

Finance and Administration: Meeting Minutes – Monday, May 23, 2005

Member Present: Dick Brown , Ina Couture, Wayne Gregoire, Bobby LeBlanc, Diane Lyon, Peter Orazem

Minutes

1. **Prayer** Wayne Gregoire led with a prayer for stewardship
2. **Minutes** Approved without changes
3. **Development** Diane Lyon
 - Supple endowment stands at 1.475 million, roughly \$50K higher than in January and \$72K higher than at the start of the fiscal year.
 - Parish house furnishings appeal has raised almost \$9K of the \$15K goal. An additional \$2K for bookcases was paid through donations to the Parish House, so there is about \$4K left to go. Parishioners at Sts. Peter and Paul have recently been asked to contribute.
 - Hemann endowment is at \$94K, an improvement of roughly \$23K over the start of the fiscal year.
 - Graduation banquet was considered a success. Attendance was smaller than hoped but not bad for the first time. The costs came in under budget and everyone had a good time. Will be repeated next year.
 - Alumni dinners have been set for Minneapolis (at an alum's home) and in Kansas City (at a dinner club)
 - Phone-a-thon is still bringing in donations, although total of \$4.9K is well below the goal. Benefits of updated address list and alumni outreach considered a bonus. Next time, we will:
 - Start planning earlier with co-chairs to avoid leadership gap if one leaves
 - Increased student involvement
 - Suggestion: use a resident parishioner who is also an alum as a consultant
4. **Budget committee and budgeting process** Ina Couture
 - As of the end of April, we have just over \$3K in revenues net of expenses. Ina believes we are ok looking ahead to the end of the fiscal year.
 - a. After further reflection, it was decided that prudence suggested holding off on the last 10K payment against the debt in June. When the budget committee meets in June, they will have information on the budget status as of the end of May. If there are adverse surprises in May, it is suggested that the 10K payment be deferred until we see how the budget looks as we close the book on FY 2005. If May looks fine, then the 10K (or a portion of the 10K) can be paid against the debt.
5. **Stewardship** Wayne Gregoire
 - Letters going out to Commission leaders for the Stewardship Fair. Commissions reserving a table are responsible for moving it out and in.
6. **Buildings and Grounds** Dick Brown
 - Lower lounge meeting on May 17 led to several suggestions. Complete list will be in the Bulletin. Here are the main ones
 - Drop the ceiling
 - Make the room brighter with more consistent lighting
 - Leave bricks exposed in the wall
 - Have a bar area for coffee, water, drinks in the room
 - Keep the partitions
 - Consensus is to leave the kitchen where it is
 - Kitchen size is adequate
 - Update cabinets, refrigerator, sinks
 - Dishwasher, stove may need refurbishing but are serviceable
 - i. FAC generally believed that this was not the time to scrimp on appliances—make the kitchen better than just serviceable – make it a showcase that will look good for a long time
 - ii. Dick warned that there still needed to be an eye to cost as luxuries can raise cost rapidly
 - Exhaust fans needed
 - Need a dumbwaiter for deliveries so that the supplies can be delivered more easily
 - Suggestion: Parish Council should establish a Renovation Committee to oversee planning for the Lower Lounge. As the process goes forward, current head Warren Franke will need some help or he will get overwhelmed. Also, as there will be aspects involving development, staff, students, other commissions, ..., we will want to make sure that all the constituencies are heard from as decisions are made. This is similar to how things were handled with the building renovation.

- Knights of Columbus have replaced timbers in the retaining walls
- 129 Ash: Father Hemann's apartment is being renovated for the new assistant pastor
- Tuck pointing of the roof is complete. Final bill not in yet.

7. Personnel Ina Couture and Bobby LeBlanc

- Advertisements out for three openings (Youth Minister, Campus Minister, Director of Religious Education)
- Exit Interview information not yet available

8. CBA Report Bobby LeBlanc

- Red Cross Blood Drive on June 21.
- Folding machine is acting up. Last time, it cost \$900 to repair. A new one by Duplo will cost \$3400. It was agreed to replace the existing machine with the Duplo.

9. Other – Peter

- June meeting is cancelled unless there is an emergency budget shortfall. Peter will keep in touch with Bobby as the numbers come in.
- Absent emergencies, next meeting will be July 18.
- Peter will lead the July prayer
- Time to start grooming a new FAC chair.

Submitted by Peter Orazem