

**Palmer Memorial Episcopal Church**  
**Finance Committee Meeting**  
**Minutes of November 11, 2021**

A. Opening

1. Attendance: Jessica Evans, Ryan Hawthorne, Bet Hunter, Davis Maxey, Tara McConathy, David Robinson, Posey Saenz, Dick Sylvan, Dick Viebig, Kirk Waldron, Neil Willard, Larry Wood
2. Fr. Willard opened the meeting with a prayer.
3. The minutes of the October 2021 meeting of the Finance Committee were reviewed Dick V. moved to approve, it was approved by all.

B. Financial Reports

1. Larry W. reported that we are still tracking a little ahead with our income but our expenses are a little over. Electricity is a big part of that and we all know why. He asked why the assessment line is over and Tara M. replied that it is possibly a timing thing but will check with Jessica when she is back in the office.
2. Dick S. moved to approve submission of the October financial statements to the Vestry. The motion was approved by all.

C. Other Discussion Items

1. 2022 Stewardship Campaign: It was noted that we are a little under where we were this time last year. The Committee asked who was head of stewardship this year and David R. replied that it is Rand Key and Michael Murphy on the vestry level and Roger is taking the lead on the staff side.
  - a) Dick S. asked how soon do we reach out to those who haven't pledged yet? The group all replied that it's too soon now, but we can look back historically and see when we have done that in the past. Dick V. asked if we have an active stewardship committee at this point? David R. replied that it is shared with staff at this point and that there are active conversations and steps being taking to follow up with parishioners who haven't responded to our initial call. One suggestion is that vestry could write to those who haven't pledged and staff can write thank you notes.
2. 2022 Budget Planning: The 2021 budget is looking like it is on track to run a deficit of 100k and the 2022 budget would be even higher than that if passed as is. Dick V. added that our year to date actual we are 13k negative and usually we make that up in December and if we do that, we just might break even.
  - a) Dick V. shared that he and Dave M. have begun digging to go back and look at trends over the past 20 years. We have 2 different points of view and that's a good thing. David R. had a good conversation with Jim Key about how they came from a few years of being in the "red" and worked hard to get back in black. Dave M. said that there is a larger question at play – how are you going to run the parish? It's a vestry question. David R. replied that they are looking for the finance committee to give them a set of recommendations so they can guide those kinds of conversations. They need to establish a financial basis for where we are and how it could go. Posey S. confirmed that the vestry has been lulled into a false sense of security because things have been doing really well ever since we got the PPP loan.
  - b) Bet H. asked if the budget sub-committee can work directly with stewardship committee and use pledge numbers and historical data to guide the conversations? David R. said that the finance committee can lean on Posey a bit more as she is able but she has a good sense of the emotions of the vestry that can be helpful in the finance committee and budget conversations.
  - c) Tara M. explained the increase to the custodial and security fees and then explained that those increases prompted her to explore an option about going to an automated security system instead of hired guards. There is a quote that was sent out that would eliminate the positions of Clarence and Butch and put security cameras on the North side of the building and have key

