

**Palmer Memorial Episcopal Church**  
**Finance Committee Meeting**  
**Minutes of January 13, 2022**

A. Opening

1. Attendance: Jessica Evans, Bet Hunter, Dave Maxey, Tara McConathy, David Robinson, Posey Saenz, Dick Sylvan, Dick Viebig, Kirk Waldron, Rev. Neil A. Willard, Larry Wood
2. Fr. Willard opened the meeting with a prayer.
3. The minutes of the December 2021 meeting of the Finance Committee were moved for approval with minor corrections by Bet H., seconded by Dick S. and approved by all.

B. Financial Reports

1. Larry W. opened with a summary and noted that if you just look at cash, we ended pretty good. Our revenue came in above planned but our electricity caused some extra expenses which meant that expenses exceeded revenues by about \$5,000 and I consider that a wash. Basically, we broke even for the year. Given all that's happened, that is very, very good. Dick S. and Bet H. thanked everyone for the work throughout the year keeping expenses in line and noting how amazing it is to come in ahead of expectations with revenue.
2. Posey S. moved to approve submission of the December financial statements to the Vestry and Dave M. seconded. The motion was approved by all.

C. Other Discussion Items

1. 2022 Stewardship Campaign and Budget Planning:
  - a) Tara M. explained how the pledge numbers were represented in the draft budget lines and the difference between version A and B. Version A would mean that we are basically moving forward with the same budget as last year. Version B includes significant cuts to custodial and security staff.
  - b) Dick V. pointed out that if you look at the historical data, it is safe to assume we can add to the budget revenue line as much as \$100K. Larry W. agreed and asked if there were any objections. There were none.
  - c) Dick S. asked if the vestry had a chance to look at the top 30 like we suggested. Posey S. confirmed they did and it has been largely successful and they expressed an interest in reaching out to all of the remaining families that have not yet pledged, not just the top 30. There was sensitivity from the vestry that it not be too pushy. Dick V. noted that we have had some increases from our larger pledges and I think we can look at a few more of those increases. A second motion was suggested that a request go to the endowment for emergency funding as the pandemic goes on. This was tabled for future discussion.
  - d) Bet H. stated that she is not a fan of less security. We need to keep the doors open. Posey S. agreed she was not in favor of the cuts. Larry W. suggested we stay with budget A, ask the Endowment for 300K, and increase the pledges by 100K. Dick S. agreed, our cash balance his higher than we've had in the past so we've got some wiggle room.
  - e) Posey S. & Bet H. asked about the music dept. cuts. Tara M. replied that those are in both versions and totaled only about \$5k in cuts and that is in line with cuts other departments have had to make in the past. In addition, the music department received a special donation recently that could just about cover that difference if needed.
  - f) A motion as made to pass Draft Budget Option A, adding \$100K in pledges, with a footnote that we are asking the endowment for \$70k more. All approved.
2. Historical Chart Analysis

a) Jessica E. and Dave M. explained the collection of historical data they shared with the committee. Dick V. noted that he liked looking at the 12-year summary and seeing how much we have adjusted and how consistent we have been with expenses. Dave M. shared that this all started with a request from David R. so he can really educate the vestry. There is increasing pressure around church finances with decreasing number of pledging units and a high number of those are aged. Our expenses, when adjusted for inflation are basically, we have 50% fewer dollars. Our spending dollars aren't going as far.

3. Scout Bank Accounts

a) Tara M. explained that the scout troops are still working on opening their bank accounts at Texas Gulf Bank and the bank requires a copy of our minutes approving of the proposed check signers. The signers the troops and pack suggested included the committee chair and treasurer of each, and Jack Karn as a Palmer Clergy representative. The names of the committee chairs and treasurers are: Susan Ballard & Samantha Sherman for the troops and Heather Almquist and Gloria Giraldo for the pack.

b) The committee asked if now that we are going to be having more oversight and they are using our tax ID to open these accounts, should they run through our general ledger? Tara M. replied that they have always used our Tax ID for their checking accounts so that is not something new, but we would need to check with the auditors to see if it's something they want added to our books. The idea was just that we would be looking at the bank statements monthly to make sure there isn't fraud but the scouts will do things however Palmer requires since they came to us with the initial request in an attempt to have more transparency and oversight from Palmer.

c) Dick V. moved we approve the signer's pending confirmation from the auditors on how to run the books. Bet H. seconded and all approved.

D. Closing

1. Kirk W. stated that good things are going to happen and he is eternally hopeful. Palmer is a good place and good things happen. Dick V. closed the meeting with a prayer.