

MINUTES  
MEETING OF THE VESTRY  
PALMER MEMORIAL EPISCOPAL CHURCH  
Tuesday, April 19, 2016

Members in attendance

Neil Willard, Rector  
Abigail Butler  
Courtney Daniell-Knapp, Sr. Warden  
Ruth Davies  
Will Denham  
Ellee de Groot  
Stuart Kensinger  
Jim Lober, Clerk  
Allison Marek  
Jim Mercurio, Jr. Warden  
Steven Vaughan  
Kirk Waldron  
George Webb  
Marie Wehrung  
Trent Williams  
Other Clergy and Staff  
Alex Easley

Members Absent

Will Denham  
Pam Harvey

The monthly Vestry meeting of Palmer Memorial Episcopal Church was held on Tuesday, April 19, 2016. The meeting commenced at 5:30 p.m.

1. Community, Welcome & Prayers  
Fr. Willard opened the meeting with prayer. Vestry members shared events in our lives and prayers were requested for several people on and outside the Vestry who are undergoing medical treatment.
2. Approval of the Minutes  
Minutes from the Vestry meeting held on March 22, 2016 were previously circulated. George Webb made a motion for approval of the minutes as corrected. Stuart Kensinger seconded. Motion carried.
3. Motion to approve refinancing of the two Cadence Bank loans  
The Vestry discussed refinancing of the two Cadence Bank loans, with a proposed loan from Texas Gulf Bank in the amount of approximately \$785,000, with interest at the rate of 4.25 % per annum with a 5-7 year term, with payments made in accordance with a thirty year amortization. Jim Mercurio moved that the recommendation of the Finance Committee to enter into a loan from Texas Gulf Bank with the terms set forth above be approved and that Courtney Daniell-Knapp be authorized to sign loan documents on behalf of Palmer. Jim Lober seconded the motion. Motion carried.
4. Finance report  
Jim Mercurio reported that Palmer was under budget approximately \$15,000 through March 31, but that the Finance Committee is comfortable given expected monthly variances in income and expense. The lower interest rate in the new loan

will be helpful in maintaining a sound budget, as it saves approximately \$25,000 in principal and interest annually.

5. St. Andrews Guild

Kirk Waldron indicated that our air conditioning contractor will monitor and adjust our A/C control system program to maximize energy savings, particularly directed at cooling only those spaces which need air conditioning at any point in time and to save wear and tear on the system. It has been a month long process, and hopefully will result in decreased energy costs.

6. Executive Session

The Vestry then went into Executive Session to discuss the parking situation at Palmer.

7. Rector's comments, personnel and other matters

Fr. Willard discussed plans related to the retirements of Tom Matchett on June 30 and Steve Patterson on August 31. The church will seek candidates for a full-time Business Administrator and a part-time Financial Manager. The job descriptions will be posted on the Palmer website.

The Rector gave thanks for the participation of the parish at Serve Sunday and announced plans to make Serve Sunday a quarterly event.

Father Willard indicated that there would website changes and that an outside provider would maintain the site.

Father Willard is also working on an enhanced and comprehensive communication plan for the parish.

The Rector reported that The Very Rev. Andrew McGowan, Dean and President of the Berkeley Divinity School at Yale preached at the 9:00 a.m. and 11:00 a.m. liturgies and spoke at the Rector's Forum, on Sunday, April 17.

Finally, the Rector discussed his vision of Palmer engagement as a member of The Community of the Cross of Nails, drawn together by the story of Coventry Cathedral in World War II. See [www.coventrycathedral.org.uk](http://www.coventrycathedral.org.uk).

Neil Willard closed with a prayer from Walter Brueggemann.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

/s/ James M. Lober  
James M. Lober, Clerk