure of 10 nominees for five positions will be used this year.  A proposal will be made for next year’s election to have one slate of candidates. Al asked that the protocol for voting in January be established.

**Rector’s Report**: Neil Willard. Neil attended the first ever virtual retreat to Coventry Cathedral in England. There will be a written memo of understanding between Palmer church and the Rice ministry which has not previously been done. There will be election day meditative programming.

**Associate Rector’s Report**: David Wantland. Dustin is taking on so many new responsibilities that some of his previous responsibilities are being shared among Sue Howard, David Wantland, and Kristie Van Arsdel. David said that there is a new membership task force. And finally there is a new ASA calculator which is been created by the diocese, which will help the parish to calculate the number of visitors to Palmer worship services since the onset of the COVID pandemic.