

VESTRY MEETING MINUTES  
PALMER MEMORIAL EPISCOPAL CHURCH  
Tuesday, December 6, 2016

Members in attendance

Neil Willard, Rector  
Abigail Butler  
Courtney Daniell-Knapp, Sr. Warden  
Ruth Davies  
Will Denham  
Ellee de Groot  
Pam Harvey  
Jim Lober, Clerk  
Allison Marek  
Steve Vaughan  
Kirk Waldron  
George Webb  
Marie Wehrung

Members Absent

Stuart Kensinger  
Jim Mercurio, Jr. Warden  
Trent Williams

Additional clergy present

Rev. Liz Parker

The monthly vestry meeting of Palmer Memorial Episcopal Church was held on Tuesday, December 6, 2016. The meeting commenced at 5:35 p.m.

1. Community, Welcome & Prayers—Courtney Daniell-Knapp opened with prayer, after which attendees were invited to make known their prayers, concerns and thanksgivings.
  
2. Report—Discernment process by Jeff Bohanski—Presented by Allison Marek. Allison reported that Jeff’s discernment committee had approved his advancement to consideration at the Diocesan level on his desire to attend the Iona School for Ministry, and a path toward becoming a Vocational Deacon in the Episcopal Church. Jeff joined Palmer in 1996, and has participated in a variety of church activities. The Iona School involves one meeting each month for 4 years. This program leads to ordination as a vocational deacon, contemplating that the deacon will continue to remain employed at their “day job” and would be assigned to a congregation within a 70 mile radius of Houston, that is not large enough or well financed enough to have a full-time priest.
  
3. Information—Standing Committees
  - (a) Finance Committee—update presented by Courtney for Jim Mercurio, who was out of town. Jim’s report indicated that as of November 30, 2016, there is only \$90,000 in undesignated funds. To date, revenues are under budget by \$40,000 and expenses \$65,000 over budget for a negative variance of \$150,000. YTD building expenses were \$85,000 over budget; the endowment will contribute \$30,000 to reduce the overage. All other expense categories were close to budgeted amounts. 229 2017 pledges have been made amounting to \$1,347,000. This is \$353,000 short of our target pledge revenue; the number of pledges is down from both 2015 and 2016.
  
  - (b) Update on ReVision—Presented by Courtney Daniell-Knapp. Courtney and Stuart met with ReVision, who had discussed partnering with Palmer to provide a

restaurant at Palmer staffed with youth who have been in the juvenile justice system. We do not see this working without a serious third party partner in the restaurant business. ReVision will investigate options with third party restaurant operators. A follow-up report to the vestry is expected in January. This discussion is in an exploratory phase at this time.

3. Decisions

(a) Approval of Vestry Minutes for December—Minutes from the December regular meeting were previously circulated. Steven Vaughan moved and Ruth Davies seconded the motion for approval of the regular minutes. Motion carried.

(b) Adjourn to Executive Session to approve 2017 housing Allowance resolutions for clergy.

(c) Approval of Discernment Committee recommendations in favor of Jeff Bohanski continuing his discernment process at the Diocesan level toward admission to the Iona School for Ministry. Upon motion made by Allison Marek, and seconded by Jim Lober, the vestry approved the findings of the discernment committee by signing a Letter of Support to the Diocese and indicated that we will support Jeff's continued journey with our prayers and financial support from time to time, as may be determined by the vestry.

4. Upcoming Events—Courtney noted a wealth of upcoming events including Advent Lessons & Carols—December 11; Vestry gathering at the Rectory on January 6; Meet the Candidates on January 22 and the Annual Meeting on January 29.

5. Work on encouraging additional 2017 pledges—The vestry was asked to review lists of parishioners who have yet to make 2017 pledges and volunteer to make a personal call to request a pledge to our work at Palmer. The vestry was asked to make the calls and report status to Ellee and Courtney.

The meeting adjourned at 7:40 pm with prayer by the Rector.

/s/ James Lober  
James M. Lober, Clerk