

Palmer Memorial Episcopal Church Vestry
Meeting Minutes
June 8, 2021
5:30 PM

Invited Participants: Gretta Boshara, David Candler, Melanie Fahey, Rand Key, Steven Killworth, Danna Kurtin, Mike Murphy, The Rev. Liz Parker, David Robinson, Jim Rosenbach, Posey Saenz, Libby Spoede, The Rev. David Wantland, Susannah Webb, Shannon Westin, The Rev. Neil Willard, Kelly Williams, Lam Yu, Reid Wilson, JLL Team

Attendees: Neil Willard, Liz Parker, David Wantland, David Robinson, Susannah Webb, Danna Kurtin, Melanie Fahey, Jim Rosenbach, Rand Key, David Candler, Steven Killworth, Libby Spoede, Gretta Boshara, Kelly Williams, Posey Saenz, Reid Wilson, JLL Team (Simmi Jaggi and Elizabeth Clampitt).

1. Call to order – David Robinson called the meeting to order at 5:31pm. David welcomed David Candler to the vestry to take the place of Randy Byrd. David also said he hopes the regular vestry meeting the Tuesday of next week may be hybrid, with in person and virtual.
2. Opening prayer – The Rev. Neil Willard opened the meeting in prayer.
3. JLL Team Introduction – Reid Wilson and JLL joined the call at 5:43pm. Reid introduced the representatives from JLL, Elizabeth Clampitt and Simmi Jaggi. JLL agenda or “roadmap”: clarity (requirements, considerations, values), process (call for offers, best and final, interviews, partner selection, negotiations), partner preferences, and questions.
 - Simmi said there will be different tasks and items that have responsibilities by different parties. Simmi presented a document with a list of suggested project documentation with the designated responsible party. Projects included items such as: confidentiality agreement, letter of intent, ground lease proposal, deed restrictions, permitted uses, title report, metes and bounds, survey, phase 1 (environmental report), City of Houston property, cross access, signage, cross parking, floodplain confirmation, utility capacity analysis, land/drainage plan, school district, zoning, area demographics, marketing signs, press release, aerial, flier completed, flier approved, VDR (data room) activated to house documents, marketing (on Commgate, Loopnet, Costar, JLL website), architectural and landscaping guidelines.
 - Reid and David said the potential timeline to enter the market is in September.
 - The list of questions developed and compiled by outreach and communications teams will be sent to JLL. Neil added that the questions will help guide conversations, especially about the mission, as Palmer will have conversations with the congregation.

- There was a question about JLL's experience working with churches. Simmi said that their experience is with mixed use and complimentary use collaborations, such as the YMCA.
 - Another question was about JLL's experience with the medical center. Simmi said most of her personal experience is with parcels in the medical center.
 - One question is what is JLL's fee? What are the estimated fees associated with the information Palmer will need to gather, environmental studies, surveys, etc.? And are the fees due even if we do not get into a lease with someone? Simmi said they can add estimated costs or cost ranges with the list of suggested documents to detail those items out. All of the work on the front end by JLL is at no cost and the compensation is when the transaction is completed.
 - The packet of information JLL has prepared and is in the church office will be emailed to the vestry.
4. Discussion with JLL on a plan for the potential future development of Palmer's property and of the appropriate scheduling of an upcoming planning process – David Robinson and others emphasized the importance of timely and clear communication to the congregation.
 5. Discussion regarding the engagement of a potential facilitator for project communications within the Parish – David Robinson and Neil suggested that a neutral 3rd party help to facilitate discussion with the Parish.
 6. Contract engagement with Reid Wilson – David Robinson will present this to the vestry next week during the regular meeting. Neil shared that a member of the church offered to pay for the attorney and consultant fees should the project not move forward.
 7. Summer meeting schedule for Vestry – Discussion was postponed for discussion at next week's regular vestry meeting.
 8. Adjournment. David Robinson ended the meeting at 6:46pm.