

Palmer Memorial Episcopal Church Vestry Meeting Minutes
June 18, 2019
DRAFT

Vestry Absent:

Al Hergenroeder
Burdett Keeland
Shannon Westin

Vestry Present:

Jim Key
Susannah Webb
Jennifer Macia
Rita Justice
Kristie Van Arsdel
Priscilla Plumb
Gretta Boshara
Steve Killworth
Victor Lamas
Randy Byrd
Barbara Hass
Linda Sylvan

Clergy Present:

Neil Willard
David Wantland

1. **Opening prayer:** Jim Key
2. **Community Sharing:** N/A
3. **Approval of minutes of May meeting:** Randy moved meeting minutes be approved and all agreed.
4. **Financial Report:** Jim reported that we are still operating with a balanced budget. Income so far is good and our expenses are lower. Cash flow is good going into summer. Parishioners are encouraged to pre-pay pledges for summer (if possible). Finance Committee plans to have a representative report to the Vestry on current standings before year end.
5. **Communication Council:** Jennifer Macia. A paper copy update was circulated and the highlights include: media outreach in the Village News, Houston Chronicle, and Episcopal Diocese of Texas on Ramadan Mubarak, Resurrection Weekend in Prison Ministry Reflection, and Jerusalem Peacebuilders. Highlights also included press coverage on May 26 Houston Chronicle Sunday Belief Section regarding Youth Interfaith Gathering; marketing materials on Palmer Architecture Tour Video featuring Stephen Fox (planned for the Fall), preparations for welcome brochure and book mark handouts for PRIDE Parade. Update on Palmer Social Media - about 850 followers on Facebook and 300 followers on Instagram. The remaining announcements are in the handout.

6. **Evangelism Council:** Randy Byrd. First summer lunch on June 2nd was a good turnout with over 200 people. Good donations were received to assist with costs.
7. **Outreach Council:** Barbara Hass. Next meeting is scheduled for August 10. There is a Sewing Project for Uganda underway. Barbara will help put out the word to set up a designation fund for assistance. The request is to help fund the purchase of three sewing machines. Jim made a suggestion to create a fund titled - Days for Girls Sewing Fund and Barbara made a motion to accept this suggestion and Priscilla seconded the motion. There are two new Community of Hope members that will be recognized on Sunday during the 10:00 am service.
8. **Stewardship Council:** Linda Sylvan. Susannah Web will help represent and co-chair this council. Linda is requesting staff assistance for information on cleaning up the roster of active parishioners. Linda thanked those who made calls last year and will be calling on vestry members to assist with this year's efforts. Architecture tour was a big hit. Council is soliciting ideas on how to increase participation in pledging. Suggestion on stressing more towards spiritual growth for pledging through testimonials. Council will start coordinating efforts for the fall campaign.
9. **Worship Council:** Victor Lamas. Worship Council just recently met to discuss and review Holy Week and Easter services. Council members are reviewing and updating all customs and plans and will be implementing more training rehearsals for all involved with next year's Lent / Holy Week Services. Clergy and leads will also be providing regular worship training for both youth and adult acolytes in September.
10. **Junior Warden:** Presented by Jim Key. Repairs to St. Bede's Chapel's foundation are scheduled for August. To help reduce custodial and energy costs, office staff are reviewing methods for achieving this and plan to implement new summer campus hours. Plans are for the campus to close early on Saturdays at noon and at 2:00 pm on Sundays. Tara will send out a notice to ministry leads with updated summer campus hours.
11. **Senior Warden:** Jim Key. Vestry Council leaders are being asked to write and submit to him a description of the role council members play, in other words to create a Vestry Handbook. A sample of the format for this handbook will be sent to the Vestry. Jim asked Vestry members to think of people who may be interested in serving on the Vestry next year. Regarding meeting next year's candidates, Jim proposed to move the date of Meet the Candidates to the third week in January so that it will not conflict with the date for Women's Retreat. Election would be on the fourth week. Steve seconded the motion and all approved.
12. **Clergy Reports:**
 - The Rev. Neil Willard, Rector. First Sunday lunch was a fun event. Neil has had discussions with Stuart Kensinger's mother and she would like to make a contribution for a remembrance for Stuart and Angie. Options are either for a memorial plaque in the Nave or a memorial plaque for the base of the recent metal art sculpture that Palmer recently acquired that is awaiting a decision for location. Vestry and clergy will further discuss best option for a memorial plaque. It was also reported that Aug. 14 will be the start of the first weekly Taize / Eucharistic Service that will be held at St. Bede's Wednesday evening at 6:00 p.m.
 - The Rev. David Wantland, Curate. The Pride Festival and Parade is this Saturday, June 22. There are about 25 people assisting with the festival booth and about 20 to 30 people planning to walk with

our float in the parade. David is transitioning to revise the Jerusalem Peacebuilders Program with Jack and Danna. Next month, David will be promoted to Associate Rector.

13. **Unfinished Business:** Jim Key. Stairs Project is on hold. Need capital funds drive to assist with other major efforts - stairs and painting St. Bede's Chapel.

Next Vestry meeting is August 20