

**DRAFT**  
**VESTRY MEETING MINUTES**  
**PALMER MEMORIAL EPISCOPAL CHURCH**  
Tuesday, May 17, 2016

Members in attendance

Neil Willard, Rector  
Courtney Daniell-Knapp, Sr. Warden  
Ruth Davies  
Pam Harvey  
Jim Lober, Clerk  
Jim Mercurio, Jr. Warden  
Steve Vaughan  
Kirk Waldron  
Marie Wehrung  
Trent Williams

Members Absent

Abigail Butler  
Ellee de Groot  
Will Denham  
Allison Marek  
Stuart Kensinger  
George Webb

Clergy Present (not present at the Executive Session):

Rev. Dub Brooks  
Rev. Alex Easley

The monthly Vestry meeting of Palmer Memorial Episcopal Church was held on Tuesday, May 17, 2016. The meeting commenced at 5:30 p.m.

1. Community, Welcome & Prayers  
Steve Vaughan opened the meeting with prayer. Vestry members shared events in our lives and prayers were requested for several people on and outside the Vestry who are undergoing medical treatment.
2. Approval of the Minutes for April 15 Special Meeting and April 19 Meeting  
Minutes from the April 15 Special Meeting of the Vestry held by electronic mail, and Minutes from the April 19, 2016 Vestry meeting were previously circulated. Ruth Davies made a motion for approval of the minutes. Steve Vaughan seconded. Motion carried.
3. Motion to approve withdrawal of \$100,000 on deposit at Cadence Bank and Opening a Demand Deposit Account at Texas Gulf Bank, funded by the Cadence Withdrawal and for Designation of Signatories  
Jim Mercurio reported that the re-financing of Palmer's two loans with Cadence bank had been paid off by re-financing of the debt with a single loan at a lower interest rate at Texas Gulf Bank ("TGB"). The Finance Committee requested that \$100,000 of the funds on deposit with Cadence bank be transferred to a demand deposit account (the "Account") at Texas Gulf Bank and that Courtney Daniell-Knapp, Bill Kersten, and Dick Viebig be the designated signatories on the Account. Trent Williams moved that the Finance Committee and Tom Matchett be authorized to open a demand deposit account at Texas Gulf Bank and that \$100,000 of Palmer funds in deposit at Cadence Bank be transferred to

the Account with Bill Kersten, Dick Viebig and Courtney Daniell-Knapp be the authorized signatories on the Account. Marie Wehrung seconded. Motion carried.

6. Finance report

Jim Mercurio reported that revenue for the period ending April 30 was essentially as budgeted with expenses slightly higher than projected. Jim noted that the new loan's lower interest rate will be helpful in maintaining a sound budget, as it saves approximately \$25,000 in principal and interest annually, which amount will assist in funding additional security needs due to Palmer's programming.

7. St. Andrews Guild

Kirk Waldron reported that there are foundation issues with two columns in the vicinity of Holy Cross Chapel. That matter is being assessed by a foundation company. The operations of the HVAC systems are being constantly monitored with a view toward maintaining them in operation as long as reasonably possible. It is anticipated that various components of the systems will need replacement sooner rather than later. Kirk reported that there were several roof repair leaks. Upgrades on internal and external signage for the campus are being investigated.

8. Executive Session

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

9. Rector's comments, personnel and other matters

Fr. Willard announced that he was successful in obtaining a \$25,000 gift to Palmer from the Farish Foundation.

The Rector also discussed that many applications for the positions of full-time Business Administrator and part-time Financial Manager have been received and they are being reviewed.

Fr. Willard and the Sr. Warden also discussed that we may not have the four all parish festival Sundays with meals as we did in 2015. It is hoped that Palmers will participate in quarterly Serve Sundays. The Vestry will host a dinner in the Parish Hall on Sunday, June 26, following the new 5:00 pm Eucharist, which will run through mid-August. Courtney reported that we are looking at other possible opportunities for Parish get-togethers for the end of the August and the 4<sup>th</sup> quarter.

Neil Willard closed with a prayer from Walter Brueggemann.

The meeting adjourned at 6:45 pm.

/s/ James M. Lober

James M. Lober, Vestry Clerk