Palmer Memorial Episcopal Church Vestry Meeting Minutes April 17th, 2018

**Vestry Present:**  **Absent:** Kristie Van Arsdel Allison Marek Ruth Davies Jennifer Macia Barbara Hass Al Hergenroeder Rita Justice Burdett Keeland Jim Key, Sr. Warden Victor Lamas Jim Mercurio Priscilla Plumb Linda Sylvan Steven Vaughan Susannah Webb

**Guests:**

None

**Clergy Present:** The Rev. Neil Willard, Rector

The Rev. Liz Parker, Associate

The Rev. David Wantland, Curate

The meeting was called to order at 5:29 PM.

**Opening Prayer** – The Rev. Liz Parker opened the meeting with a prayer.

**Prayers and Thanksgiving –** Those in attendance shared their prayers and Thanksgivings. Prayers were offered for Jennifer Macia who is having knee surgery. Al Hergenroeder offered thanks for an upcoming trip to Belgium. Linda Sylvan mentioned she will be travelling to Seattle, and Victor Lamas offered thanks for being his recent honor after completing 1000 service hours.

**Approval of Minutes –** The March minutes were approved with no corrections needed. Al Hergenroeder moved the approval of the minutes and Steven Vaughan seconded.

**Financial Report –** Jim Mercurio reviewed the most recent church financials and recent discussions by the Finance Committee. The Church is having its annual audit and there should be a final report by the next Vestry meeting. About 25% of 2018 pledges have been sent into the church so far this year. The Palmer Endowment should be sending its first of two $75,000 payments to Palmer. Fritz Glover was recently added to a role on the Finance Committee. A motion was then made by Kristi Van Arsdel and seconded by Al Hergenroeder to approve Posey Saenz for service on the Finance Committee.

**Reports and Update**

**Communication –** Kristi Van Arsdel reported on various activities that the Communications Council has been overseeing including press releases and coverage for the upcoming Mental Health Fair at Palmer, ongoing work on campus signage for the summer, for Elite University, and the German school. The Communications Council is also evaluating various forms of advertising and social media to raise awareness about Palmer.

**Evangelism –** Jim Key reported on the wide variety of activities that are being undertaken by Roger Hutchinson and other members of the Evangelism Council. The busy slate of activities includes various author events, the Mental Health Fair that Palmer is partnering with the City of Houston on, the Newcomer’s Welcome Dinner, and a faith forum series led by parishioner Dr. Dallas Gingles.

**Outreach** – The Outreach Council hasn’t had a recent meeting, but Serve Sunday, one of the primary activities overseen by the Outreach Council was a great success with Palmers engaged in a variety of activities at Palmer and around the city. Mayor Turner attended church on Serve Sunday as David Robinson’s guest.

**Stewardship** – Linda Sylvan reported that Stewardship planning will begin this summer to avoid the last minute planning that sometimes occurs when activities are squeezed in during the early fall. She hopes to have several “cottage” get-togethers hosted by parishioners in September.

**Worship** – Victor Lamas reported that the Worship Council met recently to discuss the upcoming Pentecost service on May 20th. David Wantland will be coordinating the readers for the gospel on that day. May 20th also marks the start of Palmer’s summer schedule with services at 8 AM, 10 AM, and 5 PM.

**Junior Warden’s Report –** Burdette Keeland reported that the new air conditioner chillers have been installed. They are up and running but still need to be fully tied into the computer system to allow full and ideal control of the system. Final costs should be just under $200,000. The endowment has agreed to fund the full $200,000 plus an additional $20,000 for the engineering report. Trent Williams is staying abreast of the project as much of the work done on this project was during his time as Junior Warden.

The Rectory will require a new AC system sometime soon. The 20 year old existing system isn’t removing humidity properly from the house. This is unbudgeted at this time, and Burdette Keeland is taking bids from multiple AC businesses.

**Senior Warden’s report** – Jim Key reported on an upcoming announcement regarding the upkeep and repair of the organ. Brady Knapp and Jim Key will seek donations from the congregation to help cover the cost of repairing / maintaining the organ which is estimated at ~ $25,000. Jim Key also emphasized the ongoing need for the Vestry to be active and engaged at all of the various events at the church. We need to be ready to share with others about Palmer as well as showing our members how to spread the word about all that is going on at Palmer.

**Clergy Reports –**

Neil Willard, Rector, reminded us about upcoming book / author events at Palmer. He related that Serve Sunday was a great success with good attendance and a great message from the Bishop of Jerusalem.

Liz Parker, Associate, reported that Tricia Taylor, a marriage therapist, will be here on April 22nd to speak on “love languages”. She encouraged all Vestry and staff to take the Living Compass Survey prior to sending it out to the congregation. As well, she emphasized the need for participation in the Mental Health Fair this Saturday at Palmer.

David Wantland, Curate, reported that the recent Confirmation Retreat as well as a young adults potluck were very successful with good attendance and fun by all.

**Unfinished Business –** Al Hergenroeder asked that we find ways to evaluate and measure various results of our outreach efforts to help us see what is working and what isn’t. We may be able to engage with someone at the Diocese (Genevieve Razim was mentioned) to help with this.

**New Business:**

None

Respectfully submitted,

Steven Vaughan, Clerk