

Palmer Memorial Episcopal Church Vestry Meeting Minutes December 21, 2021

Vestry present:

The Rev. Neil Willard
David Robinson, Senior Warden
Shannon Westin, Junior Warden
Gretta Boshara
David Candler
Melanie Fahey
Rand Key
Steven Killworth
Danna Kurtin
Mike Murphy
Jim Rosenbach
Posey Saenz
Libby Spoede
Susannah Webb
Lam Yu

Vestry absent:

Kelly Williams (proxy given to Libby)

Assisting Clergy present:

The Rev. Ryan Hawthorne
The Rev. Jack Karn
The Rev. Elizabeth Parker

Assisting Clergy absent:

The Zoom meeting started at 5:32 PM and ended at 6:31 PM.

1. **Opening Prayer.** Ryan opened the meeting in prayer.
2. **Community Sharing.** Neil encouraged community sharing.
3. **Approval of Minutes.** The November 16 minutes were approved without any corrections. Motion by Steve, second by Danna, and the vestry voted to approve the minutes.
4. **Announcement by the Rev. Liz Parker.** Liz announced that she will retire March 1st. She has been in discussion with Neil since the fall and about her decision and timeline. An email will go out to the parish the Friday after Christmas. Neil said he has been in communication with the diocese to begin interviews in the new year. The vestry shared their appreciation for Liz and celebrated the gifts that Liz has shared with the Palmer community.
5. **Council Reports:**
 - a. **Stewardship Council.** Mike provided updated the pledges are now up to where we were last year (to date) as far as the amount pledged which is just over \$1.3 million. To date, 184 households have pledged.
 - b. **Finance Council.** Posey said that the budget and revenue for December looks good as we close out 2021. For the 2022 budget planning process, there is a subcommittee that meet with the staff and Neil to make recommendations. Initially, there were cuts

suggested with two different proposals however, they will continue to evolve as suggestions are made and pledges are obtained. One suggestion is to reduce paid choir by 10% and that gap can be made up with restricted funds for music ministry. Posey also said that a large line item is updating the software as it will no longer be supported and must be updated. Some of the suggested ways to offset that cost could include security, cleaning (for Archway and GISH), and more limited sexton support for set up/clean up however no decisions have been made at this point. Currently, Archway and GISH plan to remain on campus. There may be an additional summer program on campus for kids which would provide additional revenue. The budget does include a contribution from the endowment. One question arose about the evaluation of fees for weddings, funerals, etc that may provide additional revenue. David R. said that the historical report is from 2010 to 2020 which will be distributed to the vestry. A suggestion was made to review the current leases to ensure that we are on par with the market value as far as rent for programs that use Palmer's facilities.

6. **Nominating Committee.** Shannon thanked the nominating committee for collecting the names that were submitted and to create a slate for vestry and lay delegate. There is currently one outstanding person for lay delegate to finalize the slate. We have received positive feedback from the candidates. The slate will be circulated to the vestry when it has been finalized, following the code of procedures.

7. **Warden Reports:**

- a. **Senior Warden.** David thanked the vestry for serving despite the challenges of this year and is thankful for the abundance of goodness around us.
- b. **Junior Warden.** Shannon encouraged everyone to stay safe and masked as you enjoy the holidays.

8. **Clergy Reports:**

- a. **The Rev. Neil Willard – Rector.** Neil will send an email regarding services as the COVID level has increased to orange and the pivot this will mean for the services to follow our precautions as determined by the threat level. The Housing Allowance Resolution was presented to the vestry for Neil, Liz, and Ryan. Motion by David R, second by Posey, and vestry voted to approve the resolution.
- b. **The Rev. Liz Parker – Associate.** Liz shared pastoral news for prayer.
- c. **The Rev. Ryan Hawthorne – Curate.** Ryan announced that she received a letter from Bishop Doyle that she can be ordained. The service will be on Saturday, January 15th at Palmer.
- d. **The Rev. Jack Karn – Deacon.** Jack shared that the youth ministry had an end of year party with nearly 20 youth that also celebrated human rights during the event. Jack also circulated an annual report on Palmer Youth Ministry.

9. **Closing Prayer.** Neil closed the meeting in prayer.