

Palmer Memorial Episcopal Church  
Minutes of Vestry Meeting  
October 17, 2017

**Vestry Present**

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

**Vestry Absent**

Allison Marek  
Trent Williams, Jr. Warden  
Will Denham

**Clergy Present:**

David Wantland

The meeting commenced at 5:30 p.m.

1. Opening Prayer —Victor Lamas gave the opening prayer.
2. Prayers and Thanksgivings— Those in attendance shared their prayers and Thanksgivings.
3. Approval of September minutes—A motion was made by Steven Vaughan to approve the minutes of the September Vestry Meeting; Ruth Davies seconded and the motion passed.
4. Financial Reports
  - a. Budgetary Status—Jim Mercurio reported.
    - i. Finance committee is looking at costs of construction of a new sign for Palmer for consideration next year;
    - ii. Budget generally on plan;
    - iii. Expenses below budgeted;
    - iv. Cash flow about as budgeted: \$175k-\$200k. Will run deficit for the year of about \$80,000;
    - v. Jim reminded us that 90% of Palmer's expenditures are for maintenance of the building, personnel and for our diocesan commitments; and
    - vi. 2018 Budget will likely come in around \$2M; asking ministries to consider deferring expenses. Tara McConathy will continue work to gather information needed for the budgeting process and a further report will be made at the November vestry meeting.

## 5. Reports and Updates

- a. Evangelism Council—Jim Key reported on the following:
  - i. Goal for next year is to concentrating on growing the church;
  - ii. Roger Hutchison is the staff liaison;
  - iii. Rector’s Reception will be re-named “Palmer Welcome Reception”. It will be held the 1<sup>st</sup> Sunday of the month. Vestry attendance is encouraged; and
  - iv. Rev. Liz Parker will be present at a welcome table most Sundays to greet visitors and newcomers.
  
- b. Communication Liaison Report—
  - i. Priscilla Plumb gave a detailed report of events happening at Palmer and how they are communicated. Priscilla meets once a month with church staff involved in communicating with the Parish a wide range of happenings in and around Palmer. Among other items, she mentioned a recent Architecture tour of the church last Sunday conducted by Stephen Fox; that vestry members need to confirm that they are current on training for Safeguarding God’s People; the Service of Remembrance on All Saints’ Day on November 1 in the Columbarium; and the Roy Jones Requiem scheduled for November 12 at the 11:00 a.m. service;
  - ii. the introduction of a revised format service bulletin and insert which will first appear on Covenant Sunday; and
  - iii. The development of a Palmer Podcast.
  
- c. Stewardship
  - i. Linda Sylvan reported on the stewardship campaign;
  - ii. On October 15 Ellee de Groot and Stewart Kensinger spoke respectively at the 9:00 a.m and 11:00 a.m services concerning stewardship;
  - iii. Linda Sylvan will speak at the 9:00 a.m. on October 22;
  - iv. Consideration is on-going concerning small parish home meetings around stewardship in January; and
  - v. Covenant Sunday is October 29. There will be a combined service at 10 a.m. followed by a parish picnic.

## 6. Junior Warden’s Report—Jim Key reported the following for Trent Williams:

- i. Air Conditioning Survey Status—Chiller replacement bids received. Bids are being evaluated;
- ii. Window Restoration at Autry House—Jim noted that the windows are currently out for restoration; and
- iii. The rose garden outside Autry House is being cleaned up and re-dedicated following the 11 a.m. service on November 12.

7. Senior Warden's Report—Jim Key reported on the following:
  - i. Vestry members are must be current on training for Safeguarding God's People; and
  - ii. The Nominating Committee will meet on Tuesday, October 21 following the conclusion of the vestry meeting. The vestry is encouraged to submit names of possible candidates.
  
8. Rector's Report—Neil Willard reported the following:
  - i. The Rector's forum may be re-named;
  - ii. Neil likes the idea of year round testimonials, perhaps some during the Rector's Forum;
  - iii. Parish retreat is next weekend;
  - iv. Several ticketed events sponsored by the Brazos Bookstore have been held at Palmer;
  - v. On November 15 author Lisa Fain, the Homesick Texan, will sign her book *Queso*, at the Great Wednesday dinner, served by Molina's; and
  - vi. Neil addressed the revision to the Sunday Bulletin. It involves less paper use and does require us to pick up the Bible and the Book of Common Prayer—a good thing to do.
  - vi. Bishop Doyle visited Palmer on Sunday, October 15, and will visit again in the Spring.
  
9. Curate Report -- David Wantland reported the following:
  - i. David met with Betty Key, Abigail Butler, Neil Willard and Linda Shelton to develop a storm support report with a strategy for use of funds received;
  - ii. \$38,000 has been received to date; and
  - iii. An allocation formula has been developed for apportionment of the funds: 30% to individual grants by Palmer; 50% to outreach orgs; 20% to team engagement;
  - iv. The recent EYC "lock-in" held with St. Mark's Bellaire was reported to be very successful.
  
10. Unfinished Business—None.
  
11. Call for New Business—None raised.

The meeting was adjourned at 6:40 pm.