

Palmer Memorial Episcopal Church Vestry Meeting Minutes July 16, 2024

Vestry Members Present:

The Rev'd Neil Willard, Rector
Abigail Follmar, Senior Warden
Tom Van Arsdale, Junior Warden
Sheeba Thomas, Clerk
Ken Alexander
Jeanine Baker
David Candler
Margie Dieter
Pam Harvey
Rosine Hall
Ryan Hawthorne
Betty Key
Kip Krause
Michael Massey
Dick Viebig
John Wallace

Vestry Members Absent:

David Madrigal

Assisting Clergy Present:

The Rev'd Ryan Hawthorne, Associate Rector

Assisting Clergy Absent:

N/A

The hybrid in-person + Zoom meeting started at 5:30 PM.

- 1. Check-in and Opening Prayer:** Neil invited personal updates and began the meeting with a prayer.
- 2. Dwelling in the Word:** Ryan invited everyone to repeat Psalm 42:1-7 in unison and then invited vestry members to think of ways we may be thirsting for the living God.
- 3. Review and Approval of Consensus Items:** Minutes from the May 21, 2024 Vestry meeting, as well as reports from the Stewardship Council and the Buildings and Grounds Council were unanimously approved. All written reports, including consensus items and a handout from the Finance Council, are attached to these minutes for the July meeting.
- 4. Stewardship Council Report: (Presenter: Ken Alexander)**
A proposal was made that the vestry approve a budget for fiscal year 2025 in advance of the January 2025 annual meeting.

By 8/2024, estimates of annual budget needs to maintain current work 1) with no raises, 2) with raises, and 3) with raises and adding back some items that were previously cut, will be determined. When estimating the budget, the importance of setting aside some funds for the Director of Parish Life to use was noted.

Since the budget is determined primarily by stewardship pledges, pledging outreach should begin on 9/22/24 with personalized contact made by vestry members. Stewardship council members agreed to provide weekly updates on pledging to vestry members. In demonstration of good faith, vestry members agreed to submit their own pledges by 9/22/24.

Covenant Sunday (11/17/24) will serve as a celebration that concludes the pledge drive, and Neil will share information with the parish about pledge drive totals at that time.

This timeline will allow the Finance Council to draft the budget by December 2024. It was proposed that a special vestry meeting be held thereafter, to discuss the budget.

This proposed timeline was supported by the vestry.

5. Finance Council Report: (Presenter: Dick Viebig)

In response to Neil's requests of the parish, June's actual paid pledges exceeded budget, assisting the parish with the immediate financial needs for the summer. The Finance Council is going to try and determine how much of this cash is pre-paid pledges for future months. The parish is currently on track to have a balanced budget for the rest of this year. This does not change the total pledged amount anticipated for the year, but has modestly front loaded the receipt of funds for the first half of the year.

It was noted that the ACS payment system is not displaying recent payments when viewed by parishioners. This does not appear to be an accounting issue, as staff have a record of all payments received. The reason for the user interface issue will need to be reviewed.

6. Buildings and Grounds Council:

The Deferred Maintenance Working Group will hold a meeting before the end of 7/2024, and set an initial list of priorities. They will update the vestry on the proposed priority list in 8/2024.

7. Senior Warden Report:

Parishioners' information has been transferred from the old to the new data platform. Staff will be trained to use the new software. The finance portion is the next to move to the new database. This will need to wait until the beginning of 2025, until after the next software update.

In 8/2024, there will be a special meeting to approve changes to the Code of Procedures. Also in August, the Nominations Committee will begin meeting. The Nominating Committee shall consist of the retiring Members of the Vestry, one Member of the Vestry serving the first year of their three-year term, and one Member serving the second year.

8. Rector's Report:

Matching funds are on the way from the donor who gave to the building fund in memory of Kirk Waldron. Funds have already been received from the donor who pledged to support the Director of Membership and Parish Life (DOMPL) position and associated expenses; these funds will be placed in a

restricted account. The DOMPL position has been published on various websites such as indeed.com, the Episcopal Diocese of Texas, the Episcopal Parish Network, the United Way of Greater Houston non-profit board, etc.

There was discussion around changes to the Sunday morning worship schedule for the coming program year. Eagerness was expressed at looking into ways to foster community, such as by increasing involvement of children/youth in the church service, optimizing educational offerings for children/youth and adults, extending coffee hours and having a potluck near the end of each month.

9. Gratitude Reflection:

Abigail Follmar offered thanksgiving for the energy and support that surrounded the discussion around the Worship Schedule and community building.

Closing Prayer: Neil closed the meeting in prayer.

Stewardship Council Report to the Vestry, July 12, 2024

Apologies for the late report in advance of the July 16, 2024 Vestry meeting. The Stewardship Council met July 12, 2024 by Zoom, delayed by travel schedules of Council members and Hurricane Beryl.

In attendance:

Ken Alexander, Chair

Jeanine Baker

Margie Dieter

Rosine Hall

Betty Key

John Wallace

Not attending:

David Madrigal

Abigail Follmar

Tom Van Arsdell

Ryan Hawthorne

Plans for Letter to Accompany Half-Year Giving Statements

The Stewardship Council approved a letter to accompany the Half Year Giving Statements to be mailed to Palmer contributors in July 2024. The letter thanks contributors, reports on recent Palmer developments, and is accompanied by instructions for how donors can use electronic means for making contributions.

Plans for Stewardship Pledges for 2025

The Council approved a plan for seeking Stewardship Pledges in support of the 2025 Palmer budget. We wish to discuss this with the Vestry at the July 16, 2024 meeting, as the Vestry is **key** to its implementation and we need a Vestry approved plan now as this will be the last scheduled meeting until September 17. Briefly, the plan, under the provisional theme "*We Are Palmer*," calls for:

1. "2025 Stewardship season" to commence Sunday, September 22, 2024 with announcements
2. A first round of letters/emails/text messages sent individually by Vestry and Stewardship Council members to 2024 Palmer pledgers (224 pledges) and about 80 households that have recently contributed to Palmer but not pledged for 2024. These communications will urge these parishioners to make their 2025 pledge as soon as practical, and no later than Covenant Sunday on November 17, 2024. The communications will include, among

other things, goals for total pledge dollars needed to support the projected budget prepared by the Finance Council, with the stated plan that the Finance Council will recommend a budget to the Vestry following Covenant Sunday based on the dollars in Stewardship Pledges received, and the Vestry will adopt a budget in advance of the Parish Annual Meeting in January, 2025. This first round of communications will be timed to arrive with parishioners on Monday, September 23.

3. Weekly reports of number of pledges and dollars pledged.
4. “Testimonial” announcements in services and on-line about “why we pledge.”
5. One education hour program on Stewardship and means of giving.
6. Follow-up phone calls and texts by Vestry and Stewardship Council members to parishioners who have not yet pledged for 2025.
7. A concluding celebration on Covenant Sunday, desirably publicized as including special music and perhaps a brunch after or between services, and an announcement of the total pledges and pledge dollars received.

Palmer Building and Grounds Council Meeting

July 3, 2024, 11:30am

Invitee	Attendance
Abigail Follmar – Sr. Warden	Present
Gerry Sandoval	Present
Johnna Kincaid	Present
Ric Tharpe	Present
David Candler – Vestry - Chair	Present
Tom Van Arsdel – Jr. Warden	Present
Michael Massey – Vestry	Not present
Kip Krause - Vestry	Not present

Discussion notes

1. Priority items / urgent decisions needed

- a. Chill water valve on top of choir room - leaking
 - i. Previous discussion next step – Gerry to share quote once he receives; Jessica to approve as appropriate
 - ii. Received 2 quotes – 2nd quote received support from group
 - iii. Next steps: Gerry to review plan with Jessica; request Jessica inform Finance Committee
- b. St. Bede's air handler
 - i. Air handler has been out for a couple of months
 - ii. We believe vibration/movement may be root cause of issues
 - iii. Received quote for replacement of blower wheel, housing, and motor mounts
 - iv. Next step: Gerry will circulate quote for input
 1. If group supports, Gerry to engage Jessica
- c. Playground items (GISH requested)
 - i. Previous discussion next step – Gerry to talk to Bianca and request that GISH consolidate requests into one document/package, include pictures, plans, etc. (Also set expectations that any work being done would be supervised by Gerry)
 1. Still waiting on Bianca to provide consolidated request
 2. Gerry received quotes for replacement of membrane (minor repair \$32k; total replacement - \$83k)
 3. 2nd quote for playground \$18k (provided sometime back to Tara and Kirk)
- d. Playground repairs (GISH requested)
 - i. Gaps in playground surface (sponge membrane)

1. Options
 - a. Previous discussion next step – Gerry to proceed with interim repair – test in small area first
 - b. Gerry talked with GISH about this; Bianca preferred to wait and talk to the inspector about that option
 - c. Inspector is from the state – regulations for preschool – should be coming any day this month
- ii. Replacement of rubber mulch on west and north sides of playground with wood mulch
 1. Previous discussion next step - awaiting estimate
 2. Gerry received estimate
 - a. Mulch only southwest side where rubber mulch was installed - \$3.4k; all the way around playground - \$9.1k (includes additional leveling)
 - b. Would still be subject to state inspector input
 - i. GISH will ask inspector if rubber mulch can still be used in the area

2. Updates on regular priority items

- a. Rectory
 - i. Washing machine
 1. Motor making loud noise and drum not spinning
 2. Repair tech scheduled for July 9
- b. Chiller
 - i. Final inspection results were received – all results normal
 - ii. 1 more inspection – visual, freon, oil analysis – end July/early August
- c. Boy Scout gear in all 4 places they store items (basement mechanical room, columbarium closet, work room on corner of patio (old pantry storage), youth room closet)
 - i. Previous discussion next step - Gerry to discuss/negotiate closure target date with Brandon from Boy Scouts (began 5/11)
 - ii. Gerry chatted with Brandon
 - iii. Boy Scouts have rearranged basement
 - iv. Proper disposal of flags, wooden boxes to be disposed or moved
 - v. Target cleanup completion by end of September

PALMER MEMORIAL EPISCOPAL CHURCH
 2024 Analysis of Revenues & Expenses-Operating Fund
 OPERATING FUND
 June 2024

7/16/24
 VESTRY HANDOUT

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual Budget	% of Annual Budget Used
				1/2 YEAR		
Revenues						
CONTRIBUTION REVENUE						
401001 - PLEDGES CURRENT-PREPAID	23,031	23,031	138,188	138,188	276,375	50.00%
401100 - PLEDGES-CURRENT YEAR	159,710*	104,578	635,931	627,469	1,254,938	50.67%
401200 - PLEDGES-PRIOR YEAR	5,850	1,667	18,037	10,000	20,000	90.18%
401300 - OPEN PLATE OFFERING	1,551	2,500	18,880	15,000	30,000	62.93%
401400 - UNPLEDGED-PARISHIONERS	4,280	10,833	33,094	65,000	130,000	25.46%
Total CONTRIBUTION REVENUE	194,422	142,609	844,129	855,657	1,711,313	49.33%

* PART PRE PAYMENTS AFTER
 NEIL'S REQUEST IN SUNDAY
 ANNOUNCEMENTS