

**Palmer Memorial Episcopal Church  
Finance Committee Meeting  
Minutes of November 10, 2016**

**A. Opening**

1. Attendance: Jessica Evans, Bet Hunter, Courtney Daniell-Knapp, Dave Maxey, Tara McConathy, Jim Mercurio, Ann Pittman, Dick Viebig, and Kirk Waldron.
2. Courtney opened the meeting with prayer at 5:30 p.m.
3. The minutes of the October 2016 meeting of the Finance Committee were reviewed and approved with corrections through a motion made by Kirk Waldron and seconded by Ann Pittman.

**B. Financial Reports**

1. Dave Maxey reviewed with the Committee the October financial statements.
2. The Operating Fund cash balance declined again by \$34K in October to \$233K of which ~\$149K consists of Designated Funds. Dave noted that the \$15K negative year-to-date revenue variance was within ~1% of that budgeted. Additionally, the negative ~2.5% (\$43K) total expense variance has improved slightly from September and remains attributable to the custodial, security, and electricity buildings categories.
3. The committee reviewed and discussed a year-to-date cash bridge schedule prepared by Jessica Evans.
4. Dave asked Jessica about the Palmer Place Apartments non-cash expense and she confirmed that those funds are not on the balance sheet, they are in the pastoral care – they made a note to go over the accounting for that later.
5. Other expense items discussed included:
  - a. Security/elevator/fire – Tara McConathy explained was over budget due to inspection reports were required by the City of Houston Fire Marshal.
  - b. Electricity – Tara and Kirk presented a spreadsheet showing how the price per KWH went down, but the amount of our usage increased so the savings were never reflected in the bills.
6. Jim moved to approve submission of the October financial statements to the Vestry. The motion was seconded by Bet Hunter and approved by the Committee.

**C. Operating Fund Bank Accounts**

1. Jessica provided the Committee with a status update on the progress of the Texas Gulf Bank transition. Bank representatives are scheduled to visit and train Jessica on their online access tools and she will be ordering checks soon.

D. 2017 Budget Process

1. The total amount pledged is consistent with 2016 although the number of individual pledges has declined.
2. Dick Viebig moved to approve Tara's plan to catch up on HAS contributions. The motion was seconded by Jim and approved by the Committee.
3. The building maintenance line for 2017 has increased from \$50K in 2016 to \$80K for 2017 to address deferred maintenance.
4. The Vestry and Treasurer will present the draft budget and stewardship update during the Rector's Forum on November 20<sup>th</sup>.
5. The committee discussed the inclusion of broad budget categories on the church website.

E. Report on Building Maintenance and Repairs

1. Kirk and Tara presented a final report on the state of the HVAC chillers. Their suggestion was that, assuming some preventative maintenance, replacement of chillers probably can be delayed another year until December 2017.
2. Valet service – It was suggested that Tara and Rev. Parker discuss the possibility of a trial run during some of the Christmas services.
3. Servers – Tara is to further review the optionality and pricing of using physical onsite equipment versus a cloud service.

F. Closing

1. The next Committee meeting will be held on Thursday, December 15, 2016 at 5:30 p.m.
2. The meeting closed with prayer.