

## **Finance and Administration: Meeting Minutes – Monday, Mar 28, 2005**

### **Member Present:**

Ina Couture, Bobby LeBlanc, John Moore, Wayne Gregoire, Peter Orazem, Diane Lyon, Dick Brown, Fr Ev, Fr Scott, Carl Bern

### **Minutes**

#### **1. Prayer led by Peter Orazem**

#### **2. Approval of Minutes**

- Peter, 2<sup>nd</sup> John

#### **3. Development -- Jen/John**

- Supple endowment – Checking (\$37K), Net income (40.5K), Total liabilities and equity (\$1.447M)
- Parish House – Checking (\$221K)
- Parish house furnishings – Need ~\$13,400, received ~ \$4000
- Hemann endowment – Checking (\$19.7K), Net income \$17K
- Building renovation – Checking (\$1.8K), Building Loan (\$380K), Liabilities & equity (\$192K)
- Lower Lounge -- \$100K
- Graduation banquet – April 15, 2005, the Basil will cater

#### **4. Budget committee and budgeting process -- Ina**

- Income 57K, Expenses 74.4K, => shortfall of \$17.4K
- Discussed the deferral of 5K per month. Decided not to defer this month. May look at it next month
- Looks like we may not have to defer this year
- Reviewed official bulletin on budgeting policy from the Archdiocese of Dubuque
  - a. We have to submit our budget to the Archdiocese -- takes ~ 1 day to translate our budget to their forms
  - b. Ina will go w/ Bobby, and Michelle to the workshop on budgeting

#### **5. Stewardship -- Wayne**

- 5 people went to Marshalltown for stewardship workshop
- Meeting went well, still need more ideas
- Still looking for metrics to see how stewardship is progressing, particularly the time component
- 4/18 parishes in the deanery are doing stewardship

#### **6. Buildings and Grounds – Dick**

- Lower lounge – no update –April 10<sup>th</sup> is parish meeting
- Warren has met w/ ceiling companies, sound, mechanical companies and will have a presentation
- Weather stripping on doors – Orning glass has done ~1/2 of the things we've asked, good workmanship, must prod them

#### **7. Personnel – Fr Ev**

- Have 2 openings (youth minister, campus minister)
- Want nominations for people on the community
- Will need to form search committees to fill these positions

#### **8. CBA Report – Bobby**

- Put in 1<sup>st</sup> two windows in 129 ash
- 129 ash fully rented now and next year
- Will look at apt 1 (Father Ev's old apt) renovations on April 8<sup>th</sup>
- Parish calendar is online
- Time to re-order envelopes, Will add a fuel/heat donation in 2005
  - a. Will add an insert into box to describe the various funds
- Alliant Energy will replace the venting of gas meter at their cost
- Leaky valve on boiler – replacement cost is \$558
- Reviewed central states roofing proposal, Schoonover (leaning toward Schoonover – will have Harlan review both bids) Will take funds from capital improvement

#### **9. Other – Peter**

- Peter asked for input on presentation of data for Parish meeting
- Next meeting – April 25, 2005

