

Palmer Memorial Episcopal Church
Vestry Meeting Minutes
November 21, 2017

Vestry Present

Neil Willard, Rector
Ruth Davis
Ellee de Groot
Ruth Davies
Jim Key, Sr. Warded
Victor Lamas
Jim Lober, Clerk
Allison Marek
Priscilla Plumb
Linda Sylvan
Marie Wehrung
Trent Williams, Jr. Warden

Vestry Absent

Courtney Daniell-Knapp
Will Denham
Jennifer Macia
Jim Mercurio
Steven Vaughan

Clergy Present:

Liz Parker
David Wantland

Also Present:

Dick Sylvan

The meeting commenced at 5:30 p.m.

1. Opening Prayer —Jim Key gave the opening prayer.
2. Prayers and Thanksgivings— Those in attendance shared their prayers and Thanksgivings.
3. Approval of October minutes—A motion was made by Linda Sylvan to approve the minutes of the October Vestry Meeting; Trent Williams seconded and the motion passed.
4. Financial Reports
 - a. Budgetary Status—Dick Sylvan, Chair of the Finance Committee reported for Jim Mercurio.
 - i. Dick projects that end of year cash balance will be approximately \$150,000. It also assumes that approximately \$150,000 in 2018 pledges will be pre-paid;
 - ii. We discussed the effectiveness of our communication with the Parish regarding the costs of running our campus and its ministries;
 - iii. The rough 2018 budget is basically the same as for 2017, with adjustments for salary increases; and
 - iv. Tara and Jessica have done a good job with working up the draft budget and providing information to the Finance Committee.
5. Reports and Update

- a. Communication Liaison Report—
 - i. Priscilla Plumb reported on the work of the work of this group, which, in addition to maintaining the calendar, is also working on a PR campaign, a video around our life and work at Palmer as well as a variety of matters which relate to communication with the parish and the larger community;
 - ii. Christmas banners have been ordered to dress up the Main Street side of the campus; and
 - iii. the Rector will send out a Christmas letter containing information regarding our Christmas services and around Christmas contributions to Palmer’s work and ministry.

- b. Stewardship
 - i. Linda Sylvan and Ellee de Groot reported on the stewardship campaign;
 - ii. Ellee indicated that 202 pledges (68%) of the 295 pledges (total in 2017) have been received;
 - iii. We are 3 ½ weeks into the 2018 Stewardship campaign. We are slightly behind the total dollars and number of pledges compared to last year's campaign.;
 - iv. Neil is supportive of testimonials with adherence to guidelines regarding length and subject matter; and
 - v. Linda shared a Stewardship brochure which she found at a neighboring church and suggested that we consider preparation of something similar. Ellee discussed the charting and presentations which have been prepared for prior stewardship campaigns which she chaired with Trent Williams. These documents contain historical data about stewardship trends and budget over the last several years at Palmer and can be repurposed into a brochure.

- c. Sr. Warden’s Report—Jim Key

Jim mentioned the issue of security on our campus and noted that Palmer will follow the guidance of the Diocese on this issue.

- d. Junior Warden’s Report—Trent Williams
 - i. Air Conditioning Survey Status—Trent noted that bidding was complete and a bid has been accepted. Some modifications have been done to the specifications and the bid was lowered. The situation of lack of air flow in the choir loft has been addressed with the contractor. The chillers come in January, and it will take a week to remove and replace them;
 - ii. The rose garden outside Autry House has been replanted, and a statute for the garden is on its way to Palmer; and
 - iii. Trent also reported on the Serve Sunday efforts undertaken by his wife Kelly. She is encouraging 100% participation from the parish. Serve Sunday is December 3.

- d. Rector's Report—Neil Willard reported the following:
 - i. Neil reported that he recently attended a session on stewardship at the recent Clergy Conference;
 - ii. Neil discussed various approaches to stewardship campaigns; and
 - iii. The annual meeting of the Consortium of Endowed Episcopal Parishes will meet on February 21-24, in San Antonio.

- e. Associate Rector's Report—Liz Parker
 - i. Liz announced a Mini Advent Retreat to be held on December 2 in St. Bede's Chapel, from 9:00 a.m. to 1:00 p.m. The retreat will focus on the Living Compass Wellness model of Body, Mind, Spirit and Soul.

- f. Curate Report—David Wantland
 - i. David noted that Palmer continues to receive Hurricane Harvey requests. The Treasurer must approve requests in excess of \$1,000;
 - ii. David noted that on December 4 there will be a woman's Spirituality Advent Retreat;
 - iii. David's Ordination to the Priesthood will take place on Saturday, January 6, at 10:00 a.m.

- g. Unfinished Business—None, except the Nominating Committee for the parish elections will meet following the close of this meeting.

- h. Call for New Business—None raised.

The meeting was adjourned at 6:40 pm.

/s/ James M. Lober, Clerk