

Minutes of the Finance and Administration Commission Meeting, Tuesday, April 29, 2008

Present: Bill Bergan, Dick Brown, Ina Couture, Bill Dilla, Bobby LeBlanc, Diane Lyon, Peter Orazem. Kris Egan Development Director

**Prayer:** Peter Orazem offered the prayer.

**Minutes** were approved.

**Development:** Kris Egan

- Consolidated debt stands at \$58.5K. Lower Lounge pledge reminders were sent in mid April. Burn the Debt pledge reminders will be mailed in late June/early July.
- Phone-A-Thon raised \$6K from 115 alumni, but most of the money came from the mail that went out and not the calls.
- Senior Last Supper went well. Speaker Anne Oldham was very good and the caterer Ames Best Pies did a great job. 22 seniors attended.
- Alumni Days postcard invitations were mailed to the classes of 1958, 1953 and 1948 in early April. Have received 2 RSVPs to date.
- Alumni Dinner postcards have been mailed for Omaha and the Twin Cities. We are still working on a location and date for the Kansas City area.
- Homecoming tailgate tent is reserved.

**Chair items:** Diane Lyon

- Fund Raising and Development is investigating the use of credit cards for payments/donation. FAC investigated this 7 years ago and decided the costs outweighed the benefits. Set up costs have fallen and convenience may encourage sufficient giving to outweigh the costs, especially for alumni giving. Diane and Kris will investigate what other churches do.
- Automatic External Defibrillator: Parish Council decided against it.
- Prayer leaders for the next meetings: May: Bobby; June: Peter; July: Dick; August: Bill Bergan.

**Budget:** Ina Couture

- We are still looking very strong year to date. March income led expenditures by \$2.6K. Year to date, we have an \$89K surplus of revenues over expenses.
- Ina presented the updated Budget for FY2009.
  - Key items include a salary adjustment for the 6 exempt positions as well as smaller adjustments for the nonexempt positions to bring salaries closer to Diocesan market guidelines. On top of that, salary increases will be up to 3%.
  - To balance the budget, \$5,010 is being reallocated from Operating Reserve to pay for the salary adjustments.
  - \$5,000 of the Business Manager's salary will come out of the Cardinal House fund to reflect time spent managing that property.
  - No dollars are being allocated for debt reduction. We expect to retire the building loan and parish tax debt by end of fiscal year. We may retire the Lower Lounge

debt also, although we have outstanding pledge commitments that will be coming in to pay that obligation.

- Peter explained the purpose of the Equipment Replacement line (formerly known as the Capital Reserve). The amount reflects the annualized expected depreciation of office equipment and furnishings used in the Student Center. Any unexpended dollars will be moved to the Capital Improvement Fund at the end of the fiscal year to be used in years with greater than average furniture and equipment replacement costs.
- Peter will present the budget at the next Parish Council meeting

#### **Church Business: Bobby LeBlanc**

- A company has offered an opportunity for the church to publish a parish directory and 20 pages of information on the church and will mail a copy to all parish households at no cost to the parish. The company will cover its expenses from sale of advertising. Concern was expressed that the guidebook might compete with advertising in the bulletin, but the consensus was that the benefits outweighed any costs. Decision was to proceed with the project.
- The three church tour brochures (worship space, gardens, feature wall) will be updated and possibly combined into one publication as there are few copies left at this time. This would be done after the dedication of the new St Thomas Aquinas statue.
- FAC approved standing permission to let Birthright sell Mother's Day cards.
- The Trezina's Well campaign has raised \$1200 less than the cost, and so the church is in receipt of an outstanding balance for the two Sudanese wells. The project directors are seeking a grant from the community outreach tithe fund, and Bill Bergan will consult with them on any remaining obligations.

#### **Building and Grounds: Bobby LeBlanc for Gene Noem**

- Cardinal House Garage: A structural engineer will investigate the structural integrity of the garage and the Cardinal House. The garage will be torn down if the assessment is that it is unsound.
- A second engineer will conduct an inspection of each apartment to create a list of required upgrades.
- Decision was to seek a different solution to repairing coil leaks rather than adding glycol into the water lines for the HVAC system.
- We need to paint 11 window frames that are facing Lincoln Way on the North side of the Church. Bid received for \$2400 maximum. Consensus is to go ahead with a contract.
- Nineteen exit lights have dead batteries. Replacements costs \$25 apiece.
- We have peeling brick on the west wall of the church. Problem is cosmetic and not structural. Replacement would be expensive, and so we will monitor the bricks for further deterioration before proposing repairs.
- Clean up Day went well—lots of new people. Buildings & Grounds committee will discuss the possibility of having a chili lunch after the clean-up day in the fall to enhance the spirit of community and stewardship.
- Dick suggested that we should light the STA sign at night so people know who we are.

#### **Stewardship:**

- Anne Krapfl will be stepping down as chair after two years and many successes.

**Personnel:**

- Director of Liturgy and Music position has been filled.
- There has been a reshuffling of duties between the Business Manager, bookkeeper (now financial secretary) and the secretary positions to better meet current needs and future staffing.

**Next meeting moved to Tuesday May 20, 2008**

Minutes submitted by Peter Orazem