

**Palmer Memorial Episcopal Church  
Finance Committee Meeting  
Minutes of August 16, 2018**

A. Opening

1. Attendance: Jessica Evans, Fritz Glover, Bet Hunter, Dave Maxey, Tara McConathy, Jim Mercurio, Posey Saenz, Dick Sylvan, Dick Viebig, and Kirk Waldron.
2. Dick V. opened the meeting with prayer at 5:30 p.m.
3. The minutes of the June 2018 meeting of the Finance Committee were reviewed and approved through a motion made by Dick V., seconded by Fritz G. and approved by all.

B. Financial Reports

1. Dick S. led the Committee in a discussion of the June & July financial statements.
2. Dick S. let the committee know that Jim Key will be proposing an increase in the operating fund to include a change in the stairs to the front entrance of the church.
  - a. A. Fritz G. asked why this is in the operating budget and not an endowment thing. Dick S. replied that no decisions have been made and discussions are still happening. Dick V. said we only ask the endowment to supplement in years when we can't make ends meet. Fritz G. said we should capitalize on other resources we have, like our building usage. The Finance Committee wants to be a part of discussions regarding use of city land and the building.
3. It was noted that we are expecting to receive the next \$75k from the Endowment in September as well as the \$30k from Archway so that should help our cash flow.
4. Fritz G. commented that the funeral guild expenses and revenue lines are very confusing. Can we explain that at a later date?
5. Jim M. noted that the unpledged & open plate are the biggest risk factors for not getting met, we are \$20k short right now. Dick V. noted that there are some who are now pledging who previously were unpledged so that is a good thing but also impacts the lines in an odd way.
6. Dick S. also reminded the committee that we may see a decline in giving because of the change in tax law. Discussions were had last year regarding this possibility so we need to be ready if that happens. We still need more families, but overall we have a negative revenue with a positive expense variance.
7. Jim M. moved to approve submission of the June & July financial statements to the Vestry. The motion was seconded by Dave M. and approved by the Committee.

C. Other Discussion Items

1. Kirk W. started the discussion about restricted funds:
  - a. A. First, we know several Funds are going away soon (e.g. the chiller and organ funds will be emptied soon) and storm relief will be back down to only \$20-30K left. Once those are gone, we will only have about 120k in restricted funds. Its

good to have that money as a cushion because there have been summers when we dip into that and borrow from those funds. Second, we barely support our ministries with the operating funds and those ministries think that is all their funds. We need to make sure we don't do more damage with morale by using ministry funds to pay the operating fund. We should not be raiding their accounts to bolster operating funds.

- b. B. Dick S. said he agreed to some extent but there are some groups that really could be used because it's not really still an active ministry. If there is no activity or sponsorship than we need to clean it up.
  - c. C. Kirk W. noted that they (the ministries) should have the decision to spend funds on what they want. Fritz. G. asked if there is a policy on if they are inactive for a certain period of time, then they forfeit the funds to the operating funds. There was no certain answer.
  - d. D. Jim M said that they people who gave that money meant for it to be used, so let's use it. He asked the group to look at his handout. Can we merge outreach with Serve Sunday? It's all the same project now. The Committee asked for a very specific list of suggestions that they could review and approve.
2. Jim M. next passed out the financials for the Palmer Place Ministries and Palmer Church is responsible for 6 apartment buildings and he wanted the group to be aware of that financial responsibility. More to come on this topic.

D. Closing

1. Jim M. closed with a prayer and the meeting adjourned.