

VESTRY MEETING MINUTES  
PALMER MEMORIAL EPISCOPAL CHURCH  
Tuesday, November 15, 2016

Members in attendance

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

Members Absent

Ellee de Groot  
Allison Marek  
Will Denham

Clergy/Staff Present:

Rev. Linda Shelton  
Rev. Alex Easley  
Tara McConathy

The monthly vestry meeting of Palmer Memorial Episcopal Church was held on Tuesday, November 15, 2016. The meeting commenced at 5:30 p.m.

1. Community, Welcome & Prayers—Steven Vaughan opened with prayer, after which attendees were invited to make known their prayers, concerns and thanksgivings. The vestry specifically gave thanksgiving and appreciation for the outstanding work of the music department.

2. Information—Standing Committees

(a). Finance Committee—update presented by Jim Mercurio. Jim noted that revenues are on track but that expenses are approximately 2% over budget. This is mainly due to a variety of building expenses, including electricity, roof repairs, air conditioning, maintenance and security. Jim noted that the October 31 cash balance was at its lowest point since 2011. It is projected that payment of balances on 2016 pledges in November and December should restore the cash balance to approximately \$400,000 (although some pre-paid 2017 pledges will be included in that amount). We continued to discuss the need for a larger pledging base. Jim introduced the 2017 budget. The 2017 expense budget is \$2,070,667, an increase of approximately \$91,000 over 2016, largely related to deferred maintenance and service contract expenses related to the church's buildings. Expected 2017 contribution income is projected at \$1.9 million and operating revenue is projected at approximately \$150,000.

(b). Stewardship Committee—Update presented by Trent Williams. Trent provided the vestry with graphs showing historical pledge information since 2011, including number of pledging units, cumulative total of pledge amounts and average pledges. Trent noted that the average pledge is approximately \$6,000, the median approximately \$3,200. As Trent, Ellee and others have noted before, the key to a healthy revenue budget is the

number of pledges and increasing the membership of the church.

(c). St. Joseph's Guild—presented by Kirk Waldron and Tara McConathy. Kirk and Tara presented an extensive analysis of various issues, including the air conditioning chillers, valet parking and the condition and needs related to our IT system, specifically our servers and ongoing maintenance. Tara and Kirk noted that it is believed that the air conditioning chillers may have another year of useful life before replacements are needed. Kirk and the Rector acknowledged Tara's hard work on administrative and infrastructure issues.

3. Decisions

(a). Approval of Vestry Minutes for October—Minutes from the October regular meeting were previously circulated. Steven Vaughan moved and Trent Williams seconded the motion for approval of the regular minutes. Motion carried.

(b). Approval of Executive Session Vestry Minutes for November—Minutes from the October executive session of the vestry were circulated for approval. Steven Vaughan moved and Trent Williams seconded the motion for approval of the executive session minutes. Motion carried.

4. Discussion—Currency of Relationship: Building up our internal networks (Eric Law Follow-up). Courtney announced that we would be starting an intentional conversation around growth and how to nurture it strategically and that Marie Wehrung will facilitate those discussions.

5. Rector's Comments—Neil Willard expressed excitement about the success of the Covenant Sunday picnic, which included hamburgers, hot dogs and great music from The Beatles.

The meeting adjourned at 7:37 pm.

/s/ James Lober  
James M. Lober, Clerk