

**Palmer Memorial Episcopal Church**  
**Finance Committee Meeting**  
**Minutes of September 16, 2021**

A. Opening

1. Attendance: Jessica Evans, Bet Hunter, Davis Maxey, Tara McConathy, David Robinson, Posey Saenz, Dick Sylvan, Dick Viebig, Kirk Waldron, Larry Wood
2. Dick S. opened the meeting with a prayer.
3. The minutes of the August 2021 meeting of the Finance Committee were moved for approval by Posey S. and approved by all.

B. Financial Reports

1. Larry W. started out by acknowledging our revenues are doing really well over all. Expenses were slightly over budget this month but if you take out the big electricity payment, that makes up the difference. We are slightly below on the Endowment revenue line but can get to that later in the agenda.
2. Dave M. moved to approve submission of the September financial statements to the Vestry. The motion was approved by all.

C. Other Discussion Items

1. Status of Endowment payment: Larry W. shared that we can expect the second installment of the endowment contribution in September.
  - a) Larry W. then asked when we need to have a number from the Endowment for the 2022 budget planning? Tara M. replied that we can use the current year contribution as a place holder for budget planning purposes, but will need a final number before the January Finance Committee meeting. Bet H. said she is reviewing a draft of endowment procedures from Laura Van Ness and will share it with Larry W. so he can send a follow up email to the Endowment Board. She also reminded Larry W. to mention that there is an open topic about additional funding for the restricted account for major improvements.
  - b) Dick V. said the good news was that Jim Key came to the meeting and said it is possible to commit to both the operating budget and special projects.
2. Capital Projects
  - a) Kirk W. shared that the rectory porch repairs are finished and came in below budget. Then we had a leak in the wall and it ended up being a leak from a clogged HVAC pipe. But since we had budgeted \$10-12K for the porch repairs and they only ended up being \$5K, we can absorb the repairs to the leaky pipe and sheetrock damage it caused into that budgeted amount. We have other rectory projects we are looking into too. We have quotes for new siding and new windows, but lead times on new windows are months out and the costs to do windows and siding together are extremely high. We are also looking into some possible kitchen renovations.
  - b) Larry W. asked if there is anything at the main campus we need to address now. Kirk W. replied yes, we need to fix the playground flooring cracks and repair the monument sign.
  - c) Tara M. shared that we just completed a \$4K exterior door preventive maintenance project.
3. Property Development
  - a) Dave M. said there has been a group meeting for some time now and the vestry has signed a broker and JLL to help us get to market but before we can we have several more steps to take. We need to assess the parish, get vestry approval and go through the diocese and the with the vestry taking a more active role in these processes, the task force determined that it was time to disband and turn it over to full vestry control. The magnitude of the numbers would

be ½ million over a 99-year lease, adjusted for inflation but internal complexities to go through that are our biggest hurdle. The actual build part would be pretty straight forward. David R. added that a task force, by definition is a finite group and we all felt that this task force had achieved the tasks it set out to do at the start. At the last vestry meeting, they voted 14-1 to move forward with signing the lawyer and brokers but we still have a long way to go. Where we need to go now is better communication from the vestry, staff, and clergy to the parish. Each of the vestry councils will have tasks throughout this process and will be called upon to assist. As Kirk W. knows, we have asked the Building & Grounds Council to help pull files that show us what we know about what lies underground and property lines, etc. In the next 6-8 weeks you will see a blitz of a campaign to engage the community in discussions about this project. We are entertaining the idea of bringing on a facilitator to help with some of these discussions. While we are having the discussions, JLL would be preparing a RFP to get ready to go to the market. Bet H. said she is so glad to hear this much detail about the project. David R. added that there is a bit of research he might need from this committee, a range (min & max) that might be desirable for what would be our target yield and put it in a letter to the parish. Do we go for the highest yield and not look at who our neighbors are or do we consider a lower yield to have a more desirable partner?

4. Other items

- a) Larry W. and Jessica E. commented on the Pledge Balance Report that she provided for the committee to review. Larry W. noted that the budget YTD is going ok so far and we have the whole 4<sup>th</sup> quarter left. He asked when we typically reach out to the high pledgers who haven't paid yet? Jessica E. replied in the past it was the Senior Warden and me that would reach out in early January.
- b) Kirk W. asked Jessica when she sends the next batch of statements. She said it would be early October after the 3<sup>rd</sup> quarter ends on September 30<sup>th</sup>. He suggested putting a personal note on the top just reminding everyone we are coming up on year's end and make it personal. The committee liked that idea and Jessica agreed to do that.

D. Closing

1. Dick V. closed the meeting with a prayer.