

Minutes of the Finance and Administration Committee Meeting Tuesday January 23rd, 2007

Present: Peter Orazem, Diane Lyon, Sara Oftelie, Bobby LeBlanc, Bill Bergan, Dick Brown, Anne Krapfl, Kris Egan, Carl Bern, Dick Brown, Bill Dilla, Knights of Columbus guests (Fr. Dennis, Jonathan Thompson, Jim Lohr, John (?), Jack Riney)

Prayer: Bobby

Fund Raising Proposal presented by Knight of Columbus – presented by Jonathan Thompson

- We listened to a presentation by the Knights requesting permission for have a fish fry fundraiser during lent, March 2nd & 23rd.
- They would like to begin what they hope would be an ongoing Lenten tradition of having a fish fry. They would have it on a rotating basis with St Cecelia's KC's event.
- The cost of the meal would be \$3 for children through college students, \$6 for Adults, \$15 Max per family.
- The hope is to fee 150 people, raising \$750+ to start. The hope is also to build community and get people into the habit of coming for the meal, and it would grow each time the event is held.
- The group asked for so the patience of the FAC and parish regarding the 50/50 split as the event grows, so will their ability to contribute back to the parish from this event.
- After discussing the proposal, the committee approved the request. The group will be notified of the approval so plans can proceed as needed.

Development – Kris Egan

- Endowment reports were presented
- Upcoming events:
 - ISU Catholic Faculty event, Friday, January 26th, 2007 – about 20 replies at this time
 - Burn the Debt Campaign brochure getting put together, ready for letter from Fr. Ev
 - We did receive \$50,000 towards this from a donor Fr. Had contacted
 - This leaves the debt currently at \$190,000
 - Phone-A-Thon to be held March 25th to 29th
 - Senior dinner to be held in April for all graduating

John Donaghy proposal

- Parish Council had discussed the amount of support for John,
- It was acknowledged that the mechanism for funds transfer will be worked out and now is the time that John can begin fundraising.
- John's connection to STA seems to be that of a missionary with ties to STA and an opportunity for students and parishioners to travel and work in Honduras.
- John will begin fundraising once a mechanism for funds transfer has been established
- Now that 'we' have spoken to a representative from the diocese in Honduras so we can discuss the setup of a process for transferring funds for John's work down there.
- The name Honduras Mission was suggested as the name of the fund for the project

Buildings and Grounds – Dick Brown

- May 5th will be the spring cleanup date – It's the same day as graduation, but, there really weren't other options
- Dick will 'retire' as chair after the cleanup date
- He will be looking for his replacement

Stewardship – Anne Krapfl

- Stewardship party to be held February 17th

Personnel – Sara Oftelie

- We have received 7 applications for the Campus Ministry position – we will also run an ad in the National Catholic Reporter.
- We plan to advertise in February for the Litergist/Music Coordinator position
- We may need to look at our total FTE's

Budget – Peter/Bobby

- We are in a good position with \$40,000+ ahead of what was budgeted.
- Meeting the 4th Monday of the month, the budgeting process has begun.
- Priorities from Parish Council; to calculate various percentages of salary increases
- It looks like there will be a 10% increase in health insurance.
- Peter would like to include budgeted amounts for equipment replacement, planned obsolescence, so there is funding when we find it necessary to replace equipment

CBA Report – Bobby LeBlanc

- We have changed banks – We will now be banking with First National Bank – US Bank had increased many of their fees to us was the reason for the change
- Cardinal house is doing well with occupancy rate.
 - There continue to be heating issues in the house, Bobby's apartment is HOT and Fr. Dennis's place is cool.
 - Cardinal house is in Face Book, in a slightly negative way.
- We talked about the possibility of mailing out contribution envelopes; we'll talk more about this.
- Memorial Union to change the method of allowing us to pay for parking.
 - The validation machine has been ordered
 - It looks like the switch over date may be mid February
 - They will allow 2 hours for our set fee.
 - Any time over that will have to be paid in advance at the pay station INSIDE the union
- Bobby has been looking at the cost of janitorial supplies – they seem to be growing much faster than budgeted, and we don't appear to be spending extravagantly

FOOTNOTE

Feedback regarding the first coffee sales weekend – several comments had been received
The students **MUST** be in the forefront and handling the sale, **NOT** the adults.