

Palmer Memorial Episcopal Church  
Minutes of Vestry Meeting  
June 13, 2017

**Vestry Present**

Neil Willard, Rector  
Jim Key, Sr. Warden  
Courtney Daniell-Knapp  
Ruth Davies  
Jennifer Macia  
Jim Mercurio  
Priscilla Plumb  
Steven Vaughan  
Marie Wehrung  
Trent Williams, Jr. Warden

**Vestry Absent**

Will Denham  
Ellee de Groot  
Victor Lamas  
Jim Lober, Clerk  
Allison Marek  
Linda Sylvan

The meeting commenced at 5:30 p.m.

1. Opening Prayer—Steven Vaughan led the opening prayer.
2. Prayers and Thanksgivings— Those in attendance shared their prayers and Thanksgivings.
3. General Comments—Jim Mercurio shared an update from Alex Easley and also reported that the Homeless Count in Houston is down 60% since 2011.
4. Approval of May minutes—A motion was made by Steven Vaughn to approve the minutes of the May 13, Vestry Annual Retreat; Priscilla Plumb seconded and the motion passed.
5. Report of the Finance Committee—Jim Mercurio reported the following from the Finance Committee:
  - a. Palmer is opening a new account at Origin Bank, this is due to the limits set by FDIC. The signatories will be Tara McConathy, Margie French, Anne Pittman, Senior Warden Jim Key and Junior Warden Trent Williams. A motion was made by Courtney to approve the signatories; Jennifer Macia seconded. The motion passed.
  - b. Current accounts are at Texas Gulf Bank and Cadence Bank; the Cadence account will be closed.
  - c. The 2016 financials were audited and they were found to be in accordance with generally accepted accounting principles. A copy was distributed to the Vestry for approval. Jim Mercurio made a motion to approve the report, Ruth Davies seconded; the motion passed.
  - d. Jim Mercurio reported that the projected cash balances at the end of 2017 will be approximately \$203,637.

- e. A motion was made by Jim Mercurio to transfer the remaining funds from the restricted “Memorials Fund” to the buildings and maintenance fund. Trent Williams seconded; the motion passed.
6. Rector’s Forums—Neil stated that Bet Hunter has developed a schedule for Rector’s Forums for the fall with several quest lecturers.
7. Communications—Pricilla Plumb reported for the communications council that the communications team has been working very hard this summer and is working on a new initiative called, “Our Stories”.
8. Junior Warden’s Report—Trent Williams reported the following as part of the Junior Warden report:
  - a. Trent detailed the plans for the chiller replacement as well as the retro commissioning to document and test all of the existing systems. A motion was made by Trent Williams to approved the commissioning contract; Ruth Davies seconded; the motion passed.
  - b. Trent also reported that the front doors to the Nave, the north entry doors and the south entry doors to the Nave were being refinished so that they will be better protected from the elements.
9. Senior Warden’s Report—Jim Key reported the following as part of the Senior Warden’s report:
  - a. Jim stated that community building is an important part of parish life and leadership, the Vestry should make an effort to attend Parish events.
  - b. The next Vestry meeting will be held on August 22, 2017.
  - c. Stephen Fox and Paul Martin are working on a plan to improve the steps at the west entrance to the Nave as well as a new monument sign that will be more visible.
  - d. Jim gave an update on the Rose Garden renovations and distributed renderings. A motion was made by Jim Mercurio for approval for the endowment to upgrade the Rose Garden using designed funds from Roy Jones; seconded by Marie Wehrung; Motion passed.
  - e. The German American Elementary School (GAES) has approached Palmer about leasing space for their academic programs in the fall. Tara has negotiated a lease of \$2,100 per month. A motion was made by Jim Mercurio to approve this arrangement; Priscilla Plumb seconded; the motion passed.
10. Rector’s Report—Neil Willard reported the following as part of the Rector’s report:
  - a. Palmer will be welcoming a new curate and a part time youth minister, they will both begin on July 1, 2017.

- b. Neil also stated that John Kennedy from Yale Divinity School who is doing a pastoral care internship at MD Anderson, will be participating in the service throughout the summer.
11. Associate Rector's Report—Liz Parker reported the following as part of the Associate Rector's report:
- a. Liz stated the Jeff Bohanski has been approved for the Iona School for Ministry to become a bi-vocational priest.

The meeting was adjourned at 7:10pm.

*/s/ James M. Lober, Clerk*  
James M. Lober, Clerk  
Taken by Trent Williams for James Lober, Clerk