

## **Minutes of the Finance and Administration Commission Meeting, Monday May 22, 2006**

Present : Carl Bern, Ina Couture, Anne Krapfl, Diane Lyon, Sara Oftelie, Peter Orazem

**New member:** Anne Krapfl, Chair, Stewardship

**Prayer:** Diane

Development: Diane

- The **phone-a-thon** was a modest affair with modest results—maybe \$500 with three volunteers. This will require a much more concerted planning effort to become worthwhile.
- The committee is working on a location for the **Alumni tailgate** at homecoming.
- The **alumni mail** appeal in April resulted in numerous returned letters for incorrect address. We are trying to update the mail list before *News & Views* goes out in the mail.

Budget: Ina

- **Expenses exceeded revenues by \$11.5K in April**, leaving us at + \$16.6K year to date. Ina believes this is a strong enough cushion to carry us to the end of the fiscal year in the black, but will monitor the May financials to see if we should reduce the June payment against the debt.
- Budget committee will consider adding **prorated replacement of capital equipment** as a line item in the FY2008 budget.
- Will investigate changing the **year-to-date budgeted total** expense and total revenue to reflect historical patterns starting with the FY2007 budget in July.

Stewardship: Anne

- Anne Krapfl is the new **Stewardship chair**.
- **Stewardship Fair** will likely be August 25-6. Consensus is that it is useful. Suggestion to place more pressure on commissions to set up their own tables and to provide their own treats.
- Plans for the **Stewardship appeal** are just beginning. Question of whether the pledge cards are worthwhile—answer is mixed—stewardship will evaluate and propose what to do.

Building & Grounds

- **Spring Clean-up** went well although few students due to graduation and end of finals.

Personnel: Sara

- Three **searches** are currently being conducted for development, liturgist, and youth minister. They are expected to start early in FY 2007.
- The committee will be conducting a **personnel planning study**. Ina will provide information compiled during the last comprehensive study from some 15 years ago, and updated modestly 8 years ago. The committee will examine areas that can be handled by volunteers, areas where FTEs have been increased beyond the set guidelines, and the level of personnel expenditures that can be sustained given church income levels.
- Personnel will be updating the **Employee Handbook** which also has not been done for several years.

#### Parish Council News: Peter

- The inaugural **Parish Fair** will be September 17
- The Parish Council asked that we revisit the **standing approvals for fund raisers**. Knights of Columbus tootsie roll and Worldly Goods sale have never been approved by FAC as required. In addition, the policy as amended needs to be integrated with the old policy and the Spring Break fund raisers for service trips needs to be added. The amended policy is attached. I list it as tentative as several members have not had a chance to comment on it. Please send me reactions.
- The Worldly Goods sale does not meet the criteria of pressing need—it appears to be an enterprise that gives a share of its profits to Love Your Neighbor. The bulk of the profit goes to an entity unaffiliated with St. Thomas Aquinas. Similarly, the Birthright card sales don't seem to meet the criteria of pressing need or church affiliation and there has never been a discussion of the purpose. We will need to establish whether there is a policy that can be set for such groups or if their fund raising activities should be discontinued.
- K of C should be informed that we would like additional information to be provided on the purpose of the tootsie roll campaign during the sale.

#### CBA: Bobby in absentia

- Bobby submitted a report via Email.
- **Cardinal House** has upgraded some windows and installed and is attempting to improve wireless Internet. Some concrete work and bat eradication will be conducted this summer. All units are rented for the summer and fall.
- The Ames sprinkler ordinance may cause some **fraternities or sororities** to decide to sell. St. Thomas may need to be prepared to act if the Delta Upsilon fraternity next door opts to close. They are facing some significant repair costs to the roof, windows, and sleeping porch along with the sprinklers. Elsewhere, a closing fraternity or sorority might be an opportunity to establish a Catholic student living community. There may be donor interest in such an opportunity.

#### Meeting schedule

- There will be **no June meeting**. Ina will monitor finances in May and assess whether we need to adjust debt payment to finish the fiscal year in the black.
- We will **switch meetings to the fourth Tuesday**. Next meetings are July 25; August 22; September 26; ....
- **Prayers**  
July: Sara; August: Anne; September: Peter; October: Ina; ....

Adjourned at 8:45.

Minutes submitted by Peter Orazem

## **FUND RAISING ACTIVITIES**

Fund raising activities of parish organizations or groups, as well as outside groups, need the endorsement of the Pastor and the Finance and Administration Commission, and staff approval for date and location. Groups not associated with STA are discouraged from fund raising on STA premises unless there is a pressing and important need.

Fundraisers have a purpose beyond simply being a means of raising money.

Fundraisers:

- Provide information on the group conducting the fundraiser
- Provide information on the specific goals of the fundraiser
- Invite parish-community participation and support of the group and its goals in the form of prayers
- Build community by providing an opportunity for interaction between the parish and the members of the group.
- Provide a symbolic link between individual parishioners and the group, making the group an extension of the parish.

FAC gives approval for fundraisers with the expectation that these goals will be a focus of the fundraiser. It is also expected that the group will report on the results of their activities in the weekly bulletin. Groups that do not incorporate these goals into their fundraiser, as judged by the FAC Commission, seriously risk losing permission to conduct future fundraisers.

Several groups have standing approval for their fundraisers including Mudika (2 bake sales per year); Youth Ministry (bake sale, pancake breakfast, and pop can collection); Knights of Columbus (tootsie roll sales to benefit the mentally handicapped) and Campus Ministry (fundraisers to support service trips conducted over Spring Break). These fund raisers only require approval of staff for date and location.

*Tentatively approved Finance & Administration commission-5/22/06*