

VESTRY MEETING MINUTES
PALMER MEMORIAL EPISCOPAL CHURCH
Tuesday, June 28, 2016

Members in attendance

Neil Willard, Rector
Courtney Daniell-Knapp, Sr. Warden
Abigail Butler
Ellee de Groot
Pam Harvey
Stuart Kensinger
Allison Marek
Jim Mercurio, Jr. Warden
Steve Vaughan
Kirk Waldron
George Webb
Marie Wehrung

Members Absent

Will Denham
Ruth Davies
Jim Lober, Clerk
Trent Williams

Clergy Present (not present at the Executive Session):

Rev. Dub Brooks
Rev. Linda Shelton

Clergy Not Present

Rev. Alex Easley

The monthly Vestry meeting of Palmer Memorial Episcopal Church was held on Tuesday, June 28, 2016. The meeting commenced at 5:42 p.m.

1. Community, Welcome & Prayers

Fr. Willard opened the meeting with a prayer.

2. Update on Outside Our Walls Task Force

Bill Kersten joined the meeting and provided an update on the work of the Outreach Task Force, which is in the data collection phase of the outreach survey. Highlights of their findings to date include the following:

- 169 individuals responded to the survey
- The first 24 questions on the survey were the same as on the survey for the Rector search
- There was no change in responses to questions asking about length of membership, distance travelled to Palmer, gender, or marital status
- Respondents were a few years older as a whole than for Rector search survey, and a greater number were retirees
- Survey responses reflected an increase in the levels of participation in worship and involvement in church
- Respondents indicated a decreasing need for emphasis on adult education, and preference for an increased emphasis on outreach to the community, including a greater focus on diversity, and more participation with other churches
- Angel Tree was the most popular ministry

- Most preferred monthly outreach activities at or near Palmer

Next steps for the Task Force:

- Conduct focus groups on July 17 and 24, with each focusing on a different category of ministries
- Process all focus group and survey feedback, and present to the parish its recommendation for Outreach – target date for the presentation is August 28

3. Finance Committee Update

Jim Mercurio reported that we have \$510,000 in cash, \$340,000 of which is undesignated, and \$170,000 designated cash. We received \$75,000 from the endowment; revenue year to date is \$815,000 (versus \$732,000 budgeted), while expenses are right on plan, giving us year to date revenue / expenses of +\$68,000

4. Warden's & Endowment Update

Courtney Daniell-Knapp gave the following budget update:

- We had balanced our budget by cutting the budget for the security line item to \$60,000. The custodial line item was also cut.
 - The reduction in those services was not sustainable, so we've increased the budget line to \$87,000, making up the difference with the savings from the newly consolidated loan from Texas Gulf Bank.
 - The increased budget allows us once again to have 2 guards on duty on Sunday mornings.
- We've made two important hires
 - Jessica Evans is our new part-time Finance Manager, taking over Tom Matchett's responsibilities, and started work on June 20.
 - Tara McConathy is our new full time Business Administrator, taking over Steven Patterson's responsibilities, and will start work on August 1.
 - Resulting personnel costs will be greater than originally budgeted; we're working through this issue with the Finance Committee.
- The Farish Foundation gift of \$25,000 appears in the unpledged column of the budget.
- After some discussion about stewardship and the status of promised versus actual pledges, Ellee de Groot committed to work on an update to communicate to the parish.
- Archway Academy will pay for the use of the building, but won't be able to pay the extra \$20,000 gift. It will reinstate that gift when it's able to do so.

5. St. Joseph's Guild Update

Kirk Waldron reported that:

- There are new sidewalks on the patio
- There are lots of roof leaks. The best quote is for \$20,000, but it's not in the budget, so we may need to split out the work in order to do and finance it in phases
- Most Way Station related projects should be completed by fall

Courtney Daniell-Knapp indicated that extra endowment funds may be available to address the needs on Kirk's lists.

6. Approval of the Minutes for May 17 Meeting and Executive Session

Minutes from the May 17 regular vestry meeting were reviewed and corrected. Ellee de Groot

moved to approve the minutes as corrected; Jim Mercurio seconded; motion carried.

Minutes from the May 17 Executive Session were reviewed and corrected. Steven Vaughan moved to approve the minutes as corrected; Pam Harvey seconded; motion carried.

7. Motion to approve and ratify the Banking Resolution requested by Texas Gulf Bank

Jim Mercurio presented one final document necessary to complete the loan arrangement with Texas Gulf Bank. Stuart Kensinger moved to approve and ratify the banking resolution requested by Texas Gulf Bank; Steven Vaughan seconded; motion carried.

8. Building Our Internal and External Networks

- Vestry will host a Welcome Dinner on August 13; we still need a host home.
- Courtney Daniell-Knapp invited everyone to be intentional to create 3 get-togethers this summer in order to create and strengthen connections with other Palmers
- Courtney Daniell-Knapp added herself to the “Reaching toward the Med Center” sub-committee

9. Executive Session

The Vestry then went into Executive Session to discuss several personnel matters.

10. Rector’s comments, personnel and other matters

- Fr. Willard highlighted some upcoming events, including
 - Tom Matchett’s retirement party in St. Bede’s on June 30
 - VBS on July 11-14 – there currently are more adults than kids registered
 - Diocesan Youth Missionpalooza trip on July 17-22 – Courtney Daniell-Knapp and Roger Hutchison will attend
 - Celebrations to honor the life and ministry of Fr. Dub Brooks, including a choral evensong on July 24, and a retirement party on July 31
 - Steven Patterson’s retirement on August 31
- Fr. Willard indicated we would follow a different format for Rally Day this year. In lieu of hosting the traditional gathering in Parish Hall, we’ll create a ministry booklet, and design the day as our second Serve Sunday, with a return to our regular service schedule, and serve opportunities available before and after the different services.

The meeting adjourned at 7:22 pm.

/s/ James M. Lober
James M. Lober, Vestry Clerk