

Palmer Memorial Episcopal Church  
Vestry Meeting Minutes  
December 18th, 2018

**Vestry Present:**

Victor Lamas  
Burdette Keeland  
Allison Marek  
Ruth Davies  
Jim Key, Sr. Warden  
Jim Mercurio  
Linda Sylvan  
Jennifer Macia  
Steven Vaughan  
Rita Justice  
Susannah Webb  
Kristie Van Arsdel  
Priscilla Plumb

**Absent:**

Al Hergenroeder  
Barbara Hass

**Clergy Present:**

The Rev. Neil Willard, Rector  
The Rev. David Wantland, Curate

The meeting was called to order at 5:37 PM.

**Opening Prayer** – Neil Willard opened the meeting with a prayer for Andy Parker.

**Prayers and Thanksgiving** – Neil offered prayers and condolences for Liz and Andy Parker. Jim Mercurio reported that his son works for PWC and is transferring to Denver for work.

**Approval of Minutes** – The November minutes were approved. Motion by Linda Sylvan, seconded by Burdette Keeland.

**Financial Report** – Jim Mercurio reviewed the most recent church financials. As of the end of November, the available free cash was down to nearly \$0.00. This is typically the point in the year when cash on hand is at its lowest. December is typically our highest cash flow month. We have ~ 300k that is still expected between all pledges and unpledged monies as of the end of November. ~130K has already come in during the early part of December. Expenses continue to be managed well this year and we are ~ 66k below budgeted expenses. If all the expected money comes in, we will likely finish the year with a truly balanced budget. Jim then reviewed the most recent draft of the 2019 budget. The finance committee is working towards a balanced budget and Vestry will need to approve the budget in January.

### **Reports and Update**

**Communication** – Priscilla Plumb reported on various upcoming activities that the Communications Council has been overseeing. The publications calendar was reviewed. So far, efforts to improve communications at Palmer seem to be working, and we are encouraged by the ongoing input from our internal and external communities.

**Evangelism** – No specific news or report was made for the Evangelism Council.

**Outreach** – The recent Serve Sunday was a success with good participation by parishioners across multiple activities on site and off.

**Stewardship** – Linda Sylvan reported that we currently have 249 pledges for a total dollar amount of \$1.33 million. Jim reported that he has some unofficial pledges that would bring the total closer to \$1.5 million. A sheet (names only) was circulated with names of people who pledged last year but had yet to pledge this year. The names were divided amongst the Vestry and these people will be contacted in an attempt to have them renew their pledge for 2019.

**Worship** – The Christmas Eve services have been publicized. There will be a 4 PM, 7 PM and 10 PM candlelight service with carols to be sung between the 4 PM and 7 PM services.

**Junior Warden's Report** – Burdette Keeland reported that the AC system at the Rectory will be replaced soon once a good time is coordinated with the Willards. As well, several appliances at the Rectory will be replaced in the near future. 2019 will bring repair to the chimney at the Rectory and bids are being taken for the front steps replacement project at Palmer.

**Senior Warden's report** – Jim Key reported that 10 people have agreed to stand for nomination to the Vestry and 6 people will stand for Council. The nominating committee worked hard to find a good group of people for the election this year. Larry Wood was nominated to fill an upcoming vacancy on the Finance Committee. Motion was made by Susannah Webb and seconded by Jennifer Macia.

#### **Clergy Reports –**

Neil Willard, Rector, reported that thank you letters for pledges will be sent in January. The staff Christmas party was held at the Rectory and went well. He then circulated an IRS letter for staff housing allowances. The motion to approve the document was made by Ruth Davies and seconded by Linda Sylvan.

Liz Parker, Associate, was not present.

David Wantland, Curate, noted that the Young Adults will have a ski trip in February. As well, the Pride Planning Committee met recently to being preparations for Palmer's participation in next year's Pride Parade.

**Unfinished Business** – Jim Key reminded people to sign up to help call parishioners who have yet to pledge.

**New Business:** None

The meeting was adjourned at 6:40 PM.

Respectfully submitted,

Steven Vaughan, Clerk