

Palmer Memorial Episcopal Church  
Minutes of Vestry Meeting  
September 19, 2017

**Vestry Present**

Neil Willard, Rector  
Jim Key, Sr. Warden  
Trent Williams, Jr. Warden  
Courtney Daniell-Knapp  
Ellee de Groot  
Ruth Davies  
Will Denham  
Victor Llamas  
Jim Lober, Clerk  
Jennifer Macia  
Jim Mercurio  
Priscilla Plumb by Conference call  
Linda Sylvan  
Steven Vaughan  
Marie Wehrung

**Vestry Absent**

Allison Marek

**Clergy Present**

Liz Parker, Associate Rector  
David Wantland, Curate

The meeting commenced at 5:30 p.m.

1. Opening Prayer — Trent Williams led the opening prayer.
2. Prayers and Thanksgivings— Those in attendance shared their prayers and Thanksgivings.
3. Approval of June minutes—A motion was made by Linda Sylvan to approve the minutes of the August Vestry Meeting; Ruth Davies seconded and the motion passed.
4. Financial Reports
  - a. Budgetary Status—Jim Mercurio reported the following information.
    - i. Approximately 60% of 2017 pledges have been received through August which is on schedule and consistent with previous years.
    - ii. Expenses for the month are 3% below planned.
    - iii. 90% of expenses go to maintenance of the building, for personnel and for our diocesan commitments.
    - iv. Palmer has ~ \$165,000 in cash available at the end of August. We are tracking towards finishing 2017 with \$175,000-\$200,000 at year's end.

- v. Our Rectory loan, secured by the value of the Rectory is a 30-year loan. At the end of 2011, that unpaid principal of the loan was ~ \$1.05 million dollars. Currently it is at ~\$751,000.
- vi. The annual budgeting process begins soon for 2018.

## 5. Reports and Updates

- a. Christian Formation Update—Jim Key reported that the Adult Christian Formation program starts on Sunday, September 24, between the 9am and 11 am services.
- b. Communication Liaison Report
  - i. Priscilla Plumb reported on the work of the staff communications group.
  - ii. Priscilla meets with the church staff responsible for communication once a month. For the last month the committee has centered its work around stewardship and the communication related to the stewardship campaign.
  - iii. The staff works on and updates an editorial calendar for 2017-2018 to insure that information on activities is timely shared with the Palmer and the larger community.
  - iv. The staff communicates with the parish regarding the Rector's forum and encourages the guest presenters to communicate with their communities so that they might attend.
- c. Stewardship
  - i. Ellee de Groot and Linda Sylvan reported on the stewardship campaign.
  - ii. Covenant Sunday will be October 29. Ellee will make a Stewardship Announcement from the Pulpit and Neil will give his "Sermon on the Amount" on Sunday, October 8.
  - iii. Following the combined 10 am service , there will be a parish picnic on the South lawn. Plans are being made for hamburgers, hot dogs, a return of the Beetle Band and LOTS of fun. Make plans to attend this favorite event from last year.
  - iv. Under consideration for the new year are Parish home meetings and production of a video detailing the many ministries of Palmer and the work we are privileged to do in our church and our community.

## 6. Junior Warden's Report—Trent Williams reported the following:

- a. Air Conditioning Survey Status
  - i. The air conditioning study and recommendations are complete.
  - ii. The RFP on the replacement goes out on September 20 to 6-7 HVAC contractors.

- iii. A pre-bid meeting will be held at the church on September 26.
      - iv. Alternatives for bidding have been included so that we can see the specific cost elements. Contractors will be asked to address Nave and Choir loft balance and flow.
      - v. Bids are due on October 6. Bids will then be evaluated.
    - b. Negotiation of Electricity Contract
      - i. Nothing to be done right now.
      - ii. Tara has looked at various providers. She has been given authority to obtain rates and plan details.
7. Senior Warden's Report—Jim Key reported the following as part of the Senior Warden's report:
- a. Recruitment of Vestry Candidates—Jim asked the vestry to submit names of possible candidates for the annual elections, to be held in January.
  - b. Performance Reviews—Jim noted that the review for the Rector has been completed. Neil and Tara will start on the staff annual reviews.
8. Rector's Report—Neil Willard reported the following as part of the Rector's report:
- a. There will be an upgrading the parish w-fi in due course.
  - b. At the Episcopal Health Foundation board meeting the effects of Hurricane Harvey on the diocesan congregations was discussed. Neil noted that Emmanuel was under water for a substantial period of time, but only a relatively small number of the households in that parish were completely displaced. St. Marks had no water intrusion, but there was substantial damage to a significant number of homes in that parish.
  - c. Linda Shelton has had some health issues and we wish her a return to full health.
  - d. On November 15, the author of *The Homesick Texan*, Lisa Fain, will be at Palmer to discuss her QUESO recipes and sign her book. Her book is a 5 star read on Amazon.
9. Associate Rector's Report—Liz Parker reported the following as part of the Associate Rector's report:
- a. The Episcopal Health Foundation will be hosting a workshop at Palmer on Saturday, September 23. Palmer is willing to be an ongoing home for that event.
  - b. A City Wellness Fair will be conducted at Palmer on October 10 or 14 from 10am until 2 pm. Vendors with information on public health will be present. Palmer is providing space for the event. This is an outreach and evangelism opportunity.
  - c. September 26 there will be a meeting of the Evangelism Committee. Roger Hutchison is the staff member with responsibility for this committee. Kamron Massumi is its chair.

10. Curate Report -- David Wantland reported the following as part of the Curate's report:
  - a. Palmer's response to Hurricane Harvey
    - i. Palmers stepped up to respond and help. 35 Palmer families were affected by the storm.
    - ii. Ongoing attention is being given by the Stephen Ministry and the Community of Hope to those in need as a result of the hurricane.
    - iii. Most of the effort of the parish was mucking out homes and assistance with packing, financial assistance and providing meals.
    - iv. Day Camp—Roger Hutchison and others orchestrated a day camp at Palmer for the week postponement of the start of the school year. 85 children attended this camp which was of major help to working parents who had work commitments following the storm.
    - v. Betty Key is heading up coordination between the Diocese and Palmer of longer-term response efforts to the storm.
11. Unfinished Business—None.
12. Call for New Business—None raised.

The meeting was adjourned at 6:40 pm.

/s/ James M. Lober, Vestry Clerk