

# **Minutes of the Finance and Administration Committee Meeting Tuesday February 26th, 2007**

**Present:** Peter Orazem, Diane Lyon, Bobby LeBlanc, Dick Brown, Anne Krapfl, Kris Egan,  
Carl Bern, Ina Couture

**Prayer:** Ina

## **Development – Kris Egan**

- Endowment reports were presented
- Upcoming events:
  - Burn the Debt Campaign brochure getting put together, ready for letter from Fr. Ev
    - We have received \$85,000 towards this so far, and the mailing hasn't gone out yet.
    - This leaves the debt currently at \$187,435.03
  - Phone-A-Thon to be held March 25<sup>th</sup> to 29<sup>th</sup> --Will be calling about 1000 alumni that have NOT given in the recent past, they will receive a mailing in advance and can return a card with a commitment or a request NOT to call
  - Senior dinner to be held in April for all graduating

## **Personnel – Kris Egan (for Sara Oftelie)**

- We have received 8 applications for the Campus Ministry position. The committee will be meeting soon so review the qualifications and consider candidates to interview.
- We plan to advertise in February for the Liturgist/Music Coordinator position
- Peter expressed concern as to the need for a full time position
- FAC is requesting that the personnel committee look more thoroughly at the optimal staffing levels.
- We may need to look at our total FTE's

## **From the Chair - Peter**

- Associate Pastor housing was discussed – the group felt that if the associate would like to live somewhere else, that at this point in time, it might make more sense to help with finding another rental place that would be agreeable to that person.
- Parish council had determined the amount of support for John -- \$2,000 from Community Outreach fund and \$4,000 from general funds
- In addition it was felt that the \$2,000 in a Hispanic fund would be used for the first immersion of STA parishioners

## **Buildings and Grounds – Dick Brown**

- Nothing new to report
- Dick is still looking for his replacement

## **Stewardship – Anne Krapfl**

- Stewardship party was a success, although, turnout was slightly less than last year.
- There is a stewardship workshop in Marshalltown, and several members of the committee will be attending

## **Budget – Ina**

- The budgeting process has begun.
- Most programs are holding close to the amounts for last year
- We are in a good position with \$56,000+ ahead of what was budgeted.
  - most savings in personnel

### **CBA Report – Bobby LeBlanc**

- Memorial Union to change the method of allowing us to pay for parking.
  - The validation machine is here – will need to devise a way to secure it
  - It looks like the switch over date may be the week of March 5th
- Jackie C is still putting together her proposal (part time help) for budgeting purposes
- Checked with several parishes that have used the mailing program for feedback – no clear indication that mailing giving envelopes would be beneficial to us – will continue to investigate
- 60<sup>th</sup> Anniversary Suggestions –
  - Bring in a nationally known speaker – perhaps a \$ per plate affair
  - Something with a historical display, perhaps involving alumni – perhaps using the garden pathway
- Hand tools were purchased for parish use
- Approved the expenditure of \$1300 for new choral risers – request made by music ministry/TNL music ministry

### **NEXT MEETING :**

**March 27<sup>th</sup>, 2007 at 6:30 due to a lecture on the same date**