

Finance & Administration Commission

Meeting Minutes – Wednesday, August 17, 2005

Next Meeting: Thursday, September 15, 2005

Members Present: Bobby LeBlanc, Ina Couture, Peter Orazem, Jeff Klucinec, Diane Lyon, Carl Bern, Jane Acker

1. Prayer: Bobby LeBlanc
2. Approval of Minutes (July 18th): Changes to Ina's name, approval by Peter.
3. Development: Jeff
 - ◆ Report of various endowments (summary sheet provided to committee). Summary report for Building Debt does not include tax; investigate adding this if possible.
 - ◆ Lower Lounge renovation – bequeathed in stock \$160k, most went into LL renovation (100K), other part went into Cardinal House (~35k)
 - ◆ Newman House:
 - ◆ \$2500 is being withheld until house is finished to satisfaction. Shelves are wanted in the garage; this may be possible through a parishioner donation.
 - ◆ Renaming Ceremony for Newman House – FRD to plan with Fr. Ev. (JK will place on the agenda for next FRD meeting.)
 - ◆ There is concern over lack of visibility for FRD pages. Should we/could we highlight the Alumni pages within the STA webpage in a way that doesn't "single out" FRD. (JK will place on the agenda for the next FRD meeting.)
 - ◆ Fundraising opportunity – Jack Trice concession stand requires a season commitment, 20-30 people and 4-6 trained people. Commitment is high, time is tight (1st game is Aug 27th), and benefit is questionable. Groups doing this tend not to return (which may be why they are looking for groups). FRD will not use this as a fundraiser.
4. Budget Committee & Budgeting Process: Ina
 - ◆ Budget-wise, we're looking OK right now.
 - ◆ Budget shortfall (2004-2005): \$15k short as a result of \$10k in expenses in June. Rectified.
 - ◆ Lesson learned (management): suggestion that expenditures receive some kind of approval prior to purchase if the budget item exceeds the budgeted amount. Limits would need to be set. Discussion focused on real problem & potential solutions:
 - ◆ For some time, the money has been predominantly block-budgeted to various staff positions and movements between lines were generally OK. When a staff member is nearing their total budget, they are responsible to go to the budget committee to rectify. Anything over \$2500 always needs approval by the Diocese.
 - ◆ The comment that the lack of income is the real problem because there aren't many unapproved expenditures.
 - ◆ Current budget rules & recommendation: Exceeding any line item over \$250 will need approval. This could mean going over total budget if all lines went over, but less than \$250.
 - ◆ Lesson learned: planning for 2007. Try to use the last 4-5 years of expenditures to develop a more realistic monthly budget.
 - ◆ Organ Fund: Not on consolidated statement of funds, but there is about \$28k in the Organ Fund. What should we do with the fund? Suggestion is that the Pastor should have this conversation with the donor – return or donate to another cause (Lower Lounge music)?
 - ◆ Adjustment to Debt Service:
 - ◆ DRE is on 12 months, but will be on 11 months 2005-2006.
 - ◆ No reason to adjust at this point.
 - ◆ We are paying down debt about \$200k per year.

5. Stewardship: Bobby & Peter

- ◆ Ministry Fair: FAC will have a table.
 - ◆ Candy for FAC table (Peter).
 - ◆ What information to disseminate to the Parish?
 - ◆ 2004 had a consolidated statement of expenditures; the commission thought it was a good idea to have this again.
 - ◆ Possible other information to deliver to the parish?
 - ◆ List of things discussing over next year. LL renovation, Development stuff, bills.
 - ◆ Photograph slide show (on TV).
 - ◆ Committee mission statements.
 - ◆ Deliver the message that we need more students involved in the commissions – what can we do? Students: Opportunity at end of TNL? Promote the amount of time you would need to be involved? Have a mentor to help them understand what's going in the meeting? Recruit high-school students? Make face-to-face contact with students.
 - ◆ Brochure with pie chart, list of things we're proud of over the past year (mailing with pledge card).
 - ◆ Organization by Masses (27th & 28th):
 - 4:45 (4pm): Peter & Diane
 - 8:30: Peter & Jeff
 - 10:30: Carl & Dick (Carl will call)
 - 7:00: Bobby & Peter
- ◆ Sacrificial Giving Sunday (not Stewardship Sunday)
 - ◆ October 15-16th
 - ◆ Appeal may take the form of a dialogue (Frs. Ev & Dennis)
 - ◆ Pledge card will continue (following Sunday) in a follow-up mailing.

6. Buildings & Grounds: Dick

- ◆ Fall clean-up is scheduled October 15th.
- ◆ Cardinal House:
 - ◆ Water drainage/leakage problem into S. Wall. Concrete replacement. Pricing in process.
 - ◆ Tree encroaching into house & is a home for crows. Options are to trim or remove the tree. Investigation is ongoing.
 - ◆ Replace windows; there is water leaking into apartments below broken windows. Expensive issue requiring further discussion.
 - ◆ Not fully rented; there is one apartment for rent. No advertisement has been placed
- ◆ Lower Lounge & Kitchen Renovation
 - ◆ Schedule: Scope until Sept; pricing until end of Sept, plan for appeal Oct, appeal early Nov, construct docs Oct Nov, Const Dec-Mar.
 - ◆ Preliminary sketches were viewed. Preliminary sketches exist from 50-60 points across two meetings. Committee will meet again at end of month to finalize plans to move past prelim sketches.
 - ◆ Furniture hasn't been discussed.
- ◆ Church ceiling painting: most is colored plaster, some painting around beams. See how things look after plaster is painted before making further assessments.

7. Personnel:

Nothing new. Opening still exists for youth minister.

8. CBA Report: Bobby

- ◆ Fire alarm system needs repaired – power supply mother board was fried in a recent storm (~\$650). Probably over \$1000 with labor. Insurance deductible is \$500; we will apply for insurance.
- ◆ Staff meetings – a meeting was held to discuss staff meetings, with a plan to change staff meetings. Staff was given new handbooks.
- ◆ Glass cleaning – glass in gathering space is difficult to clean and there is a liability with ladders. The plan is to rent a lift for cleaning story wall, light fixtures, glass.

- ◆ Rio Rancho, NM – STA has two pieces of property we've been holding ~9 years. STA received a letter requesting to buy a property; the value of the property needs investigation. Carl will help to investigate.

Sept Prayer 15: Jeff; October 20: Ina; November 17: Diane; December 15: Carl; January: Peter