

Palmer Memorial Episcopal Church
Finance Committee Meeting
Minutes of October 14, 2021

A. Opening

1. Attendance: Jessica Evans, Bet Hunter, Davis Maxey, Tara McConathy, David Robinson, Dick Sylvan, Dick Viebig, Kirk Waldron, Neil Willard,
2. Fr. Willard opened the meeting with a prayer.
3. The minutes of the September 2021 meeting of the Finance Committee were reviewed and a request was made to remove the last sentence in paragraph 1B. Dick S. moved to approve as amended, seconded by Dave M. and approved by all.

B. Financial Reports

1. Dick V. noted that all of our big income lines, with the exception of pledge payments, have been fulfilled. The full endowment payments have been received, Archway's annual contribution is in, and the Diocesan contribution has been received too. Pledges are still over all ok and we do historically have a good 4th quarter.
2. Fr. Willard added that we have more good news from the Diocese. We can expect to receive an additional grant, the Bishop Quinn Grant, to help cover a portion of our curate's salary. It will be ½ of her total compensation and will be distributed in 2 payments this year, 4 payments in 2022, and 2 payments in 2023. Dick V. and Bet H. said that is great news!
3. Dick V. noted that we have paid the egregiously large electric bill and can expect to go over the budgeted amount by at least 30K, so we hope that we will hear something more about a possible refund soon.
4. Kirk W. added that he asked Jessica to send an updated pledge sheet of unpaid pledges and if we got it all in, we would end up ahead in collections. Dick S. asked if we know of anyone who made a sizable pledge who may have left Palmer or had a change in circumstances? Jessica E. replied that she is not aware of anyone in that situation. She added that she signed the quarterly statements as requested by the Finance Committee last month and they will be going out in the mail tomorrow.
5. Dick S. moved to approve submission of the September financial statements to the Vestry. The motion was seconded by Kirk W. and approved by all.

C. Other Discussion Items

1. 2022 Budget: Tara M. reported that it is in progress but was not yet ready to share with the committee. The staff met earlier today to have a group discussion about department budgets and how they overlap and if one person needs a major ask this year, can others reduce? We are also still getting ministries to send in their requests. It will go out by the end of this month so the committee has time to review it before the November meeting.
2. Rectory Kitchen Renovation: David R. had the rector's wife approach him about this item and he thinks with some of the good news he is hearing tonight, we can go ahead and move forward with the planning stages and once we know more about how much it will cost, we can work on finding the funding.
 - a) Kirk W. added that we know about other projects at the rectory too so we need start somewhere. Dick V. thinks this is a doable project. David R. added that since we use the rectory as an investment and asset to the parish an update of this magnitude is appropriate and will improve the overall value. Can someone check on the interest rate for the note and report back next month?
3. 2022 Endowment Contribution: Larry W. advised us that he has an understanding that we can use 200K as a place holder for budget planning and will meet with the Endowment Board in December to get a more final number. Kirk W. shared that Laura Van Ness joined in on a Building & Grounds Council

meeting the other day and said it will likely end up being closer to 230K but they can't promise that yet and it may depend on any special project requests.

4. Transfer Funds from Operating Fund: Tara M. said that the Palmer Place Apartment Ministry is getting started back up. They are using their full \$2000 operating budget to cover the cost of the storage units through the end of the year and have already used everything in their restricted account to pay for the storage units up to this point. They are concerned that they won't have everything in place before the end of December and would like to know if they can transfer any unused money from the "Serve Sunday/Outreach" line into the Palmer Place restricted account. Kirk W. moved to approve the request and Dave M. seconded; all approved.
5. Capital Projects
 - a) Kirk W. said that Larry W. had asked the Building and Grounds Council to identify three capital projects for next year so the bottom three on the condensed project sheet you received are the ones we propose. We have already partially started the fence repairs since we shared the cost for the East side with the neighbor over there for just over \$2,000 but we need to remove the back fence and look at what needs to be addressed. We have already spoken about the kitchen so that doesn't need to be discussed again but we will work towards getting some quotes for that. The playground is the last project that you have heard us bring up before. We would love to just do some patching and repair work until we know more about potential development but we haven't been able to find anyone who can do that.
6. Property Development
 - a) David R. said that is a good way to approach all large-scale projects for now. The vestry has a 50K request and would like the Finance Committee to help think through how we can cover this fee for a facilitator. Does this mean a one time ask from the Endowment, creative thinking on the budget, or bake sales? The second ask is to find out what our deficit is every year. We know it is at least 200K because the endowment has to plug that hole every year but what would it look like if we didn't have that? It doesn't have to be a fixed number; it can be a range but I'd love to get specific financial recommendations from the Finance Committee to the Vestry that could serve as a foundation for how we approach this potential development. Dick V. and Dave M. will get together and work on this request and get with Posey S. on when and how to present the findings to the Vestry. Bet H. thanked David R. for this summary. Getting the parish engaged is a wonderful exercise.
7. Other items
 - a) Tara M. & Kirk W. shared that building expenses this year will substantially run over the 65K budgeted and would like permission from the Finance Committee to do that. Dick V. said that he doesn't think that needs a formal motion but we all agree that it is prudent to proceed with repairs. Bet H. and Dave M. agreed that if we just keep it as low as possible then yes, we acknowledge that going over may be necessary.
 - b) Tara M. said that the scout groups have come to Palmer looking for more oversight on their financial records. They are part of Palmer and feel that their bank records should have Palmer's blessings. Tara M. suggested that we have a Palmer clergy or staff person added as a check signer to their accounts and that we have either Jessica E. or Tara M. review their bank statements monthly. The committee agreed that sounds like a good plan and commended the scout troops for making that suggestion.

D. Closing

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