

Palmer Memorial Episcopal Church
Minutes of Vestry Meeting
March 21, 2017

Neil Willard
Courtney Daniell-Knapp
Ellee de Groot
Jim Key, Sr. Warden
Victor Lamas
Jim Lober, Clerk
Jennifer Macia
Jim Mercurio
Priscilla Plumb
Linda Sylvan
Steven Vaughan
Marie Wehrung
Trent Williams, Jr. Warden

Vestry Not Present
Ruth Davies
Will Denham
Allison Marek

Other Clergy Present:
Liz Parker
Alex Easley

Also attending: Dick Sylvan, Treasurer

The monthly vestry meeting of Palmer Memorial Episcopal Church was held on Tuesday, March 21, 2017. The meeting commenced at 5:30 p.m.

1. Prayer and Check-In— Steven Vaughan opened with prayer, followed by prayers and concerns of those in attendance.
2. Approval of Minutes—Minutes were previously circulated. Linda Sylvan moved to approve; Priscilla Plumb seconded. Motion carried.
3. Financial Reports—

* Budgetary Status—Jim Mercurio commenced with a summary of the February financials. Cash balance at month end was \$441,617.38, of which \$157,255.71 is restricted. Monthly revenue was slightly behind budget, slightly ahead for the year to date. Monthly expenses were slightly less than budgeted; year to date, expenses were below the budgeted amount. Jim focused on the declining available cash balance. Dick Sylvan discussed the possibility of freeing up some portion of the designated accounts to assist in the available cash balances. Dick will contact certain ministry leaders to discuss those accounts. We all continued to discuss the need for increasing membership as a key to improving financial health.

Trent Williams noted that the cost of the Wednesday night dinners exceeds receipts. Trent expressed the view that raising the cost of the dinner would be cost prohibitive for many families. We discussed the need for a longer-term solution to the dinner expense. Jim Key commented that it is nice for the church to subsidize the meal to

some extent and that maybe this is a fund raising opportunity. This discussion will continue.

- Stewardship—Ellee de Groot noted that the 2017 stewardship campaign for \$1,700,000 stands at \$1,580,000—no movement in the last month.
4. Jr. Warden’s Report—Trent Williams reported no significant items for discussion related to the physical plant. Jim Key noted that work is planned for the rose garden adjacent to St. Bede’s Chapel and the work will be funded by the Endowment.
 5. Senior Warden’s report—Jim Key noted several items:
 - Update of Code of Procedures—This work will be chaired by Tom Van Arsdel chair, with Jim and Neil as Ex-officio members.
 - Formation of Vestry Councils/Committees—Tara, Dustin & Roger meet on Monday @ 10:00 am. Priscilla Plumb will be the vestry liaison to the church staff charged with communication responsibility (Tara McConathay, Roger Hutchison and Dustin Jesudason meet every Monday to work on communication issues). Worship Council—Victor Lamas agreed to be the vestry liaison. Glenn Turner is also on this committee.
 - Jim will float possible vestry annual retreat dates
 6. Clergy reports
 - **Rector**—Neil indicated that Betty and Jim Key have offered their beach house in Galveston for the annual vestry retreat. He reported that one of our sextons, Israel, resigned because he needed more work hours than are presently available at Palmer. Neil had attended the February CEEP (Consortium of Endowed Episcopal Parishes) conference and hopes to take advantage of the information resources available to members. He also helped draft and signed a letter concerning immigration from CEEP clergy that is similar to the letter about immigration from Houston clergy that he had previously signed. The Rector’s forum on Sunday, March 26 is an interview with long-time church member John Jay Douglas.
 - Associate Rector—Liz reported that Scott & Holly Stoner gave a very well attended presentation on the Living Compass program. Evangelism Council—Kamron Masumi will be traveling to Memphis for a conference on evangelism.
 - Curate—Alex discussed the Pastoral Care Council and March 25 presentation on aging sponsored by the Seniors Ministry. There will be a March 26 meeting regarding the Costa Rica mission. The vestry approved Alex’ request to undertake fund raising for that event.
 7. Unfinished business—None.

8. Call for new business—Marie Wehrung wanted to have a forum for people to express opinions on issues of current concern. Marie offered to facilitate such meetings. It was mentioned that Suzie Dennis could put news about Palmer's activities in the Village News.

Victor Lamas announced that he had just received news that Sarah Todd passed away.

9. Closing prayer and adjournment at 6:50 p.m.