

Minutes of the Finance and Administration Commission
July 24, 2007

Members Present: Bill Bergan, Carl Bern, Dick Brown, Ina Couture, Kris Egan, Father Ev Hemann, Anne Krapfl, Bobby Lelanc, Diane Lyon, Gene Noem, Sara Oftelie, Peter Orazem

Prayer: Sara Oftelie opened with a prayer for fidelity.

Minutes were approved without amendment.

Stewardship: Anne Krapfl

- Stewardship Fair would be August 25-26. Finance and Administration will handle one table and Development another. Peter will get candy bars. Bobby will prepare a visual display on the budget. We will have a presentation showing the time path of the debt reduction and progress on the Burn-the-Debt Campaign prepared by the Fund Raising and Development Committee.
- There are three new members to the committee. Anne will seek student membership at the start of the term.
- The Sacrificial Giving appeal will be October 6-7. Stewardship has asked that Father Ev make this year's presentation.
- Kathy White will plan religious education programs on stewardship to coincide with Stewardship Week.

Fund Raising and Development: Kris Egan

- As of June 30, 2007, Parish debt stands at \$110K (\$20K Tax Loan, \$77K Building Loan, \$13K Lower Lounge Loan).
- The Burn the Debt Campaign has \$85K in the original challenge, \$50K in gifts to date, and \$16K pledged or coming in the form of a stock gift. That suggests that we are already at the net plus level. Kris is very encouraged.
- The June Faculty Social went very well. The next one will expand to ISU staff and former priests.
- Kris attended the Catholic Campus Ministers Association meetings in St Louis. She learned a lot both spiritually and professionally.
- Development is planning activities for Family Weekend (Sunday October 14) and Homecoming (Tailgate will be Saturday October 20). Knights of Columbus will hold a pancake breakfast on Homecoming Weekend (Sunday October 21).

Church Business: Bobby LeBlanc

- A Catholic home schooling group would like to use the church for weekly meetings aimed at education and socialization. No objections were raised, provided the space is available.
- Five stained glass panels have cracked or broken. A local artisan (Works of Glass) estimates it will take 10 hours and \$400 to repair them. Consensus was to make the repairs. If possible, also assess possible cause of the breakage.
- Honduras Ministry has raised \$11,130 to date from 27 individuals. This is roughly equal to the planned amount.
- Health Insurance rose 19% and dental rose 8%, larger increase than were projected in the budget. The savings from the decision to stay at one rather than two clerical positions will roughly equal the added insurance expenses.
- The African Children's Choir will perform at the church on Friday November 9.
 - Request to cover expenses will be made to Burns Donovan Fund.
 - Request to Knights of Columbus to provide dinner for the group on Friday.

- Will need 13 families to provide lodging for the children and adults. The choir leader will be at a hotel. Bobby will coordinate.
- Knights of Columbus requested approval for requests to have pancake feeds on September 16 (Iowa State-Iowa game weekend) and Homecoming weekend (October 21). Consensus approval given.
- Father mentioned that a Ghanaian priest will be in residence while spending a year as a graduate student in the ESL program. He will stay with Father Ev one semester and may be in Cardinal House the second. He will assist with ministries at Sts Peter and Paul, St. Cecilia and St Thomas Aquinas.

Budget: Ina Couture

- We ended the year \$23.9K in the black
 - Having one vacant position for most of the year had a big impact on expenses
 - We received \$13K more in envelopes and offertory giving. It appears that we did not have an increase in the number giving, but individual givers gave more.
 - The \$23.9K will be put in the Operating Reserve.

Building and Grounds: Gene Noem

- Cardinal House Items
 - Three windows replaced, making 12 (of 64) to date.
 - Remaining issues include fixing the heating in apartment 1, updating the basement apartment, and addressing mold in the basement.
 - Finished the fiscal year \$15K in the black.
- Carl Bern has been examining the small windows near the roof of the church. Around 12 have cracks or breaks on the east side. Further examination will be done on the west side if possible and then options for fixing them will be proposed.
- Concrete work has been completed to fix sunken panels. Walkway is now level.
- A company called Energy Watch has collected energy usage statistics for churches in the diocese. They will be proposing an energy risk management service at some point in the future aimed at reducing the church's exposure to energy price fluctuations. They may also be able to coordinate bulk purchases at the diocesan level that may lower costs.

Personnel: Sara Oftelie

- Ads for the liturgist position have been posted. This time we will aim more at Kansas City. Larger cities pay too much and we may not be competitive. The last search failed in part because the applicants expected higher salaries.
- A salary survey of five other churches in Iowa is being conducted to assess our relative salary position. Data not yet analyzed.

Chair: Diane Lyon

- Vacation Bible School fundraiser is doing well
- Shirley Shaw and Jean Presteman have made progress on plans for a well in Terzina Lueth's home town in Sudan. Brian D'Silva of USAID helped them locate an NGO (MEDIC) that oversees well drilling in country. USAID has conducted business with MEDIC in the past and they are a reputable contractor. Next steps are to have a team visit the well site after the wet season ends to insure feasibility.
 - Next Steps: Make sure we understand the church's role—do we need to cosign the contract or do we just issue a check?
 - Next Steps: Consensus was that the questions had been answered and Parish Council could give the go-ahead.

- Can we raise funds without a contract? It seems plausible that the group could first generate pledges that will come due if/when the contract is signed.

Prayer schedule:

August: Bobby

September: Peter

October: Bill

November: Carl

Minutes submitted by Peter Orazem