

**Palmer Memorial Episcopal Church**  
**Vestry Meeting Minutes**  
**Date: November 18, 2025**  
**Meeting Format: Hybrid (In-person and Zoom)**  
**Start Time: 5:30 PM**

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## **Attendees**

### **Vestry Members Present:**

The 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  
Sue Murphy  
Dick Viebig

### **Vestry Members Absent:**

Shannon Wallace

### **Assisting Clergy Present:**

The Rev. Allen Junek, Associate Rector  
The Rev. Katherine Tuttle, Director of Parish Life and Membership

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## **1. Opening Prayer — The Rev. Neil Willard**

Neil invited personal updates and opened the meeting with an Order of Worship for the Evening (Book of Common Prayer, p. 109).

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## **2. Review and Approval of Consensus Items — The Rev. Neil Willard**

The Vestry unanimously approved the minutes from the regular Vestry Meeting of September 16, 2025, and the Special Vestry Meeting held on October 14, 2025. The Vestry also received and accepted the Financial Summary from Finance Manager Jessica Evans; reports from the Worship Council, Outreach Council, Congregational and Community Engagement Council, Membership Council, Finance Council, Stewardship Council, and Facilities and Grounds Council; as well as the Senior Warden's Report and the Rector's Report. The 2026 Clergy Housing Allowance Resolutions were also reviewed and approved.

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## **3. Facilities and Grounds Council Update — Kip Krause**

- a. South Parking Lot: Repairs will take two days to complete and are targeted for early December 2025.
  - b. Rose Garden: The parish team will address the overgrowth. Tile cleanup will be postponed until after the holidays to allow Christmas decorating to proceed.
  - c. Engineering Assessment: The diocese has contributed 50% of the funds needed for the assessment. The remaining cost will come from accounts designated to support building maintenance. A contract has been signed with an engineering firm, and the assessment is expected to be completed in early January 2026, in time for the new Vestry's first meeting.
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## **4. Finance Council Update — Dick Viebig**

Based on year-to-date fulfilled pledges, 2025 revenue modestly exceeds expenses, a trend expected to hold through year-end.

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## **5. Stewardship Council Update — Ken Alexander**

- 2025 Pledged Total: \$1.745M
- 2026 Pledge Goal: \$1.9M
- As of November 18, 2025, Palmer has received 177 pledges totaling \$1.5M (79% of goal), leaving \$400K needed to reach the target.
- More parishioners are paying via scheduled giving, which has improved budgeting accuracy. Some of those who give scheduled payments have not yet submitted a 2026 pledge; if their giving continues unchanged, this will add \$101K, bringing the total to \$1.6M (84% of goal).
- Of pledges received, 67% increased, 8% decreased, and 25% remained static.
- 25 new pledges have been submitted.

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

### **a. Capital Campaign Planning**

Both a Capital Campaign Committee and a Centennial Celebration Committee will be formed. Pam Lovett has agreed to serve on the Capital Campaign Committee.

### **b. Archway Academy Contract Update — John Wallace**

Archway's new contract with Palmer will run through July 31, 2027. The contract reflects a 15% increase in the building usage fee (from \$38K to \$43K) and in maintenance. Archway is addressing financial challenges caused by decreased enrollment (40 students; goal of 50; past peak >100) and a higher proportion of students on scholarship. Archway leadership is focused on financial stabilization, and welcomes any vestry member on their quarterly financial calls; John has agreed to be on those

### **c. Nominating Committee Update — John Wallace**

The nominations committee hopes to have a final slate of nominees by Thanksgiving.

### **d. Special Vestry Meeting in December**

A special meeting will be held on December 16, 2025, to vote on the 2026 budget.

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## **7. Rector's Report — The Rev. Neil Willard**

### **a. Parish Archives Update (Related to Centennial Celebration)**

Sherry Thomas and Sue Howard are reviewing archived materials. Leslie Douthwaite, who has experience with archival organization, has kindly agreed to assist them.

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## **8. Gratitude Reflection — Tom Van Arsdel**

Tom expressed gratitude for the success of Covenant Sunday, the Parish Retreat (which included many new participants), the high attendance at recent Newcomers' Classes, and the efforts to welcome and support new members led by Rev. Katherine Tuttle. Tom also gave thanks for the recent Dinner & Discussion event, which drew 55 attendees, including the parish bell ringers.

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## **9. Benediction — The Rev. Allen Juneke**