

## **Palmer Memorial Episcopal Church**

### **Vestry Meeting Minutes**

**July 15, 2025**

#### **Vestry Members Present:**

Rev. Neil Willard, Rector  
Tom Van Arsdel, Senior Warden  
John Wallace, Junior Warden  
Sheeba Thomas, Clerk  
Ken Alexander  
Jeanine Baker  
Rosine Hall  
Betty Key  
Kip Krause  
Pam Lovett  
David Madrigal  
Michael Massey  
Dick Viebig  
Shannon Wallace

#### **Vestry Members Absent:**

Sue Murphy

#### **Assisting Clergy Present:**

Rev. Katherine Tuttle, Director of Parish Life and Membership

The hybrid in-person and Zoom meeting began at 5:30 PM.

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### **1. Check-in and Opening Prayer (Rev. Neil Willard)**

Neil invited personal updates and opened the meeting with Evening Prayer (Book of Common Prayer, p. 117).

### **2. Review and Approval of Consensus Items (Rev. Neil Willard)**

The minutes from the May 20, 2025 Vestry meeting, the Financial Summary from Jessica Evans (Finance Manager), and reports from the Facilities and Grounds Council, Finance Council, Stewardship Council, Senior Warden, Director of Parish Life and Membership, and Rector were all unanimously approved.

### **3. Facilities and Grounds Council Report (Kip Krause)**

- The fresh air intake fan needs replacement. Quotes were obtained, reviewed by the council, and a vendor was selected.
- The vestry unanimously approved allocating approximately \$6,600 from the Kirk Waldron Fund to cover the fan replacement cost.

### **4. Finance Council Report (Dick Viebig)**

- Fiscal year to date, 55% of pledged funds have been received.
- Currently, funds received exceed expenses by \$81K. However, the second half of the year will include additional expenses, such as the Associate Rector's salary. By year's end, expenses are likely to nearly match funds received.
- Rosine Hall suggested creating a video for the Palmer website discussing different ways of fulfilling pledges.
- The vestry unanimously approved transferring all regular funds to Texas Gulf Bank. These funds will be FDIC insured, and the move will simplify account management.
- The council has requested a proposal from Texas Gulf Bank regarding refinancing the rectory mortgage at a lower interest rate.
- Palmer currently maintains about 30 distinct accounts for various causes. The Finance Council plans to review and determine which can be consolidated.
  - Currently, there are two flood relief funds. The vestry approved combining these funds, donating \$24K to support the Diocesan Fund for victims and families of the July 4th flood, and retaining \$10K for future flood relief needs.

### **5. Stewardship Council Report (Ken Alexander)**

- The functionality of Group Lists in ShelbyNext was reviewed.
- Stewardship Kick-Off Sunday will be held on September 21, 2025, alongside a Warden's Forum.

### **6. Senior Warden's Report (Tom Van Arsdel)**

- A Warden's Forum will take place on July 20, 2025.
  - Rev. Katherine Tuttle will be a speaker.

- **Endowment Board**

- Jim Rosenbach has agreed to serve as the new chair. His appointment was unanimously approved by the vestry.
- The board is considering suggestions for a new member.

### **7. Rector's Report (Rev. Neil Willard)**

- Rev. Allen Junek will be Palmer's new Associate Rector, beginning August 24, 2025.
- Deacon Mary Reddick will join Palmer as Deacon, beginning August 10, 2025.
- Laura Smith will be Palmer's new Associate Organist. She will also begin a Master's degree in Music at Rice University in Fall 2025.
- The vestry authorized the use of budgeted funds to cover personnel expenses for these staff members.

### **8. Gratitude Reflection (Tom Van Arsdel)**

Tom offered thanksgiving for his son beginning a new chapter as a college student this fall.

### **9. Closing Prayer (Rev. Neil Willard)**

Neil closed the meeting with prayer.

**PALMER MEMORIAL EPISCOPAL CHURCH**  
**Revenues & Expenses OPERATING FUND**  
 June 2025

	MTD ACTUAL 2025	MTD BUDGET 2025	YTD ACTUAL 2025	YTD BUDGET 2025	2025 ANNUAL BUDGET	% of ANNUAL BUDGET USED
<b>Revenues</b>						
<b>BANK DEPOSITS</b>						
<b>OPERATING FUND</b>						
CONTRIBUTION REVENUE	\$141,893.48	\$151,556.66	\$974,062.76	\$909,339.96	\$1,818,680.00	53.56 %
OTHER OPERATING REVENUE	\$40,564.34	\$37,814.34	\$205,136.04	\$226,886.04	\$453,772.00	45.21 %
<b>Total OPERATING FUND</b>	<u>\$182,457.82</u>	<u>\$189,371.00</u>	<u>\$1,179,198.80</u>	<u>\$1,136,226.00</u>	<u>\$2,272,452.00</u>	<u>51.89 %</u>
<b>Total BANK DEPOSITS</b>	<u>\$182,457.82</u>	<u>\$189,371.00</u>	<u>\$1,179,198.80</u>	<u>\$1,136,226.00</u>	<u>\$2,272,452.00</u>	<u>51.89 %</u>
<b>Total Revenues</b>	<u><u>\$182,457.82</u></u>	<u><u>\$189,371.00</u></u>	<u><u>\$1,179,198.80</u></u>	<u><u>\$1,136,226.00</u></u>	<u><u>\$2,272,452.00</u></u>	<u><u>51.89 %</u></u>
<b>Expenses</b>						
<b>PERSONNEL</b>	\$72,663.49	\$86,527.43	\$478,582.94	\$519,164.58	\$1,038,329.00	46.09 %
<b>DIOCESE</b>	\$14,828.75	\$14,828.75	\$88,972.50	\$88,972.50	\$177,945.00	50.00 %
<b>RECTORY</b>	\$1,251.46	\$1,383.33	\$5,361.29	\$8,299.98	\$16,600.00	32.30 %
<b>CHURCH BUILDINGS</b>						
BUILDING and MAINTENANCE	\$39,877.71	\$46,957.26	\$302,296.63	\$281,743.56	\$563,487.00	53.65 %
DEBT SERVICE	\$5,270.76	\$5,085.75	\$31,042.56	\$30,514.50	\$61,029.00	50.87 %
UTILITIES	\$11,152.16	\$11,750.00	\$61,407.43	\$70,500.00	\$141,000.00	43.55 %
FELLOWSHIP KITCHEN	\$764.37	\$1,508.33	\$7,911.97	\$9,049.98	\$18,100.00	43.71 %
<b>Total CHURCH BUILDINGS</b>	<u>\$57,065.00</u>	<u>\$65,301.34</u>	<u>\$402,658.59</u>	<u>\$391,808.04</u>	<u>\$783,616.00</u>	<u>51.38 %</u>
<b>ADMINISTRATIVE SUPPORT</b>						
ADMINISTRATION	\$613.70	\$1,886.25	\$7,728.61	\$11,317.50	\$22,635.00	34.14 %
FINANCIAL OPERATIONS	\$1,093.61	\$2,679.16	\$6,345.65	\$16,074.96	\$32,150.00	19.74 %
<b>Total ADMINISTRATIVE SUPPORT</b>	<u>\$1,707.31</u>	<u>\$4,565.41</u>	<u>\$14,074.26</u>	<u>\$27,392.46</u>	<u>\$54,785.00</u>	<u>25.69 %</u>
<b>MINISTRIES</b>						
COMMUNICATIONS	\$2,325.58	\$3,633.33	\$21,548.43	\$21,799.98	\$43,600.00	49.42 %
OUTREACH	\$0.00	\$1,000.00	\$5,035.93	\$6,000.00	\$12,000.00	41.97 %
EVANGELISM	\$174.93	\$708.33	\$5,214.32	\$4,249.98	\$8,500.00	61.34 %
FELLOWSHIP	\$2,073.34	\$1,833.33	\$16,251.11	\$10,999.98	\$22,000.00	73.87 %
<b>MUSIC MINISTRY</b>						
MUSIC-ADULTS	\$1,804.96	\$1,020.84	\$3,671.46	\$6,125.04	\$12,250.00	29.97 %
MUSIC-CHILDREN	\$0.00	\$333.33	\$1,215.16	\$1,999.98	\$4,000.00	30.38 %
<b>Total MUSIC MINISTRY</b>	<u>\$1,804.96</u>	<u>\$1,354.17</u>	<u>\$4,886.62</u>	<u>\$8,125.02</u>	<u>\$16,250.00</u>	<u>30.07 %</u>
PASTORAL CARE	\$0.00	\$183.32	\$250.00	\$1,099.92	\$2,200.00	11.36 %
WORSHIP	\$566.95	\$404.17	\$1,993.51	\$2,425.02	\$4,850.00	41.10 %
PRAYER & SPIRITUALITY	\$0.00	\$31.25	\$0.00	\$187.50	\$375.00	0.00 %
INFORMATION TECHNOLOGY/MEDIA	\$2,919.30	\$3,333.34	\$18,808.38	\$20,000.04	\$40,000.00	47.02 %
<b>Total MINISTRIES</b>	<u>\$9,865.06</u>	<u>\$12,481.24</u>	<u>\$73,988.30</u>	<u>\$74,887.44</u>	<u>\$149,775.00</u>	<u>49.40 %</u>
<b>EDUCATION</b>						
ADULT EDUCATION	\$1,795.27	\$1,333.34	\$6,729.33	\$8,000.04	\$16,000.00	42.06 %
CHILDREN'S EDUCATION	\$0.00	\$916.67	\$9,603.11	\$5,500.02	\$11,000.00	87.30 %
YOUTH	\$905.98	\$1,083.33	\$10,603.21	\$6,499.98	\$13,000.00	81.56 %
PARISH RETREAT	\$0.00	\$416.67	\$5,000.00	\$2,500.02	\$5,000.00	100.00 %
<b>Total EDUCATION</b>	<u>\$2,701.25</u>	<u>\$3,750.01</u>	<u>\$31,935.65</u>	<u>\$22,500.06</u>	<u>\$45,000.00</u>	<u>70.97 %</u>
<b>OTHER EXPENSES</b>						
WEDDING MINISTRY	\$0.00	\$316.67	\$900.00	\$1,900.02	\$3,800.00	23.68 %
FUNERAL MINISTRY	\$0.00	\$216.83	\$930.78	\$1,300.98	\$2,602.00	35.77 %
<b>Total OTHER EXPENSES</b>	<u>\$0.00</u>	<u>\$533.50</u>	<u>\$1,830.78</u>	<u>\$3,201.00</u>	<u>\$6,402.00</u>	<u>28.60 %</u>
<b>Total Expenses</b>	<u><u>\$160,082.32</u></u>	<u><u>\$189,371.01</u></u>	<u><u>\$1,097,404.31</u></u>	<u><u>\$1,136,226.06</u></u>	<u><u>\$2,272,452.00</u></u>	<u><u>48.29 %</u></u>
<b>Net Total</b>	\$22,375.50		\$81,794.49		\$0.00	0.00 %

## **Palmer Worship Council Meeting Minutes June 5, 2025**

**Attendees:** Rev. Neil Willard, Margie Dieter, Lesley Douthwaite, Danna Kurtin, Victor Lamas, Allen Nunley, Libby Spoede and Rev. Katherine Tuttle

**Prayer** – Victor opened the meeting with prayer.

### **Upcoming Activities -**

- June 8 – Pentecost Sunday – Potluck luncheon in Parish Hall following 10:00 am service
- June 15 – Trinity Sunday, start of Rite I services at 10:00 am
- June 22 – Organ Recital w/ Sunkyung Noh at Palmer – 2:30 pm
- June 28 – Palmer Summer Production of Noye’s Fludde at St. Bede’s at 3:00 and 6:00 pm
- Oct. 4 - Wedding at 4:00 pm in the Nave.

### **Clergy Updates –**

Victor will meet with Gerry to discuss selection of a freezer for the Sacristy workroom to store bread for services when needed. Roger Hutchinson has developed a kite with the image of a dove and will process with it at the 10:00 service on Pentecost Sunday. Rite I services will begin on Trinity Sunday and continue through the end of July. Rite II services will begin on August 3<sup>rd</sup>.

### **Vergers Updates –**

Libby will let vergers know that the bread/wafers and wine will continue to be processed up to the altar from the Narthex and that the procession should begin as Neil approaches the altar and when offertory music begins.

### **Acolyte Updates –**

Follow up with David Madrigal and Judy Fletcher regarding training personnel (Natalie) and any others expressing an interest in serving.

### **Service Updates –**

Need to look at organizing a meeting with the Rev. Beth Anne Nelson, Arlene Price, and Brady regarding planning Taize services in the fall. Contact David Madrigal to set up a planning meeting for August.

**Lectors Updates** – Nothing to report.

### **Ushers / Bell Ringers Updates –**

Ushers are ready for new schedule starting June 15.

Allen thanked all who helped and participated in the 7 Towers Festival last month.

Regarding the automated bells system, some bells are not working. Allen will look into further costs for repairs and will report back.

### **Other Business –**

The amount of newcomers is growing. Katherine is starting to plan for upcoming newcomers classes and will look for those who may be interested in ushering, bell ringing, and other ministries.

**Next Worship Council Meeting – August 7**

## Finance Council Minutes

May 8, 2025

Present: Dick Viebig, Pam Lovett, Richard Avant, Pam Harvey, Jessica Evans, Davis Maxey, Rosine Hall

1. Pam Harvey Opened with Prayer
2. Prior Minutes: Rosine Hall moved acceptance, Pam Lovett seconded. Motion carried.
3. Financials for April and YTD.

Looking mainly at the Operating Fund for April. Donation revenue was down, and below budget for the month, only \$106K, down \$60K from April 2024. Dick is concerned, as so far this year we have been fine on donations. Expenses were above budget, but for the year so far, expenses have been below revenue, mainly due to the unfilled clergy position. Summer usually brings a fall-off in donations. His comment: he is concerned but optimistic. The committee discussed both restricted funds, and efforts by Buildings and Grounds to plan future expenditures. One idea was to move restricted funds to Vanguard, to earn more interest than we get at the bank. April Financials were accepted.

4. Stewardship – Ken Alexander has requested that we finalize next year’s budget by July. Dick says that is much too early for a line-by-line revision. A suggestion was made that we get a “real” salary figure for the new clergy person as soon as they are hired, and then adjust the rest of the budget by a percentage... the word “aspirational” was mentioned. Will discuss this next month.
5. Rectory Mortgage – Dick will approach the bank about a possible refinance with lower interest.
6. Next meeting: third Thursday, June 19<sup>th</sup>. No meeting in July.
7. Dick Viebig closed the meeting in prayer.

# Palmer Memorial Episcopal Church

## Finance Committee Minutes

June 18, 2025

Present: Rosine Hall, Richard Avant, Pam Lovett, Dick Viebig, Jessica Evans, Pam Harvey, Davis Maxey, Kip Krause, Tom Van Arsdel, Bet Hunter. Auditors: Mimi Holt, Bonnie Choy.

1. Opening Prayer – Pam Harvey
2. Meeting opened. Dick opened the meeting by announcing that Pam Harvey has agreed to serve as Palmer’s Treasurer, as Larry Wood has resigned. He then introduced our auditors from Blazek and Vetterling: Mimi Holt and Bonnie Choy.
3. Auditors’ Report. The auditors presented two rather lengthy, detailed documents regarding the annual audits for 2023 and 2024. They described methods, responsibilities, limitations, and results of the audit. They asked us questions about whether we knew any information adverse to their findings; we did not. Given the limitations of church accounting, such as not listing the church real estate as an asset since it is owned by the Diocese, it seems we passed with a positive report. This simply means that our financial reports for both the Parish and the Palmer Endowment match the actual income, expenditures and fund balances for the year. It should be noted that the Operating Fund has had a net negative value for both 2023 and 2024, meaning expenses exceeded revenues. The audit also noted that our cash on deposit at the bank exceeds the federally insured limit per depositor per institution.
4. Action Items
  - a. Minutes of May meeting were approved.
  - b. May 2025 Financial reports were approved. The Finance Council wishes to raise awareness of the Vestry to significantly decreased giving (donations and pledges) in both April and May. This is concerning because the fall-off is unusual so early in the year. We have come to expect summer deficits, but not this early. Due to prepaid pledges, the first 5 months look ok. But as our new clergy person salary begins in August, it is to be watched.
  - c. Committee on Restricted funds. Finance Committee notes that the restricted funds contain certain assets for groups no longer active in the Parish. Pam Lovett will chair an ad hoc committee examining whether some of these funds could be returned to

the Operating Fund as undesignated. Kip and Pam will serve on it, and we might ask Betty Key.

5. Discussion Item – Rectory mortgage. Dick and Bet noted that our mortgage rate increased substantially from 4.25% through May 2023 when it increased to 9.25%. They will visit the bank and discuss re-negotiating. Total owed is currently \$667,627.

**Addendum: June 30, 2025.** Dick and Bet did go to the bank to discuss the mortgage, as well as how our account might be insured by FDIC. Two very positive results of this visit: the bank will pay us interest on the cash account, will divide it into two portions (one shared with other banks) for the purpose of insuring the total deposited through FDIC. They also negotiated a reduced interest rate about 2% less than current on the mortgage.

**Overview of Palmer  
Financials – June  
2025**

Month to budget comparison

Category	Month total vs-->>	Month budget --->>	Difference
<b>Total Revenues</b>	<b>182,457.82</b>	<b>189,371.00</b>	<b>(6,913.18)</b>
Personnel exps below budget because of one less staff → Total PERSONNEL	72,663.49	86,527.43	(13,863.94)
Total DIOCESE	14,828.75	14,828.75	-
The benefits of 'lumpy' insurance expenses! → Total CHURCH BUILDINGS	57,065.00	65,301.34	(8,236.34)
Total ADMINISTRATIVE SUPPORT	1,707.31	4,565.41	(2,858.10)
Total MINISTRIES	9,865.06	12,481.24	(2,616.18)
Total EDUCATION	2,701.25	3,750.01	(1,048.76)
Total OTHER EXPENSES	-	(0.01)	(533.50)
<b>Total Expenses</b>	<b>160,082.32</b>	<b>189,371.01</b>	<b>(29,288.69)</b>
Positive net total helps counteracts last month loss → <b>Net Total</b>	<b>22,375.50</b>	<b>(0.01)</b>	<b>22,375.51</b>
<b>Year to date position</b>			
YTD Actual(This Year)	81,794.49		
YTD Budget(This Year)	(0.06)		

Total revenues almost on budget pull the YTD position back up again

Year to date position remains positive, keeping cash position up

## July 15, 2025 Stewardship Council Report to the Vestry

The Stewardship Council met by Zoom on June 24, 2025 to work on plans for 2026 Stewardship efforts.

Members:

Ken Alexander, Chair

Jeanine Baker

Rosine Hall

Betty Key

Pamela Lovett

John Wallace

Peter Yacoe

### Vestry Action Items for July 15 Meeting:

1. Vestry participation in 2026 Stewardship efforts.

Vestry members received on May 8, 2025 a list of all Stewardship pledgers for 2025, with tentative assignments to pledging households for contact by individual Vestry members later this year.

In advance of the July 15, 2025 Vestry Meeting, we will circulate revised lists of assignments for each Vestry member via Shelby Next. At the Vestry Meeting, we would like to discuss how to use these computerized lists and Shelby Next to streamline our Stewardship efforts.

2. We recommend the “kickoff” date for our 2026 Stewardship efforts be **Sunday, September 21**, and ask that Neil preach on Stewardship on that day. Similar to last year, we ask the Vestry to prepare individual letters/emails to their assigned Palmers asking them to make a 2026 Stewardship Pledge, and that these be sent for arrival by **September 22**.
3. We recommend the scheduling a a specific date for a **Warden’s Forum for fall 2025** in advance of Covenant Sunday, a portion of which would include a presentation about Stewardship. Perhaps **September 21** would be a suitable date.

4. We anticipate circulating draft letters for Vestry members to use in August.

### **Other Stewardship News**

1. The Palmer website pages regarding Giving and Stewardship have been completely revised, including a streamlined form for pledges and on-line giving. Please visit <https://palmerchurch.org/stewardship/> and follow the links within. Thank you, Dustin Jesudasen, for implementing these changes

Included is a terrific PowerPoint and video presentation by Rosine Hall on “**How to Pledge: Info on Pledging and Good Ways to Give.**”

[https://s3.amazonaws.com/account-media/17499/h264-720/h/0e19946093\\_1750796164\\_how-to-give-june25hq.mp4](https://s3.amazonaws.com/account-media/17499/h264-720/h/0e19946093_1750796164_how-to-give-june25hq.mp4)

This presentation incorporates the information from last year’s presentation on intelligent giving, and new material. Thank you, Rosine, for putting this all together.

2. The Stewardship Council has set a schedule for further meetings:  
Tuesday, July 15, at 7:00 PM approximately (immediately following Vestry meeting)  
Monday, August 4, at 6 PM CDT (by Zoom)  
Wednesday, Sep. 3 at 6 PM CDT (by Zoom)  
Monday, September 29 at 6 PM CDT (by Zoom)  
Monday, October 13 at 6 PM (by Zoom)

# Palmer Building and Grounds Council Meeting

July 7, 2025. 12 Noon

Invitee	Attendance
Tom Van Arsdel – Sr. Warden	Present
John Wallace – Jr. Warden	Present
Kip Krause – Vestry – Chair	Present
Gerry Sandoval	Present
Johnna Kincaid	Present
Ric Tharpe	Present
Michael Massey – Vestry	Present
Sue Murphy – Vestry	Present

## Discussion notes

### 1. Confirmed Next Meeting Date – August 11, 2025

### 2. Diocese Risk Assessment and Facilities Follow-up

- a. Cavalry Construction currently working on Roof Repair – was successfully completed. Some superficial differences in roof surface at the seams; will be addressed as necessary later.
- b. Blaine is on leave at the moment – waiting on letter of completion amendment regarding warranty. **Gerry to follow-up with Blaine.**

### 3. Follow-ups to May Meeting

- a. Gerry reviewed Fire Inspection results:
  - i. Fire Marshall inspection was successfully completed and all items resolved, including the issue with the sprinkler heads.
- b. New water stain in ceiling of hall by choir room
  - i. **Done:** Gerry to investigated and made repair; confirmed that no longer leaking. **Action: Jimmy - Painting still to be scheduled.**
- c. Playground repairs – Required playground inspection by state for safety certification has been completed and all required repairs finished.

### 4. Updates on regular priority items

- a. Fellowship Hall – water leak found in ceiling near East stairway.
  - i. Not due to a roof leak, could be either condensation on chill water pipe or could be leak in pipe. MLN will inspect the pipe to determine source. **We are still waiting for their review.**

# Palmer Building and Grounds Council Meeting

July 7, 2025. 12 Noon

- b. Choir Room Leak – ceiling tile collapsed onto cabinets and materials, but piano not affected. Not a roof leak, but due to condensation from A/C and backup in main drain and auxiliary drain. ACTION: Gerry to clear out drain lines and schedule regular maintenance of same. Will also consult with MLN for alternative solutions. ACTION: Jimmy - Painting touchup still needed when resources allow.
  - c. Rectory
    - i. Soft spot under the tiles in Rectory – propose to defer action into 2026 budget
  - d. St. Bedes Chapel –The chapel itself remains comfortable for large groups. We have a quote of \$11-\$12k to repair Air Handler, but the group feels that a full replacement of the air handler is a better approach, and we will seek a full quote before moving forward. Consider deferring to 2026 budget if the situation does not worsen further. Received a quote for full replacement of air handler (\$42k); issue remains how best move old equipment out and new equipment in.
5. Fresh Air Intake Fan – brings fresh air into the building; fan serves to vent contaminants out of the building. This fan requires repair or replacement, and we have multiple quotes. B&G agreed to request Vestry to approve release of sufficient funds from the Waldron Fund to complete the replacement of the fan. Will seek Vestry approval at meeting on July 15.
6. Stained Glass window in front of the church appears to be unlit most of the time. Gerry to check timer settings for LED lighting; Michael will be sure to drive by after dark to check if the lights are working again.
7. Campus Maintenance Strategic Planning

The group discussed the need for a strategic, long-term approach to address facility maintenance issues, with Michael suggesting that a capital campaign may be necessary due to the scale and age of the problems. They agreed to work with Cavalry Construction to develop a comprehensive strategic plan for the campus, with a focus on clear communication about specific needs and expectations. The conversation ended with a recognition of the growing challenges and the importance of persistent, detailed planning. Action steps include:

1. Gerry: Locate and share the previous capital expenditure spreadsheet from Tara showing 5 and 10-year predictions
2. Gerry: Provide Cavalry with clear, technically detailed requirements for their assessment
3. Gerry: Look for and compile the previously mentioned list to help Cavalry

# Palmer Building and Grounds Council Meeting

June 2, 2025. 12 Noon

Invitee	Attendance
Tom Van Arsdel – Sr. Warden	Absent
John Wallace – Jr. Warden	Present
Kip Krause – Vestry – Chair	Present
Gerry Sandoval	Present
Johnna Kincaid	Present
Ric Tharpe	Absent
Michael Massey – Vestry	Present
Sue Murphy – Vestry	Absent

## Discussion notes

### 1. Confirmed Next Meeting Date – July 7, 2025

### 2. Diocese Risk Assessment and Facilities Followup

- a. Cavalry Construction currently working on Roof Repair – will add additional membrane over existing one to help with uneven surface; this will not affect the warranty which remains at 15 years for materials and 2 years for labor. This should be documented on the invoice. Cavalry is on site today to begin the work.

### 3. Follow-ups to May Meeting

- a. Gerry reviewed Fire Inspection results:
  - i. Fire Marshall inspection schedule for Wed, June 4. Sprinkler heads ordered and expected by Friday June 6. Fire Marshall will be notified once replacements have arrived.
- b. New water stain in ceiling of hall by choir room
  - i. **Done:** Gerry to investigated and made repair; need heavy rain to confirm success of the repair. Then painting will be scheduled.
- c. Playground repairs – Required playground inspection by state for safety certification has been scheduled. We will wait on their results before planning for repairs.

### 4. Updates on regular priority items

- a. Fellowship Hall – water leak found in ceiling near East stairway.
  - i. Not due to a roof leak, could be either condensation on chill water pipe or could be leak in pipe. MLN will inspect the pipe to determine source. We wait for their review

# Palmer Building and Grounds Council Meeting

June 2, 2025. 12 Noon

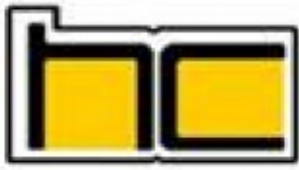
- b. Choir Room Leak – ceiling tile collapsed onto cabinets and materials, but piano not affected. Not a roof leak, but due to condensation from A/C and backup in main drain and auxiliary drain. ACTION: Gerry to clear out drain lines and schedule regular maintenance of same. Will also consult with MLN for alternative solutions.
- c. Rectory
  - i. Soft spot under the tiles in Rectory **Action: Kip to check with Jessica for source of funds that might be available.**
  - ii. Backyard removal of dead plants and mulch application – Done
  - iii. Water heater failure being worked by Plumber; replacing pilot, thermocouple, gas valves.
  - iv. Refrigerator problem resolved (not cooling); also need to replace fridge drawers (Gerry to handle).
- d. St. Bedes Chapel – the sacristy is not properly cooled by A/C and this leads to potential damage to the communion bread, wine and candles stored there. The chapel itself remains comfortable for large groups, but the sacristy (basically a large closet) does get overheated. We have a quote of \$11-\$12k to repair Air Handler, but the group feels that a full replacement of the air handler is a better approach, and we will seek a full quote before moving forward. In the meantime, we recommend moving the perishable items out of the sacristy until the work is completed.

## 5. Campus Maintenance Strategic Planning

The group discussed the need for a strategic, long-term approach to address facility maintenance issues, with Michael suggesting that a capital campaign may be necessary due to the scale and age of the problems. They agreed to work with Calgary to develop a comprehensive strategic plan for the campus, with a focus on clear communication about specific needs and expectations. The conversation ended with a recognition of the growing challenges and the importance of persistent, detailed planning. Action steps include:

1. Gerry: Locate and share the previous capital expenditure spreadsheet from Hara showing 5 and 10-year predictions
2. Gerry: Provide Calgary with clear, technically detailed requirements for their assessment
3. Gerry: Look for and compile the previously mentioned list to help Calgary

May 12, 2025 Update – Michael Massey's report described above has been completed and reviewed by the B&G group, plus the Wardens. The document is also sent in its Draft form for the Vestry to review, at the discretion of the Senior Warden.



**HAR-CON MECHANICAL**  
**Plumbing & Air Conditioning Since 1955**  
**9009 West Little York**  
**Houston, TX 77040**

**PROPOSAL**  
 DATE: 05/30/2025

- Office: 832.300.1060      • Fax: 832.300.1061
- TX License # TACLA26582    • TX License # MPL17580

QUOTE ID: 544  
 SERVICE LOCATION: PALMER MEMORIAL EPISCOPAL CHURCH  
 STREET: 6221 MAIN ST  
 CITY: HOUSTON, TX 77030

CONTACT: GERRY SANDOVAL  
 Ph:(713) 529-6196  
 facilities@palmerchurch.org  
 DATE SUBMITTED: 05/30/2025  
 PREPARED BY: --

DESCRIPTION:

Replace Belt Driven Inline Fan

SCOPE OF WORK:

- Lock out tag out electrical service to defective Inline fane.
- Remove existing Inline fan and dispose.
- Place new Green Heck fan in designated area.
- Tie existing supply duct to new fan. (Modifications maybe required)
- start up equipment and monitor for proper operation.
- all work to be performed during normal business hours.
- new fan has a 6-8 week lead time from the factory.

ITEM	TOTAL
<b>Total</b>	\$10,250.50

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 DATE



18062 FM 529 Rd. #155  
Cypress TX 77433  
281-755-3566 T  
<http://infinityhvacs.com>

Palmer Memorial Episcopal Church  
Gerry Sandoval  
6221 Main St C 111,  
Houston, TX 77030

Proposal Date: 5/12/2025  
Valid Until: 06/12/2025  
Quote#202517

## **Reference: Supply Fan 2-1 Repair (W/ replacement option)**

INFINITY HVAC SERVICE Is pleased to Submit the following Proposal for your consideration. This Proposal includes Labor and Material, Equipment, and Supervision to perform these HVAC services at the above referenced location:

### **Scope of Work:**

- Arrive at the site and check in with the customer.
- Mobilize tools to the Jobsite.
- De-energize the fan at breaker box and verify power.
- Remove all internal components.
- Install new parts listed as follows:
  - New shaft and bearings, new blower, and new motor. (sheave and pulley if needed).
  - Laser alignment on new belt.
  - Start-up and commissioning, including logging all readings and producing a start-up report.
  - Clean and inspect jobsite upon completion.
  - Make note of any other problems that are found.
  - Check out with customer.
- **Option to replace complete fan with new Carnes fan exact fan as existing one.**
  - Remove electrical connections to fan.
  - Unscrew and drop old fan.
  - Hang new fan from existing all-thread and secure to existing ductwork.
  - Re-insulate fan at duct connections.
  - Re connect electrical to new fan.
  - Start-up and commissioning, including logging all readings and producing a start-up report.

### **Notes:**

- Parts for option #1, 2-3 days lead time.
- New Fan option #2, 2-3 weeks lead time.



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<http://infinityhvacs.com>

### Pricing

The total investment for this project will be **\$4,061.52 plus applicable sales taxes. This price includes all labor and materials necessary to complete the work during normal working hours.**

**Price for Fan replacement option is \$6,632.15 Plus applicable sales taxes.**

### Clarifications

- Any additional costs for service not included in this estimated scope of work will be invoiced under Time & Materials Rates.
- This proposal will remain in effect for a period of thirty (30) days from the date proposed. After 30 days, Infinity HVAC Service reserves the right to amend this proposal to its acceptance.
- Unless otherwise stipulated in writing, the warranty on any parts furnished in this Service Order will be limited to 30 days.
- Equipment and/or materials will not be ordered until written approval is received.
- Unless otherwise stipulated in writing, a warranty on any labor done on this Service Order will be limited to 30 days.
- Any labor necessary to replace any part covered by a manufacturer's warranty or longer duration will be invoiced at Infinity HVAC Service standard rate.
- The expenses for any previous service or troubleshooting are not accounted for in this proposal. Expenses will be billed separately.
- Freight will be PPA (Pre-Pay and added) unless otherwise stated on the estimate.
- Work to be performed during normal business hours (7am-3:30pm)
- After hours rate may apply if the scope of work is outside of standard hours.
- 50% Deposit required before ordering materials for jobs greater than \$20,000. Additional progression payments may be required based on the size and scope of the project.
- By signing this estimate, you agree to the payment terms and conditions below. Any past due account is subject to being placed on credit hold.
- Customer is to supply access to equipment and make ready.



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### **Exclusions**

- Electrical Service from circuit breakers up to and including disconnect switches.
- Cutting, Painting, Patching or Carpentry work required for installation.
- Interior finishes and decorative features.
- Structural work.
- Sales Taxes.
- Temporary air conditioning or heating equipment.
- Unless Specified, Overtime, Sunday, or Holidays.
- Engineering, Design, or Drawings.
- Testing and balancing
- Correction of existing code violations.
- Building automation system (BAS)
- Asbestos or hazardous material testing, removal, or disposal.
- Payment and performance bonds.
- Customer specific safety training / site orientation.
- Any isolation, infection prevention, or control.
- Work not specifically listed in scope.
- Fire suppression system.
- Pipe leaks
- Damaged equipment
- City permits and fees are included where applicable.



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<http://infinityhvacs.com>

Infinity HVAC Service appreciates the opportunity to quote this project and looks forward to being part of this successful project. Thank you once again for giving Infinity HVAC Service the chance to contribute to the project mentioned above. Should you have any further inquiries or feedback, please feel free to reach out to me at your convenience.

Palmer Memorial Episcopal Church

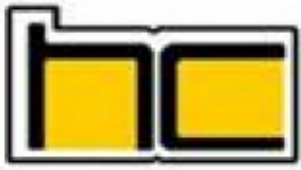
INFINITY HVAC SERVICE

Approved by: \_\_\_\_\_

By: Carlos Gomez

Date: \_\_\_\_\_

Proposal Date: 5/12/2025



**HAR-CON MECHANICAL**  
**Plumbing & Air Conditioning Since 1955**  
**9009 West Little York**  
**Houston, TX 77040**

**PROPOSAL**

DATE: 05/30/2025

- Office: 832.300.1060
- Fax: 832.300.1061
- TX License # TACLA26582
- TX License # MPL17580

THIS PROPOSAL IS FIRM\* FOR A PERIOD OF TEN (10) DAYS FROM THE DATE OF THIS PROPOSAL. THE PRICE ABOVE STATED SHALL BE PAYABLE AT THE OFFICE OF HAR-CON MECHANICAL CONTRACTORS LLC IN LAWFUL MONEY OF THE USA. YOU SHALL MAKE PAYMENTS AS NET CASH UPON RECEIPT OF INVOICE. THIS PROPOSAL SHALL BECOME A BINDING AGREEMENT WHEN ACCEPTED AND SIGNED BY YOU AS PURCHASER AND WHEN APPROVED BY AN OFFICER OF HAR-CON MECHANICAL CONTRACTORS LLC, AS SELLER, AT THE SPACES PROVIDED FOR BELOW. TAX NOT INCLUDED UNLESS OTHERWISE STATED. \* THIS PRICE DOES NOT INCLUDE ANY AMOUNT FOR CHANGES IN TAXES, TARIFFS, OR OTHER SIMILAR CHANGES THAT ARE ENACTED AFTER THE DAY OF THE QUOTATION. SUBCONTRACTORS SHALL BE ENTITLED TO AN EQUITABLE ADJUSTMENT IN TIME AND MONEY FOR ANY COST THAT IT INCURS DIRECTLY OR INDIRECTLY THAT ARISE AOUT OF OR RELATE TO CHANGES IN TASES, TARIFFS, OR SIMILAR CHANGES DUE TO SUCH CHANGES INCLUDING, WITHOUT LIMITATION, ESCALATION, DELAY DAMAGES, COST TO REPROCURE, COST TO CHANGE SUPPLIERS, COST OF MANUFACTURED EQUIPMENT OR GOODS, OR OTHER COST OF ANY KIND RESULTING FROM THE CHANGES.

**WARRANTY AND CONDITIONS**

THE SELLER WARRANTS THAT THE EQUIPMENT TO BE INSTALLED HEREUNDER WILL BE INSTALLED IN A GOOD AND WORKMANLIKE MANNER AND GUARANTEES TO REPAIR OR REPLACE ANY PARTS FOUND BY THE SELLER TO BE DEFECTIVE IN EQUIPMENT OR IN WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM THE DATE THE EQUIPMENT IS INSTALLED AND IS READY FOR INITIAL OPERATION. ALL PARTS (NON EQUIPMENT ITEMS) THAT ARE INSTALLED HAVE A ONE YEAR PARTS WARRANTY AND 30 DAY LABOR WARRANTY. THIS WARRANTY DOES NOT COVER DAMAGE OR DEFECTS CAUSED BY IMPROPER USE AND CARE OF THE EQUIPMENT BY PURCHASER, BUT IS LIMITED STRICTLY TO DEFECTS IN WORKMANSHIP AND EQUIPMENT. THIS WARRANTY DOES NOT COVER REPLACEMENT OF BELTS, ORINGS, GASKETS OR FILTER MAINTENANCE. THE SELLER SHALL NOT BE LIABLE FOR THE CORROSIVE OR EROSION ACTION OF LIQUIDS AND GASES UPON SAID EQUIPMENT AND NO PART SHALL BE DEEMED DEFECTIVE BY REASON OF ITS FAILURE TO RESIST PHYSICAL OR CHEMICAL ACTION OF SUCH ELEMENTS UPON SAID EQUIPMENT. LIABILITY OF THE SELLER ARISING OUT OF THE DESIGN, MANUFACTURE, SALE OR ERECTION OF THE EQUIPMENT HEREUNDER OR ITS USE SHALL NOT IN ANY CASE EXCEED THE COST OF CORRECTING DEFECTS IN THE EQUIPMENT OR WORKMANSHIP. IN NO EVENT SHALL ANY CLAIMS FOR CONSEQUENTIAL DAMAGES BE MADE BY EITHER PARTY. THE SELLER WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGES CAUSED BY OR ANY DELAYS DUE TO FIRE, STRIKES, LABOR TROUBLES, GOVERNMENTAL REGULATIONS, THE ELEMENTS, TRANSPORTATION DELAYS, OR ANY OTHER CAUSES REASONABLY BEYOND ITS CONTROL. PURCHASER AGREES TO FURNISH ADEQUATE ELECTRIC POWER, WATER AND GAS, AND AGREES, IF BY ANY ACT OF OMISSION ON HIS PART, THE SELLER IS DELAYED FOR A PERIOD OF 90 DAYS, SELLER SHALL HAVE THE PRIVILEGES OF TERMINATING THIS AGREEMENT, AND IN CASE OF SUCH TERMINATION AFTER SELLER HAS PARTIALLY PERFORMED THE FURNISHING AND INSTALLING OF THE EQUIPMENT, PURCHASER AGREES TO PAY SELLER THE PORTION OF THE TOTAL CONTRACT PRICE REPRESENTED BY THE LABOR PERFORMED AND THE EQUIPMENT INSTALLED OR DELIVERED TO THE SITE OF INSTALLATION AT THE DATE OF TERMINATION. ALL WORK IN INSTALLING THE EQUIPMENT SHALL BE PERFORMED ONLY DURING USUAL WORKING HOURS. EQUIPMENT INSTALLED AND ALL EQUIPMENT DELIVERED TO THE SITE OF INSTALLATION SHALL BE AT PURCHASER'S RISK. THE TITLE HERETO SHALL REMAIN IN THE SELLER UNTIL PAYMENT IN FULL IS MADE BY PURCHASER AND PURCHASER SHALL INSURE SAME AGAINST LOSS OR DAMAGE IN AMOUNT AND MANNER SUFFICIENT TO PROTECT THE INTEREST OF THE SELLER. IT IS AGREED THE SELLER RESERVES A CONTRACT LIEN UNTIL THE ENTIRE PURCHASE PRICE TO BE PAID AND ALL OTHER SUMS DUE SELLER UNDER THIS AGREEMENT HAVE BEEN FULLY PAID IN CASH. IN THE EVENT OF DEFAULT IN THE MAKING OF ANY SUCH PAYMENT OR IN THE EVENT PURCHASER BECOMES INSOLVENT, MAKES AN ASSIGNMENT FOR THE BENEFIT OF CREDITORS OR IN THE EVENT THAT A PROCEEDING IN BANKRUPTCY OR INSOLVENCY BE INSTITUTED AGAINST PURCHASER, OR VOLUNTARILY BY PURCHASER, THEN AT SELLER'S OPTION THE ENTIRE UNPAID BALANCE SHALL BECOME DUE AND PAYABLE IMMEDIATELY, AND IN SUCH CASE SELLER, ITS AGENTS, SUCCESSORS AND ASSIGNS MAY, WITHOUT NOTICE OR DEMAND, ENTER THE PREMISES AND RETAKE, REMOVE AND HOLD OR RESELL THE EQUIPMENT OR ANY PART THEREOF AT EITHER PUBLIC OR PRIVATE SALE. IF THE UNPAID BALANCE DUE SELLER, TOGETHER WITH 6% INTEREST THEREON, REASONABLE ATTORNEY'S FEES AND OTHER NECESSARY EXPENSES IN CONNECTION WITH THE RECOVERY AND RESALE ARE NOT SATISFIED BY PROCEEDS OF THE SALE, PURCHASER AGREES PROMPTLY TO PAY SUCH DEFICIENCY. IF THERE IS A SURPLUS FROM THE PROCEEDS OF THE SALE AFTER THE PAYMENT OF THE ABOVE ITEMS, IT SHALL BE PAID TO PURCHASER. THE EQUIPMENT WHEN INSTALLED SHALL BE COMPLETELY ACCEPTED BY PURCHASER, UNLESS PURCHASER, WITHIN 10 DAYS AFTER THE EQUIPMENT SUPPLIED HEREUNDER IS INSTALLED AND READY FOR INITIAL OPERATION, SHALL NOTIFY THE SELLER IN WRITING OF ANY CLAIMS THAT SAID EQUIPMENT DOES NOT FULFILL THE TERMS AND CONDITIONS OF THIS AGREEMENT, SPECIFYING IN WHAT THE EQUIPMENT FAILS TO DO SO. THIS AGREEMENT REPRESENTS THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND MAY BE AMENDED OR MODIFIED ONLY BY WRITTEN AGREEMENT EXECUTED BY THE PARTIES THERETO

# Senior Warden Report

## For the July 15, 2025 Vestry Meeting

1. Parish Councils
  - a. We have assigned Vestry members to the Vestry Councils. After conferring with the Vestry and Staff, we have made recommendations for additional council members from the parish. Those invitations have been made, and new members are now serving on those Councils.
2. Parking
  - a. Over the start of the summer, the Memorial Hermann Medical Plaza Garage has been used less than it was in April and May, which is expected given the lower attendance during summer months. We continue to collect data on the parking usage to evaluate our costs going forward.
3. Buildings and Grounds
  - a. Cavalry Construction completed the roof repair to our satisfaction. We have asked Cavalry to revisit their estimates and proposals for the remaining repair recommendations, with our goal for a fully restored property in mind.
4. Facility Sharing Agreements
  - a. Review of all agreements (GISH, Archway and PDAP) are in review with the other parties to be current through summer 2025. Sue Howard has completed interviews with the principals of our tenants, and we have the groundwork for renegotiating and renewing those agreements.
5. Pam Harvey has accepted our invitation to serve as the Treasurer, and that nomination has been confirmed unanimously by the Vestry
6. Warden's Forum – We will conduct a Warden's Forum on July 20 following the 10 o'clock service
7. The Vestry provided a selection of names for the Endowment to consider as possible nominees to fill the upcoming vacancy on the Endowment Board.
8. Strategic Plan Updates

The following are updates on our Strategic Plan initiatives, reflecting actions taken since the Vestry's special meeting in April:

- a. Working Groups statuses are noted below
  - i. People Strategy
    1. Processes for Personnel related Objectives were reviewed, and most objectives are already in place, or will happen later this calendar year.
    2. Membership of Parish Councils have been largely formed. These councils include Membership, Parish Life (aka Congressional / Community Engagement), Christian Formation and Outreach. The work of these councils is commencing and will be fully engaged by year end
    3. We will be populating the Vestry page with photos and short bios. This work has been assigned to the Communications council.
    4. We will brainstorm ways to thank our volunteers in a more

engaging and meaningful way

5. Along with the church staff, we will plan and execute events that serve as a “side door” introduction to Palmer
6. A new associate Rector has accepted our offer and will commence in August. A new deacon is under consideration as well.

ii. Place Strategy

1. Campus Improvements and Maintenance (Master Plan)
  - a. The Facilities and Grounds Council is gathering estimates from Cavalry Construction – paid for by the Diocese of Texas – and are working to ensure those estimates meet the scope of work the Council envisions for the premises. See the Facilities and Grounds minutes and reports for ongoing updates.
2. Safety
  - a. A small working group, including members of the staff, met with Jack Harvey to discuss his recommendations. Several follow-up items were identified and are currently in process. Jack presented on this topic at the 9 o'clock hour on June 22.

iii. Program Strategy

1. Membership of Parish Councils has been reviewed, and new members have been identified and invited to join. These councils include Membership, Parish Life (aka Congressional / Community Engagement), Christian Formation and Outreach.
  - a. Strategic Plan initiatives with these groups are in process.
2. These are related to the People strategies

iv. Pay Strategy

1. The formal objectives of this strategy are to be launched with the Finance and Stewardship Councils
  - a. These objectives are a part of their regular discussion
2. Earned Revenue
3. Donated Revenue
  - a. Under the purview of the Stewardship Committee.
  - a. Many of the tactics noted are already in the prevue of this committee.
4. Increase Operating Reserves
  - a. This Objective includes Year 2 tactics, so will not be addressed until Earned Revenue and Donated Revenue Objectives are established

## **The Rector's Report, July 11, 2025, from the Rev'd Neil Alan Willard**

1. On Wednesday, June 11, I had the opportunity, along with our bishop and five other priests (including the Rev'd Ryan Hawthorne and the Rev'd Patrick Hall), to have lunch with Bishop Anthony Poggo, originally from South Sudan, who currently lives in London and serves as the Secretary General of the Anglican Communion. In that role, he helps to nurture relationships between Anglican churches, Anglican ministries, and Anglican Christians around the world. That work continues even when there isn't an Archbishop of Canterbury, although he explained that unique appointment process and also said he is one of three non-voting members of the Canterbury Crown Nominations Commission. We were invited to share some of the good things happening in our respective congregations, as well as some of the challenges we are currently facing. One of the challenges acknowledged by nearly everyone in the room was a future shift in demographics that will impact finances.
2. As previously announced to the Vestry and later to the congregation, our next Associate Rector will be the Rev'd Allen Junek, who is finishing his second year as the curate at St. Matthew's Episcopal Church in Austin, Texas. Allen's last Sunday at St. Matthew's will be on July 27, and his first Sunday at Palmer will be on August 24. He is a 2018 graduate of Texas A&M University, a 2022 graduate of Brite Divinity School, and received his Diploma in Anglican Studies in 2023 from the Seminary of the Southwest. Last month, he was married to his now husband Alex Call. Allen has a lot of experience working in the areas that the Rev. Katherine Tuttle does as our Director of Parish Life and Membership, and will be able to work collaboratively and creatively with her. But his primary areas of responsibility will be to oversee our pastoral care ministries and to help me with worship ministries, etc.
3. We have also lined things up for the Bishop to appoint a new non-transitional deacon to serve at Palmer. She is the Rev'd Mary Reddick, and I received on June 25 the Letter of Placement that appoints her to serve at Palmer. I will sign the Deacon Ministry Agreement form from the diocese and set a start date for Mary once the Vestry has authorized the Finance Council to use some budgeted but unspent funds from a line item for the purpose of setting up a few things required for a deacon's ministry (and also to pay for the Rev'd Allen Junek's moving expenses). May is ready and willing and eager to convene the Outreach Council and to guide both of our women's Bible studies. Please keep this information confidential until it is shared publicly.
4. As previously announced to the Vestry, Dr. Brady Knapp and Ken Cowan have already lined up the person who will serve as our next associate organist. More details will be shared with you about that in the near future.
5. On Tuesday, June 24, I attended a religious and civic leaders gathering at Cohen House on the campus of Rice University. This was sponsored by the Boniuk Institute's Religion and Public Life Center and included a review of the work of that center over the past three years.

6. On Friday, June 27, I had lunch with the Senior Rabbi of Congregation Emanu El and the Pastor of Christ the King Lutheran Church. This was a farewell lunch for the Lutheran pastor who will be moving from Texas to Pennsylvania this summer.
7. On Saturday, June 28, I participated in Palmer's own production of *Noye's Fludde*, a one-act opera by Benjamin Britten about the story of Noah's flood from the Book of Genesis. There were two sold-out performances, one at 3:00 PM and another at 6:00 PM, and about 60 Palmers and friends were part of this in one way or another. It was an amazing experience, from the beautifully decorated head-pieces that the children wore to be the animals on the ark, to the voices of all of the lead singers, to the banners with incredibly detailed images of birds native to Texas which were then turned around at the end to reveal the rainbow — the same colors of the rainbow you've seen on rainbow flags throughout Pride Month. I especially want to thank Courtney Daniell-Knapp, Carol Streatfield, Johnna Kincaid, Brady Knapp, Kelli Soika, and Camille and Brendan Emig for the tremendous work they did to make this happen. What a gift this was to our congregation and our community.
8. The week of June 30 through July 6 I served as the chaplain-in-residence for the conference center at Camp Allen. I was grateful for my time there, but my family and I were also reading about the destruction and loss of life as a result of the flooding in central Texas on the Fourth of July. As we were driving back to Houston on Sunday, I kept thinking about so many parents driving to Camp Allen that afternoon to drop off their children for the start of a new summer camp session. Now I keep thinking about these words from Jess Elfring-Roberts, Executive Director of the organization known as Episcopal Camps & Conference Centers: "Prayer is the first action of love. But it is not the last."

July 2025 Parish Life Vestry Report  
Prepared by Sue Howard and Katherine Tuttle  
July 11th, 2025

At Bishop Monterroso's visit on May 4th, 2025 we celebrated:

3 adult Confirmations

Nicole Terrill

Robert Edward Solis II

Rebecca Snyder

3 adult Receptions

Dwayne Christopher Picou

Linda Sumrall

Alex Parikh

1 Reaffirmation

Connie Tuthill

Since January 1st, 2025 We have had the following people join or express interest in joining:

New Members by transfer (7):

Aaron Hinkley (Natatie Hinkley is Catholic and listed as newcomer)

David and Claudia Oelman

Laura Campbell

Zach Rubio

Scott and Samantha Martin

New Baptized members (3)

Maya Michelle Phillips (seeking Confirmation in 2026)

Ann and Wade Martin (Son and daughter of Scott and Samantha, seeking Confirmation)

Baptisms (7)

Julia Helen Grizzle

Teddy Kieffer

Cooper Ahrens

Noah Vollmer

Sam Krause

Hunter van den Akker

Laura Jane Schurman

Newcomers:

Jorge Del Carpio (recently moved out of the area)

Tori Kannegieter

Stan Kannegieter

Cynthia Liu

Julie Street

Cynthia Breneman  
Lettie Breneman  
Maria Theresa V (Theresa) Grino  
Holly Spence (married to Theresa Grino and have 3 children: Vin, Ella, and Hanna)  
Ted Tran  
Veronica Blum  
Paul Burch  
Ada Burch  
Walker Burch  
Jeff Carowitz  
William Foster II  
Jacobie Cooper  
Woody Lawson  
Missy Lawson  
Mark Stich  
Ashley Stich  
Natalie Hinkley (Spouse of Aaron Hinkley)  
Clemente Mathic  
David Edwards

People who attend the Spring 2025 Newcomer Class (8)

MaryKathryn Charles  
Dwanye Picou  
Bobby Solis  
Julie Street  
Nicole Terrill  
Marisa Tittle  
Donna Yacoe  
Peter Yacoe

Note: We have received numerous other Welcome card and email communications from Newcomers not included in this report. We always reply to these inquiries, but sometimes we receive no reply back or a person attends for 1-2 Sundays but is never seen again. We do keep a hard copy of all Welcome cards received. The newcomers we choose to list here are the ones that: have replied to communications, have attended events or worship more than one time, have requested (or consented to be on our newsletter), seem engaged and interested. Also, the list above are newcomers who are NEW from 2025, there are a few longer term newcomers, like Felicia Pace-Hamilton, and Marisa Tittle that we are also in communication with and working with. Numbers are only about half the story. We wanted this report to reflect the growth starting from January 2025 but it is difficult to share stories and nuances of each newcomer and new members. Everyone coming is coming with a story. We in Parish Life spend most of our time listening and discerning those stories and trying to connect folks to ministries or groups that would be most beneficial for them.