

**Minutes of
Finance & Administration Commission
Tuesday, June 24, 2008**

Present: Dick Brown, Patrick Clem, Ina Couture, David Holm, Bobby LeBlanc, Diane Lyon, Sara Oftelie, Gene Noem, Anne Krapfl, Bill Dilla

Absent: Carl Bern, Father Hemann, Bill Bergan

Prayer: Bobby (for Peter)

May Minutes were approved.

Development: *Diane for Kris Egan*

- o Funds are doing well
- o Alumni Dinners have been good, but not large attendance
- o Development committee is looking at release of parish information policy
- o Kris supplied notes on her meeting at Loras College regarding phone-a-thon strategies.
- o Plan to recognize, on a quarterly basis, parishes that contribute to STA
- o Could have a report on LEAP from Bill Dilla in the future
- o Commission asks that Kris Egan make a report at the next FAC meeting on the two endowments listed in the last brochure, Computer and Library, which have not been approved by FAC

Fundraiser Approval: *Diane*

- o Reviewed Honduras committee request for a fundraiser. Did not approve at this time. It was felt that the proposal lacked the needed details for us to make a decision, and that the Honduras committee could resubmit to FAC at the August meeting.

Quorum: *Diane*

- o Was decided that a meeting quorum of 3/4 would be needed to consider or make decisions on any matters before the commission. Presently a quorum is 9 members. Everyone is asked to let the chair know before the meeting if they will not be able to attend.

Budget: *Ina*

- o Finances look very good for the end of the year.
- o All of the Supple endowment money has been received.
- o Will need about \$57,000 to completely pay off the parish debt.
- o There was extensive discussion about paying off the debt with this fiscal year's surplus. There was consensus that it should be done, but opinions varied on how fast it should be accomplished.
- o Not sensing consensus on how/when to pay off the debt and with other factors (associate housing costs, Capital Reserve excess funds, total "surplus" available, July cash-flow, etc) and allowing the budget committee to meet to discuss this matter, a final decision on how/when to pay off the parish debt is postponed till the August meeting.

Business Manager: *Bobby*

- o Bobby asked if the financial secretary (bookkeeper) should be invited to attend FAC meetings. She will attend Budget committee meetings (Bobby will not). It was agreed there was no need for her to attend FAC meetings, unless there is special financial consideration to be discussed (which she is happy to attend when needed and invited).
- o We have 750 registered families/individuals – 484 are contributors (envelope, check or electronic) and 266 are non-contributors (or give cash). 45 give \$70 or less a year, 114 give \$71 - \$300 or less a year, 325 give \$301 or more a year.

- Living the Mission: Discerning Our Charisms program is going well. It is now into the third phase of the program. Participants still seemed to be energized and we should be able to present the program to the parish (using STA parishioners leaders) by November.
- Two computers needed to be purchased because of computer failures and with the budget line being expended, costs came from Capital Reserve (soon to be Equipment Replacement) in the Admin budget.
- Considered the proposal for alternative housing submitted by Father Dennis. There was consensus that our associate needs and deserves more comfortable, restful and convenient housing. FAC hopes to facilitate a move from Cardinal House. After discussion it was felt that the requested \$1100 per month was very high, that the location Fr. Dennis has chosen seemed to be questionable (moves closer to campus town and still next to fraternities) and that it was unclear what other options were investigated. It was decided:
 - agreed that the parish make available \$800 per month + utilities for associate pastor housing.
 - While we didn't feel that it is our place to question or place restrictions on the location of the apartment to be leased, it was strongly felt that Cardinal Terrace is not an ideal location based on the reasons Fr. Dennis outlined in his proposal.
 - Since a lease would require a total expenditure of \$9,600+ a proxy would be required.
 - This is an extraordinary and non-budgeted expense..... funds would come from the surplus expected for this fiscal year (which may impact paying off our entire debt now).
 - The lease should be between STA and the landlord and not Fr. Dennis and the landlord.
 - While there is funding for this coming year, how this housing would be funded for additional years is uncertain and would be a matter the budget committee would have to look at carefully and closely & could well mean budget cuts in 09-10 to make housing funds available if needed.
- Concern was expressed about carrying funds forward – paying items in a current fiscal year with funds from the previous fiscal year – in this instance and also the balancing of the 08-09 budget with funds from the 07-08 budget or from the operating reserve. Not sure if total understanding on how and why was achieved.

Buildings & Grounds: *Gene*

- Gene's work has kept him away from active involvement with the committee, but his commitment in Oklahoma has come to an end.
- B&G committee has a list of priority projects. They will review and begin to move on these projects at the next committee meeting.
- Crack in processional pathway ceiling has reoccurred. Heartland Finishes to evaluate.
- 1/4 of altar halo light is still out. Nelson Electric in the process of determining how to work with the fixture and what type of lift will be needed to do so.
- Evaluation of Cardinal House and the Cardinal House garage still hasn't taken place. Still in question is whether we will keep or tear down the garage.

Stewardship: *David*

- Committee meetings will be on the 2nd Tuesday of each month.
- Have several new members (4-6) to the committee, most of which are not presently involved in any other committee work at the parish.
- Committee preparing for the fall Ministry Fair (Sept. 6/7).

Personnel: *Sara*

- Last committee meeting was cancelled. Looking for another date to meet.
- Don Alexander doing well and seems to be happy to be working at STA.
- Todd Flowerday will spend some time here before he and his family move in July and he officially begins full time on July 14.

Next meeting is August 26, 7 pm.

Minutes submitted by Bobby LeBlanc