

Palmer Memorial Episcopal Church
Vestry Meeting Minutes
February 24, 2021

Vestry present:

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

Vestry absent:

Rand Key

Assisting Clergy present:

The Rev. Elizabeth Parker
The Rev. David Wantland

Assisting Clergy absent:

The meeting started at 5:34 PM by Zoom and ended at 6:33 PM.

1. **Opening Prayer.** Neil opened the meeting in prayer.
2. **Community Sharing.** David Robinson encouraged community sharing.
3. **Minutes.** The January 19, 2021 minutes were approved with a couple of spelling corrections: in building development report, delete the duplicate “in” and in the worship report change “dispensation” of ashes to “imposition”. Motion by Steve, second by Randy, and the vestry voted to approve the minutes.
4. **History and Role of the Vestry in the Episcopal Church.** Neil provided an interesting history of the vestry in the Episcopal Church that was emailed prior to the meeting and highlighted some of the content. The rector is a part of the vestry and is to attend all meetings.
5. **Palmer Church in 2020.** Neil shared an email with a summary of the pandemic and how the Diocese set criteria and recommendations at various points during 2020 and how Palmer implemented the recommendations. Additionally, Neil has been in contact with medical experts during the pandemic for their guidance and expertise. These have all been a part of the decision making for the various services and adaptations at Palmer.

6. **Vestry Council/Committee Structure.** Neil Willard and David Robinson. A chart was developed to depict the structure for the clergy, staff, and vestry councils. The vestry officers require a vote. Motion by Gretta, second by Kelly, and the officers were approved by the vestry as noted below.
 - a. Vestry Officers
 - i. Senior Warden – David Robinson
 - ii. Junior Warden – Shannon Westin
 - iii. Treasurer – Larry Wood
 - iv. Clerk – Libby Spoede
 - v. Chancellor – Michael Chambers
 - b. Finance Council – Mike shared there is a project list to be able to project current and future projects and to plan for them financially. Palmer is applying for relief from the first quarter assessment from the Diocese.
 - c. Worship Council – Steve provided a detailed report on the plans for services during Lent and various program offerings during the season.
 - d. Outreach Council – Kelly said there is a special Lenten outreach for Star of Hope and New Hope Housing for towels, sheets and blankets. Outreach has a focus to support community organizations and programs that the council has vetted.
 - e. Evangelism Council – Randy discussed future directions in the midst of COVID including virtual and in person welcoming opportunities. Shannon said they are working on an event for sharing our stories on April 17th to talk about modern day evangelism.
 - f. Communications Council – Susannah shared the role of the council with the new vestry members including metrics on downloads, views and social media engagement.
 - g. Stewardship Council – Rand was not present to provide an update.
 - h. Buildings and Grounds Council – Gretta stated the rectory work and payments have been completed. The rectory and campus weathered the winter storm well. Bids are being obtained for a water pump repair/replacement in the HVAC system. Otherwise everything is going well.
 - i. Membership Task Force – The former wardens are moving forward with the initiative with Neil that started in September with a one year timeline to complete the work. The scope has spanned from a testimony workshop to continuing with online services post-COVID to reach out to the community.
 - j. Property Development Task Force – David Robinson shared there has been exploration of the property that could be developed with further discussions after Lent.
7. **Clergy Areas of Focus.** Neil Willard, Liz Parker, and David Wantland.
 - a. Housing allowance resolutions for the Clergy. Motion by Steve, second by Susannah, vestry voted to approve the resolutions.
 - b. Vestry will need to take the Safeguarding class. Information will be sent to complete the class.
8. **Code of Procedures Discussion.** Neil Willard and David Robinson. Neil shared that there is a review for the codes of procedures that may prompt proposed changes on items such as the number of vestry members.
9. **2021 Vestry Member Roles Discussion.** David Robinson encouraged vestry members to send a message to him in the next 1 (to 2) weeks with your top 3 council preferences in addition to one

goal or item that is on your heart. David will take this information and evaluate all of the preferences, council needs, and other factors to make assignments to vestry councils.

10. Old Business. None.

11. New Business. Susannah took a Zoom picture of the 2021 vestry.

12. Closing Prayer. David Wantland closed the meeting in prayer.