**DRAFT**

Palmer Memorial Episcopal Church

Vestry Meeting Minutes

January 18, 2018

**Vestry Present Vestry Absent**

Neil Willard, Rector Priscilla Plumb

Courtney Daniell-Knapp

Ruth Davies

Ellee de Groot

Will Denham

Ruth Davies

Jim Key, Sr. Warden

Victor Lamas

Jim Lober, Clerk

Jennifer Macia

Allison Marek

Jim Mercurio

Linda Sylvan

Marie Wehrung

Trent Williams, Jr. Warden

Steven Vaughan

**Clergy Present:**

Liz Parker

David Wantland

The meeting commenced at 5:00 p.m.

1. Opening Prayer —Lynda Sylvan led the opening prayer.
2. Prayers and Thanksgivings— Those in attendance shared their prayers and Thanksgivings.
3. Will Denham announced that he had interviewed with the State Department and taken the foreign service exam. Will has been offered a position as a Foreign Service Officer after training this Spring. We wish Will all good things in this new endeavor. He will be resigning his Vestry position at the end of February as he leaves for training in March.
4. Approval of November minutes—A motion was made by Steven Vaughan to approve the minutes of the December 2017 Vestry Meeting; Trent Williams seconded and the motion passed.
5. Financial Reports—Jim Mercurio gave this report. Ellee de Groot spoke regarding the stewardship campaign.

 a. Finance report

* + 1. Jim reported that all but approximately $69,000 of 2017 pledges have been paid. Jim Key stated that he will work with Jessica Evans, financial administrator, to draft a letter to those who have not paid their pledge.
		2. Although expenses for 2017 were approximately $70,000 less than budgeted, income was $149,000 under budget resulting in a $70,000 deficit for 2017. We need to focus on the income side of the budget in order to reverse the course of annual deficits. Jim notes that the 2017 loan backed by the value of the Rectory has been renegotiated resulting in significant savings. That loan is now at $763,000 down $300,000 from 2011.

 b. 2018 Budget

 i. 264 pledges have been made for 2018 as of the date of this meeting; approximately $203,000 in 2018 pledges have been pre-paid; Total pledges for 2018 and the prepaid 2018 pledges total approximately $1,570,000. This is only $34,000 short of a balanced 2018 budget, and is approximately $130,000 short of the stewardship goal of $1.7M. The 2018 proposed budget includes modest staff salary increases.

 ii. Jim Key reviewed the areas of budget revision. Among other items, he mentioned that the 2018 proposed budget includes modest staff salary increases which are important to recognize their good work.

 iii. The Finance Committee and Vestry will be watching the budget carefully to avoid a 2018 deficit budget.

 iv. Linda Sylvan moved for approval of the 2018 budget; Ruth Davies seconded; motion passed.

1. Reports and Update

 a. Communication Liaison Report—Priscilla Plumb is out of the country and Jim Key reported

 i. A new video presentation of parish life at Palmer will be released soon;

 ii. Circulation of communications outside of our parish is also taking place and opportunities for doing so in the future we will be utilized, particulary when Palmer can publicize without expense.

b.   Stewardship—

 The essential comments were made in the financial report above, by Jim Mercurio, Jim Key, Ellee de Groot and Linda Sylvan. Ellee did mention that 55 of the pledgers from last year have not yet pledged. She noted that the Vestry telephone effort inviting additional 2018 pledges was successful in that only 8 persons out of the group called did not pledge. Among ideas for the 2019 campaign include a brochure and a “giving tree” which shows the sources and uses of funds pledged and provides historical giving data. It is thought this will help the Parish better understand the budgeting process.

c. Evangelism— Jim Key reported.

 Evangelism is going to be a major committed focus in 2018. The Committee will meet following this meeting. The Committee has been reorganized, with Roger Hutchison as the chair. Allison Marek will be the Vestry liaison to the committee. The 1st Sunday of each month will be a Welcome Reception. There will be more organized follow up with people who sign up as a visitor or a newcomer. At least once a month there will be a newcomer dinner.

d. Junior Warden’s Report—Trent Williams

 i. New air handler units (part of the new AC equipment) will be arriving in February. Attention is being directed at air flow and air balancing, particularly in the choir loft

 ii. Rectory Chimney repair is required and Trent is talking to contractors. This repair is estimated at $20k-$25k.

 iii. New electricity contract will commence in June and we should be receiving the benefits of lower rates and new equipment.

 iv. The fire marshal is requiring modifications to our South parking lot access gates and a connection with our fire alarm system.

 e. Sr. Warden’s Report—Jim Key

 i. Jim is pleased with the nominations for Vestry and Lay Delegate positions. He asked the Clerk to report on the forthcoming election. Jim Lober noted that Gaby Wehrung, Nina French, Richard Donelson and Dan Cromack are serving as tellers. Sherry & Randy Byrd are the election supervisors.

 ii. As noted above, Jim Key stressed evangelism as a focus this year. He also indicated that the Rector will be articulating a vision for Palmer which will guide our efforts.

 iii. Jim also noted that some attention will be given to exploring alternatives to the nomination process as presently conducted. Any changes will be only upon votes of the parish.

 f. Rector’s Report—

 i. Neil commented that the Palmer Drug Abuse Program (PDAP) which got its start at Palmer in the 1970’s will be returning to Palmer for offices and to conduct an after school program.

 ii. The Consortium of Endowed Episcopal Parishes (CEEP) meets in San Antonio February 21-24. Neil encouraged anyone who was interested to attend. Neil will send the link to the conference registration.

 g. Associate Rector—Liz Parker gave this report.

 Liz is feeling better and thanks the parish for their prayers and well wishes. She thanked Patrick Hall for stepping in for her.

 h. Curate—Report given by David Wantland.

 i. David expressed thanks for his ordination service and all who came out to celebrate with David and his family. He noted that the EYC has changed its meeting time to immediately after the 11:00 a.m. service (12-1:30 p.m.)

 ii. Palmer’s Hurricane Harvey relief fund has a balance of $69,000. Discussions are talking place with Palmer’s partner organizations concerning an appropriate use for these funds

i. Unfinished Business—None.

j. Call for New Business—None raised.

The meeting was adjourned at 6:00 pm.

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 /s/ James M. Lober, Clerk